



**EXCELSIA  
COLLEGE**  
Sydney - Australia

**THIS POLICY IS CURRENTLY UNDER REVIEW BY THE WORK  
HEALTH AND SAFETY COMMITTEE**

**Document Name**

**WORKPLACE INSPECTION POLICY**

**Document Number**

**PO-WHS-02**

**Document Status**

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## Purpose

Workplace inspections are designed to ensure existing control measures are still in place and performing as intended and are not a substitute for proactive risk assessments or scheduled maintenance.

## Responsibility

The following people have a responsibility in relation to this policy:

- Chief Executive is responsible to ensure that the policy is followed.
- WHS Committee is responsible for monitoring the effectiveness of this policy within their scope of responsibility and making recommendations.
- Director of People and Culture is responsible for the storage, version control, and scheduled review of this policy.

## Definitions

For the purposes of this policy:

- *Hazard* - A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
- *Health and safety committee* - A consultative body established under the WHS Act. The committee's functions include facilitating cooperation between workers and the person conducting a business or undertaking to ensure workers' health and safety at work, and assisting to develop work health and safety standards, rules and procedures for the workplace.
- *Health and safety representative* - A worker who has been elected by their work group under the WHS Act to represent them on health and safety matters.
- *Risk* - The possibility harm (death, injury or illness) might occur when exposed to a hazard.

## Policy

Workplace Inspections are carried out to ensure that all work areas are kept free from hazards or potential hazards that may lead to injury, near miss, property damage or adverse environmental impact.

You will need to review:

- When a control measure is not working (eg when someone is injured or experiences a near miss)
- Before workplace layout or practices are changed
- When new equipment, materials or work processes are introduced
- If a new problem is found
- If consultation shows a review is necessary
- If a health and safety representative requests, it

Things to look for when conducting an inspection:

- Uncorrected problems from the previous report
- Workers not following safe work procedures or procedures that aren't correct

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- Improper storage or handling of materials (for example, boxes in front of emergency exits or electrical panels, or chemicals not being used appropriately)
- Accumulation of liquid or grease on floors
- Poor maintenance of equipment.

After an inspection you will need to do the following:

- Fix serious hazards or unsafe work practices immediately; this is a legal obligation for example if you find that a ladder has a damaged rung, immediately repair or replace it
- Prioritise less serious hazards and assign someone to fix each one
- Follow up on any actions that will take time to complete for example purchasing new equipment
- Let workers know what you find during your inspections
- All Workplace Inspections will be undertaken by members of the Work, Health and Safety Committee.

## References

WHS-T01 – Inspection Checklist Template Indoor Environmental

WHS-T02 – Inspection Checklist Template External

WHS-T02 – Inspection Checklist Template First Aid Room

PR-WHS - Workplace Inspection Procedure

[Safe Work NSW – Code of Practice](#)