



POLICY	
Workplace Hazard Inspection	
<b>Scope (Staff):</b>	All staff
<b>Scope (Area):</b>	CAHS (PCH, CAMHS, Community Health and Neonatology)

## Aim

To support a safe working environment through routine Workplace Hazard Inspections (WHI).

## 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 controlled 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, so far as is practicable, as per section 19 of 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 a Safety and Health OSH Representative (SHR) or Proxy.
  - If a SHR is not available in the work area, the Manager can request another Manager to engage their SHR, or alternatively, a staff member may accompany the Manager / Delegate to complete the WHI.
- When completing workplace inspections, the following should 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 checklists and reports.
- Workplace Hazard 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:
  - ensuring six (6) monthly (from July - December and January - June) WHI are conducted to identify and control hazards / risks using the applicable service checklist
  - documenting and coordinating the resolution of any outstanding OSH issue that arise from the inspection
  - reporting hazards of an extreme risk to their line manager immediately
  - retaining a copy of the completed WHI
  - forwarding 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
  - ensuring SHR's are given adequate opportunity and time to assist with WHI

### ***Safety and Health Representative***

- The SHR is responsible for:
  - participating in a 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 SHR on request
  - providing KPI reporting on WHI as required

- reviewing and amending WHI templates in consultation with the work areas, as required

### Compliance Monitoring


- The People, Capability and Culture Executive Director and Committee will monitor CAHS compliance with the Workplace Hazard Inspections KPI.

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

<b>References</b>
1. <a href="#">Occupational Safety and Health Act 1984</a> (Western Australian Legislation,)
2. <a href="#">Occupational Safety and Health Regulations 1996</a> (Western Australian Legislation,)

<b>Useful resources (including related forms)</b>
<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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