

## Workplace WHS Inspection Procedure

### Introduction

A workplace WHS inspection is a systematic analysis of the workplace, including its inputs, processes and outputs, to consider any impacts on health and safety to workers and visitors.

An inspection may be general in nature, or have a focus on particular health and safety issues such as inadequately guarded machinery use of personal protective equipment, noise, manual handling, chemical handling, etc. The process is fundamental to the prevention of incidents and injuries.

Inspections associated with irregular events are also advisable, such as:

- a) a week before a business returns to operations after a holiday break or extended shut-down;
- b) within a week of a workplace returning to 'normal' after a notifiable incident that being an incident which arises out of the conduct of a business or undertaking and results in the death, serious injury or serious illness of a person or involves a dangerous incident.

Managers and Supervisors or nominated persons are responsible for initiating and conducting workplace inspections. All workers may be required to participate in the process. Health & Safety Representatives (HSRs) and HS Committees may also perform workplace inspections.

### Purpose

Skillset Limited ('Skillset') has a duty under the NSW Work Health and Safety Act and Regulations 2011 (the 'Legislation') to prevent and/or to minimise risk in the workplace, as far as reasonably practicable. Skillset aims to achieve this through consultation and risk management.

### Commencement of the procedure

This Procedure will commence from 01/05/2017. It replaces all other WHS Inspection procedures & policies (whether written or not).

### Application of Procedure

This Procedure applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this procedure as workers.

Skillset Limited will conduct regular inspections to identify hazards or potential hazards in the workplace. The frequency of the inspections will be decided by the department manager in relation to the relevant risk in the area. Supervisors or Managers in consultation with workers and WHS

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Representatives and/or Committee members (if applicable) will conduct the inspection to investigate any matter that may be a risk to the health and safety of people in the workplace.

The workplace inspection will include the following activities:

- a) schedule the workplace inspections in each work area/department;
- b) conduct the inspection using a tailored workplace inspection checklist; and
- c) workers and other key parties eg relevant person conducting a business or undertaking, will be consulted to identify, assess and decide on appropriate control measures.

Hazards identified during the inspection and agreed control measures will be recorded in the Risk Register that is readily available for all workers. All agreed control measures will be reviewed periodically to ensure that it is an effective way of managing the relevant risk.

Ensure hazards recorded on the hazard report form have been assessed and are recorded in the risk management register.

Supervisors and Managers for each area will be responsible for the implementation of this risk management process.

### **Breach of this Procedure**

All Workers must comply with this procedure at all times. If a worker breaches this procedure, they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

### **Variations**

Skillset Limited reserves the right to vary, replace or terminate this Procedure from time to time.

### **Associated documents**

- Risk Register
- Workplace Inspection Checklist
- Working From Home Policy

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