

WHS005 Workplace Inspection Procedure

Legal Application: As per WHS Act 2011 s.27(5)(b)(c) the 'officer', as part of their due diligence requirement must gain an understanding of the business operations to minimise the associated hazards and risks and ensure appropriate resources and processes are in place to eliminate or minimise risks to health and safety. Work Health and Safety (WHS) Act 2011 s.19 contains the primary duty of a 'person conducting a business or undertaking' (PCBU) to ensure so far as is reasonably practicable the health and safety of workers and others in the workplace, the provision and maintenance of a work environment, the provision and maintenance of safe plant and structures, the safe use, handling, and storage of plant, structures and substances, and the provision of adequate facilities for the welfare at work.

Reference Documents:

- How to Manage Workplace Health and Safety Risks - Code of Practice
- Managing the Work Environment and Facilities – Code of Practice
- Managing Risks of Plant in the Workplace – Code of Practice
- Managing the Risks of Falls in the Workplace – Code of Practice.

Other Relevant References:

- WHS Regulation 2017 ch.3 (general risk & workplace management)
- WHS Act 2011 pt.2 div.1 s.17 (management of risks)
- WHS Regulation 2017 ch.3 div.2 ss.40 & 41 (standards for workplace facilities and maintenance)
- AS/NZS 1319 – Safety Signs for the Occupational Environment
- AS/NZS 2293 – Emergency Escape Lighting Exit Signs for Buildings
- AS/NZS 1841 – Portable Fire Extinguisher-General Requirements

Purpose

To ensure that **six** monthly inspections are conducted at this workplace to identify hazards, assess risks and eliminate hazards or control those risks. All areas are regularly inspected including outdoor areas if relevant.

Scope

This procedure covers all workplace inspections.

Responsibilities

Management have the responsibility to:

- either complete the inspection themselves or delegate to a suitable competent individual
- ensure the individual appointed have the skills, knowledge and competency to undertake the inspection in order to recognise any hazards that may need attention
- ensure an inspection is completed on a six monthly basis.

Workers have a responsibility to:

- actively participate in the Workplace inspection process as required
- consult with management (or the relevant, delegated person) on the identification of hazards and strategies to eliminate or control those hazards to reduce the risks.

Procedure

- Select the Workplace Inspection module on HII Safe.
- Use the checklist to conduct the inspection of the workplace and identify hazards.
- The checklist can be completed electronically, in hard copy and data uploaded later or using a smart phone or tablet supporting Apple or Android software.
- Ensure all areas are covered including walkways, storage areas, kitchens, bars, function rooms, offices, outside areas, car parks and delivery areas.







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On completion of the inspection any urgent hazards must be brought to management's attention immediately for rectification and a risk assessment documented in the Tasks/Hazards module of the HII Safe. The timing for addressing or actioning all other risks will be based on the level of assessed risk.

Signage

Signs are a source of warning or information and are not a risk control by themselves. Signage in all areas will be correct, particularly 'prohibition' signs and 'warning' signs.

There are a variety of signs that require specific compliance such as:

| Name | Image | Compliance |
|--------------------------|---|--|
| Exit signs |  | Indicate the path to an exit door, located above head height, indicating the exit route from the building. They are illuminated and powered by an emergency power source. |
| Emergency exits |  | These are signs that indicate the door used as an emergency exit and therefore should never be blocked or locked on the inside. These signs are located on fire escape doors including on external surfaces. |
| Fire Extinguisher Signs |  | There are two types of fire extinguisher signs required, one above the device noting its location simply stating "fire extinguisher" and the second sign specifying the type of extinguisher and the fires that it can be used for. It is located above the fire extinguisher itself to allow for easy reading in an emergency. Access to extinguishers must be clear at all time. |
| Fire Hose Reel Signs |  | These are placed on the outside of the Fire Hose Reel cupboard. Access to fire reels must never be blocked. |
| Portable Wet Floor Signs |  | These are yellow in colour and must be used when the floor is slippery from mopping, spills, rain or any other reason. They should be stored in the same place for easy access. |
| First Aid Kit signs |  | These indicate the location of the first aid kits. They are green and white in colour. They are located above the first aid kit above head height so they can be seen clearly from a distance. |

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