

Name:	Workplace Inspection Procedure	Developed	Galina Kaseko
Approving authority:	OHS Committee	Date of Approval:	January 2004
Due for review:	January 2005	Last Amended:	Revision 1 21 April 2004
<p>This procedure relies on the legislative requirements of the NSW Occupational Health and Safety Act 2000 and Regulation 2001, AS/NSZ801:2001 and WorkCover OHS model 2001.</p> <p>This document has been developed in compliance with the UNSW CORPORATE OHS MANAGEMENT SYSTEM (version 1: 28 May 2003) and based on the UNSW OHSE Testing & Inspection Procedure v2-a 28 May 2003.</p> <p>(http://www.riskman.unsw.edu.au/ohs/policies.shtml)</p>			

WORKPLACE INSPECTION PROCEDURE

Purpose and Scope

Regular workplace inspections must be performed to ensure that a safe working environment is maintained throughout the School of Physics. These inspections aim to identify any *systematically* occurring hazards in the workplace and to ensure that safety practices are maintained throughout the School. In order to achieve this, two types of regular inspections are to be carried out in each Area of the School of Physics - Quarterly Inspections and Annual Inspections.

Responsibilities

Area OHS Supervisors have responsibility to

- Conduct or delegate to an appropriately trained person the Quarterly Workplace Inspection in their designated area. The inspection must be completed and appropriate documentation must be filed within the first week of February, May, August and November of every year.
- Compile and keep up to date the Area Specific Inspection Checklist, which should reflect the hazards, equipment, and work practices associated with the designated area. The Area Specific Inspection Checklist should be based on the Register of Activities and Hazard Identification Table maintained in the designated area.
- Assist the School of Physics OHS Committee in conducting the Annual Workplace Inspection in the designated area.

Competency and Training Requirements:

Area OHS Supervisors must complete the School of Physics Area Supervisors Training Program followed by the training referred to in the School of Physics document - Responsibilities of Area OHS Supervisors available via <http://www.phys.unsw.edu.au/safety/>

The School of Physics OHS Committee has responsibility to

School of Physics Document
The latest version of this document is available via
<http://www.phys.unsw.edu.au/safety/>

- Authorise and review the Workplace Inspection Procedure annually or as required
- Approve the School of Physics Annual Workplace Inspection Plan. The Chairperson of the OHS Committee has the responsibility to prepare an Annual Workplace Inspection Plan defining the schedule and staff responsible for conducting the Annual Workplace Inspections in the designated areas by the beginning of Session 1.
- Conduct the Annual Workplace Inspection according to the School of Physics Annual Workplace Inspection Plan.
- The Committee must review and take appropriate actions in response to any items reported as scored “poor” or “No” by Area OHS Supervisors.
- The Committee must review the results of the Annual Workplace Inspection and advise the Head of School on appropriate measures.

Competency and Training Requirements:

Members of the OHS Committee must complete the OHS Consultation Training conducted by the UNSW Risk Management Unit (for schedules and registration, see <http://www.riskman.unsw.edu.au/ohs/training.shtml>)

Quarterly Workplace Inspection *carried out by the Area OHS Supervisor*

1. Carry out a safety inspection in the designated area using the General Inspection Checklist as a guide and making comments where needed.
2. Complete the Area Specific Inspection Checklist focusing on the hazards specific to your area.
3. Keep a record of the inspection and report any items scored “poor” or “No” to the Chairperson of OHS Committee by attaching details to the Quarterly Area OHS Report.
4. Complete the Quarterly Area OHS Report and submit it to the Chairperson of OHS Committee (copies to all Academic Staff associated with the area).

Annual Workplace Inspection *carried out by the School of Physics OHS Committee*

1. Inspect the area and complete the Annual Workplace Inspection Checklist making comments where needed. Area OHS supervisors must be informed about this scheduled inspection well in advance so as to not interrupt the usual activities in the area.
2. Submit the Annual Workplace Inspection Checklist to the Chairman of OHS Committee for further reporting to the OHS Committee.