

WHS OP009 Workplace Inspections Procedure

Section 1 - Overview

(1) This operating procedure specifies the requirements for the completion of periodic workplace inspections through the utilisation of [WHS F025 Workplace Inspection Checklist](#).

Section 2 - Scope

(2) [WHS P004 Risk Management Protocol](#) documents the University Work Health and Safety (WHS) risk management approach that includes the completion of annual workplace inspections as a key risk management task. This document details the specific process of conducting a Workplace Inspections using [WHS F025 Workplace Inspection Checklist](#).

(3) This document has been developed in accordance with:

- a. How to Manage Work Health and Safety Risks Code of Practice;
- b. [Work Health and Safety Act 2011](#) and [Work Health and Safety Regulation 2017](#).

Section 3 - Procedure

Responsibilities

(4) As per [WHS P002 WHS Responsibilities Protocol](#):

- a. Directors and Head of Schools are responsible for ensuring implementation of all WHS Procedures relevant to their operations; and
- b. The task of completing periodic workplace inspections is the responsibility of Managers and their Deputies.

(5) The task of completing workplace inspections can be delegated to Competent Persons.

Consultation

(6) Health and Safety Representatives (HSRs) have the right, under the [WHS Act](#), to be included in the completion of workplace inspections if they request but it is not the responsibility of HSRs to ensure this task is completed.

(7) HSRs shall be invited to participate in the workplace inspection.

(8) Completion of workplace inspections shall include consultation with staff i.e. at least one person whose health and safety is exposed to day to day activities in the work area being inspected. This person/s may be a HSR.

(9) Contributors and participants in the workplace inspection process shall be recorded on the form.

Cooperation for the Completion of Workplace Inspections

(10) In cases where work environments are shared by staff with various Managers, cooperation and communication between Managers is required to ensure all work environments controlled by the University are periodically inspected.

Frequency of Workplace Inspections

(11) WHS F025 Workplace Inspection Checklist should be completed in every physical area where the University has direct control:

- a. Upon initial occupancy; and
- b. At least every 12 months +/- one month.

Corrective Actions

(12) The tracking and implementation of corrective actions is the responsibility of the Manager and/or their Deputy that sign off the inspection process.

Risk Score Calculator

(13) All risk score calculators used in the WHS risk management activities at the University are as illustrated below and included on WHS F025 Workplace Inspection Checklist to facilitate the risk assessment of any hazard identified during the inspection process.

[\(Click here for risk score calculators\)](#)

Sign Off

(14) All participants included in the completion of workplace inspections shall sign off to indicate their participation and collective agreement on the outcome of the risk assessment.

Records

(15) A copy of all completed WHS F025 Workplace Inspection Checklists shall be submitted to the WHS Team via whs@une.edu.au.

Authority and Compliance

(16) The Rule Administrator, the Director People and Culture, pursuant to the University's [Work Health and Safety \(WHS\) Rule](#) makes these procedures.

(17) University Representatives must observe these Procedures in relation to University matters.

(18) These Procedures operate as and from the Effective Date.

(19) Previous Procedures relating to Workplace Inspections are replaced and have no further operation from the Effective Date of this new Procedure.

Section 4 - Definitions

For the purposes of this document the following definitions apply.

(20) A Worker, as defined by the [WHS Act](#), is a person that carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. An employee;
- b. A contractor or subcontractor;
- c. An employee of a contractor or subcontractor;
- d. An employee of a labour hire company who has been assigned to work in the person's business or undertaking;
- e. An outworker;
- f. An apprentice or trainee;
- g. A student gaining work experience;
- h. A volunteer; or
- i. Person of a prescribed class.

(21) Competent Person means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.

Status and Details

Status	Current
Effective Date	18th October 2016
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Approval Authority	Director People & Culture
Approval Date	20th September 2016
Expiry Date	Not applicable
Unit Head	Anthea White Director People and Culture
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Glossary Terms and Definitions

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.