

DomestiCorp

Workplace Health and Safety Work Site Inspections

Purpose

This presentation is intended to be presented at toolbox meetings to raise awareness of workplace health and safety issues. Questions have been included for the presenter to ask of the audience and these are indicated by the highlighted **Presenter**.

Introduction

Workplace Health and Safety Work Site Inspections are conducted in order to identify hazards in your workplace. Hazards that are detected are recorded using a corrective action report; this allows a course of action to control the hazard to be instigated. Inspections are to be conducted at all work sites.

Who conducts the inspection?

The inspections are generally conducted by the Workplace Health and Safety Representative (WHSR) or Workplace Health and Safety Officer (WHSO) from the work area in conjunction with a supervisor or other suitable person.

- Each work area should have an appointed WHSR who should be elected by his/her co-workers.
- If your area does not have a representative then you may request to have one elected.
- You do not necessarily need any special qualifications or experience to be a WHSR.
- It is intended that Seqwater will provide WHSR training to the elected representatives.

Presenter: Who is the Workplace Health and Safety Representative for your work area and how would you contact him/her?

How often are inspections to be conducted?

- As a minimum, each site Supervisor/Coordinator must complete a site inspection of one of their work sites each fortnight utilising the Fortnightly Work Site Safety Inspection Checklist, in addition

How inspections are conducted and what are the outcomes?

- The inspection team will walk through the work site using the Inspection Checklist. The checklist is intended to make sure inspections are always conducted to the same standard. The inspection team will work through the items on the check list and make a note of any hazards or issues they encounter.
- The procedure requires that there be a minimum of two people conducting each inspection for example the area WHSR and the area supervisor.
- Any hazards that are not controlled are recorded on a corrective action report and a risk assessment completed.
- Now that hazards have been identified and the risk rated the inspection team will

DomestiCorp

Workplace Health and Safety Work Site Inspections

discuss the outcomes with the person in charge and will provide that person with a copy of the checklist and corrective action report.

- It is now possible to implement corrective actions.
- The results of the inspections form part of the Safety Performance Report which allows us to keep track of our safety performance.

Remember that workplace inspections are designed to identify uncontrolled hazards in your workplace and improve our safety performance. We can all contribute by spotting hazards and either taking action to rectify them or reporting them.

Please take the time to read and understand the procedure and contact your supervisor or safety representative if you have any questions regarding the procedure.

Presenter: Q. Who can complete a corrective action report?

A. The people conducting the workplace health and safety worksite procedure.

Q. How many people should conduct the inspection?

A. A minimum of two people need to be present.