



POLICY	
Workplace Hazard Inspection	
<b>Scope (Staff):</b>	All employees
<b>Scope (Area):</b>	CAHS (PMH/PCH, CACH, CAMHS)

## Aim

To outline Workplace Hazard Inspections (WHI) to support a safe working environment.

## Risk

Breach of legislative requirements including Duty of Care under the [Occupational Safety and Health Act 1984](#)<sup>1</sup> and [Occupational Safety and Health Regulations 1996](#)<sup>2</sup>

There is an increased risk of staff injury and illness if incidents and hazards are not identified and resolved in a timely and efficient manner.

## Definitions

**Workplace Hazard Inspection (WHI):** is a planned, systematic, cyclic event that includes the inspection and investigation of the physical workplace, equipment, plant and materials used, the work practices employed, and any other factors that may influence the safety and health of employees

## Principles

- CAHS will provide and maintain a safe working environment as per sections 19 and 20 under the [Occupational Safety and Health Act 1984](#)<sup>1</sup>
- Regular WHI are an essential part of the risk management process to identify and determine underlying causes of hazards and implement measures to eliminate or control those hazards.
- Ongoing maintenance of a safe system of work cannot be assumed without regular inspection of workplaces.

## Process

- Where practicable, WHI are to be conducted jointly by the Manager or Supervisor (or their delegate) and an OSH Representative (or Proxy).
  - If an OSH Representative is not available in the work area, the Manager can request another Manager to engage their OSH Representative, or alternatively, a staff member may accompany the Manager / Delegate to complete the WHI.
- When completing workplace inspections, the following be considered:
  - area to be inspected (specific area or issue)
  - when the inspection must be completed
  - information required to inform those carrying out the inspection.

- This may include training records, Safety Data Sheet (SDS), work instructions, incident/hazard reports, and previous WHI documents and reports.
- Workplace Inspection findings and reporting must include:
  - an action plan for all outstanding hazards with time frame and responsible person noted
  - the registration of risks or unresolved issues, if relevant, on the Risk Register
    - Refer to the [CAHS Risk Management Policy and Framework](#)
  - results of the inspection being disseminated to staff.

## **Roles and Responsibilities**

### ***Manager / Supervisor***

- All Manager / Supervisors are responsible for the following:
  - ensures six (6) monthly (from July - December and January - June) WHI are conducted to identify and control hazards / risks using the applicable service checklist
  - documents and coordinates the resolution of any outstanding OSH issue that arise from the inspection
  - reports hazards of an extreme risk to their line manager immediately
  - retains a copy of the completed WHI
  - forwards completed WHI before 30<sup>th</sup> December and 30<sup>th</sup> June to the OSH Department to assist with meeting the 80% Key Performance Indicator (KPI) compliance
  - ensures OSH Representatives are given adequate opportunity and time to assist with WHI.

### ***OSH Representative***

- The OSH Representative is responsible for:
  - participating in prescribed WHI in conjunction with Manager / Supervisor.

### ***OSH Committee***

- The OSH Committee is responsible for:
  - monitoring progress of WHIs 80% compliance KPI.

### ***OSH Department***

- The OSH Department is responsible for:
  - providing assistance to the Manager / Supervisor and OSH Representative on request
  - providing KPI reporting on WHI as required.

## Compliance Monitoring


- The Chief Executive and all Executive Directors are responsible for compliance with Workplace Hazard Inspections.

Related internal policies, procedures and guidelines
<a href="#">Risk Management Policy and Framework</a> (CAHS Policy)
<a href="#">Occupational Health and Safety</a> (CAHS Policy)

References
1. <a href="#">Occupational Safety and Health Act 1984</a>
2. <a href="#">Occupational Safety and Health Regulations 1996</a>

Useful resources (including related forms)
<a href="#">CAHS Workplace Hazard Inspection Check Lists</a>
Guidance Note: <a href="#">Formal Consultative Processes at the Workplace</a> (Worksafe 2006)

This document can be made available in alternative formats on request.

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