

# Health and Safety Guideline: HSG 10.1

## Health and Safety Inspections and Testing



### 1. Purpose

This document provides guidance to conducting health and safety inspections at the University, to ensure Hazards are identified and controlled.

### 2. Scope

This document applies to all Faculties, Divisions and organisational units of the University of Newcastle and its controlled entities.

### 3. Definitions

In the context of the Health and Safety Management System Framework:

- (a) **Hazard** means a situation with a potential for personal injury or ill-health, damage to property, damage to the environment, or a combination of these.
- (b) **Risk** means the likelihood and consequence of injury or harm occurring.
- (c) **Leaders/Supervisors** means any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects or other activities.
- (d) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
- (e) **Workers** includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer.
- (f) **IMS** means the University's online incident reporting system.
- (g) **Inspection** means a team who are given the responsibility for conducting workplace inspections according to schedule.
- (h) **Workplace Inspection** means a planned, regular self-appraisal of the workplace using a specific checklist for the purpose of ensuring a safe and healthy working environment is maintained by identifying hazards and reviewing established risk controls.
- (i) **Safety Critical Risk Controls** means electrical, electronic or mechanical devices that are installed to control a specific workplace risk e.g. gas detectors; warning alarms; interlocked equipment guards; pressure gauges; ventilation controls.

## **4. Responsibilities**

### **4.1 Executive Committee**

The Executive Committee should:

- (a) Ensure appropriate processes are in place for regularly inspecting the workplace so hazards are identified, risks assessed and effective risk controls implemented.

### **4.2 Leaders/Supervisors**

Leaders and Supervisors should:

- (a) Provide support for regular review of the workplace to identify hazards, manage the risks and implement risk controls;
- (b) Ensure time is provided for workers to complete workplace health and safety inspections according to an agreed schedule;
- (c) Ensure resources are allocated to enable corrective actions arising from inspections to be closed out;
- (d) Review outstanding actions regularly through Health and Safety Committees and other meetings.

### **4.3 Health and Safety Team**

The Health and Safety Team should:

- (a) Provide advice and support to Leaders and Supervisors with implementing an inspection schedule using specific checklists for the area concerned;
- (b) Provide guidance, and where necessary, training and instruction to relevant Workers to ensure they are able to effectively conduct workplace inspections;
- (c) Provide advice with regards to regular inspection and testing of safety critical risk controls.

### **4.4 Workers**

Workers should:

- (a) Participate in inspections according to schedule when requested;
- (b) When appropriate, provide input to determining actions to be undertaken when deficiencies are identified during health and safety workplace inspections.

## **5. Health and Safety Inspections**

### **5.1 Scheduling**

Each Faculty and Division across the University is required to create a workplace inspection schedule and identify Workers to form an inspection team to complete the inspections according to the schedule.

### **5.2 Inspection Teams**

To establish an effective workplace inspection team:

- (a) Determine the number of employees to be involved e.g. Two people may be appropriate for an office environment; three people may be more effective for a higher risk area such as a laboratory or workshop;
- (b) Consider including a member of the Faculty, Division or Regional Health and Safety Committee;
- (c) Include a Worker involved in performing a task or working in the area being inspected;
- (d) Consider including a Worker from another area to introduce a fresh pair of eyes;
- (e) If there is a Worker with a full or part time safety role for the area they may be included periodically or permanently in the team depending on local requirements.

### **5.3 Frequency of Inspections**

This will be determined based on the level of risk for the area however, it is recommended that inspections be undertaken at least:

- (a) Quarterly for an office environment;
- (b) Monthly for a laboratory or workshop.

### **5.4 Inspection Checklists**

- (a) Use of a checklist for a workplace health and safety inspection ensures that all the potential hazards are considered and all areas of the workplace are included. As well as looking at the physical aspects of the workplace, inspections will include observation of employee compliance with health and safety procedures e.g. following Standard Operating Procedures (SOP), wearing personal protective equipment (PPE).

- (b) A generic Workplace Inspection Checklist is provided in Attachment 1 which can be used as a minimum standard document for inspections. The following requirements apply to its use:
  - (i) The Checklist may be modified by adding or removing items of specific relevance to a particular area;
  - (ii) If a potential hazard or risk is observed, then a record of the hazard or risk will be made on the workplace inspection checklist;
  - (iii) The outcome of the inspections including hazards identified and the corrective actions selected will be reported to the relevant Health and Safety Committee at the next meeting following the inspection for review and input;
  - (iv) Hazards identified will be entered into the online IMS along with the corrective actions to mitigate the hazard.

## **5.5 Corrective Actions**

The inspection team should recommend corrective actions for the potential hazards and enter the action into the Inspection Checklist. The following steps will then be taken:

- (a) The Inspection Checklist with the hazards identified during the inspection and the recommended corrective actions will be reported to the Supervisor responsible for the area;
- (b) The Supervisor will work with employees to implement the appropriate corrective actions to mitigate the hazard taking into consideration the following factors:
  - (i) The possible consequence of the hazard;
  - (ii) The likelihood of the hazard causing harm;
  - (iii) The level of exposure to the hazard of those in the area;
  - (iv) If the hazard can be corrected immediately make sure this is done and enter the date in the appropriate column on the Checklist;
  - (v) If the hazard or risk cannot be controlled immediately then a suitable time frame for implementing the corrective action should be determined and the proposed date for completion entered into the appropriate column in the Checklist.

- (c) Where the hazard could result in serious harm action must be expedited, and if permanent controls cannot be put in place immediately, interim controls are to be established. Where a high risk of serious harm cannot be immediately controlled, the activity or task should be discontinued, or the area closed off until such time as those controls can be put in place.

## 5.6 Specific Inspections

- (a) **IBC and CRTC Committee Members:** the [Institutional Biosafety Committee \(IBC\)](#) and [Chemical and Radiation Technical Committee \(CRTC\)](#) schedule inspections and monitor the implementation of corrective actions by the Faculty and follow-up to ensure closure.
- (b) **Equipment and Facilities:** The Infrastructure and Facilities Services group (IFS) define and manage the key inspections required for assets and infrastructure, and the processes surrounding them. The individual Faculties and Divisions manage the requirements for equipment that is required for their activities.
- (c) **Workstations:** A [Workstation Self-Assessment Checklist](#) available to assist employees, primarily in office environments, to set up their workstation. The checklist is designed to provide a concise approach addressing both physical and psychosocial factors that should be considered when matching jobs to people's capabilities. The Health and Safety Team can assist with workstation inspections and assessments where required.
- (d) **Electrical Equipment:** IFS will arrange regular inspection and testing of all electrical equipment in accordance with the NSW WHS Regulations 2011. This includes all items of equipment that are subject to repeated movement or where it is situated in what is referred to as a "hostile environment" i.e. one where exposure to dirt, weather, chemicals could cause damage to the equipment. Enter a [Maximo](#) request to book these inspections in line with the re-test date on the equipment's tag.
- (e) **Critical Safety Devices:** Equipment or instrumentation used to provide measurements for controlling safety risks (e.g. gas detectors, pressure gauges, dust monitors) will be regularly inspected, maintained, serviced and calibrated, according to the manufacturer's instructions. The Faculty concerned and IFS are responsible for ensuring a schedule is developed and maintained.

See also [UON HSP 10.3 Health and Safety Audits](#) for information on more formal assessment of workplace health and safety compliance.

## 6. References

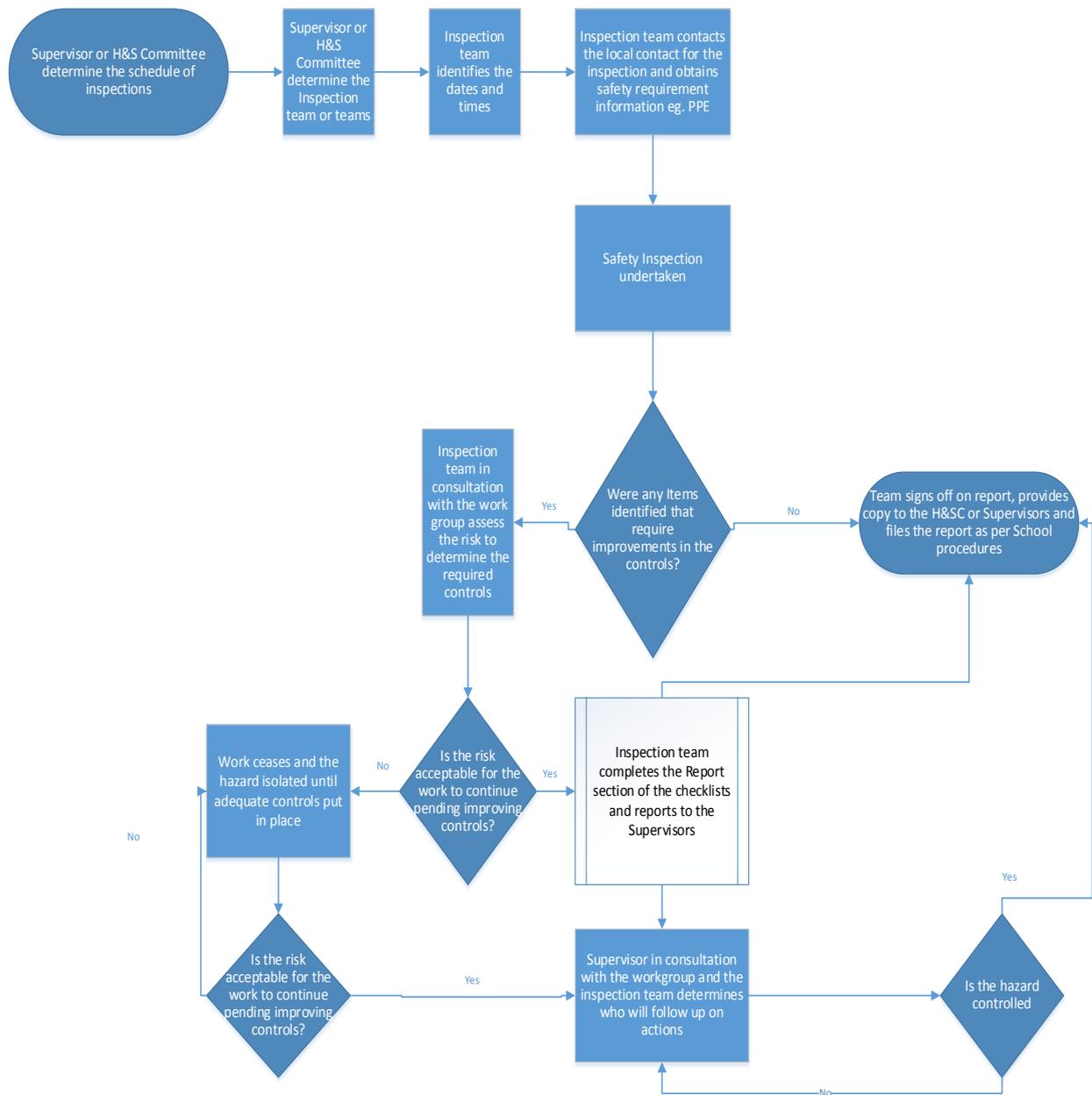
[UON Health and Safety Management System Framework](#)

[UON HSG 10.3 Health and Safety Audits](#)

## 7. Attachments

1. Safety Inspection Flowchart
2. Generic Safety Inspection Checklist

# Attachment 1. Safety Inspection Flowchart



## Attachment 2. Generic Safety Inspection Checklist

Faculty/Division/School/Unit:		Exact Location:		
Inspected By (List Names):				Date:
<b>Blue boxes to be completed by all workplaces, in addition, pink boxes to be completed by laboratories, workshops and any other workplace that uses hazardous substances, plant, equipment, forklifts etc</b>				
Subject	YES/NO/NA	Corrective Action	By Whom	By When
<b>1. Housekeeping</b> <ul style="list-style-type: none"> <li>• Workplace clean and uncluttered</li> <li>• Floors free of slip trip and fall hazards</li> <li>• Access unobstructed</li> <li>• Sufficient storage space provided and items stored safely</li> </ul>			test	test
<b>2. Facilities</b> <ul style="list-style-type: none"> <li>• Eating facilities clean and equipment maintained</li> <li>• Lighting appropriate for tasks</li> <li>• Ambient temperature controlled</li> <li>•</li> </ul>				
<b>3. Stairways</b> <ul style="list-style-type: none"> <li>• Clear of obstruction</li> <li>• Effective lighting</li> <li>• Handrails in place</li> </ul>				
<b>4. Emergency Exits</b> <ul style="list-style-type: none"> <li>• Clearly marked</li> <li>• More than one exit?</li> <li>• Unobstructed</li> <li>• Doors open outwards</li> </ul>				
<b>5. First Aid</b> <ul style="list-style-type: none"> <li>• First aid kit available and well stocked</li> <li>• Access to kit unobstructed</li> <li>• Signs in place</li> <li>• Qualified first aider(s) list posted</li> </ul>				
<b>6. Emergency Procedures</b> <ul style="list-style-type: none"> <li>• Portable extinguishers available</li> <li>• People trained to use equipment</li> <li>• Equipment test tags in date</li> <li>• Emergency alarm available</li> <li>• Emergency Wardens identified</li> <li>• Drills take place annually</li> <li>• Current evacuation posters available</li> </ul>				
<b>7. Electrical Equipment</b> <ul style="list-style-type: none"> <li>• Tested and tagged where required</li> <li>• Leads in good condition and not causing trip hazards</li> <li>• RCDs used where required</li> <li>• Electrical switchboards locked</li> <li>• No double adapters used</li> </ul>				

Subject	YES/NO/NA	Corrective Action	By Whom	By When
<b>8. Workplace Equipment</b> <ul style="list-style-type: none"> <li>• Chairs adjustable</li> <li>• Sit/stand desks provided where required</li> <li>• Workstations have been assessed where required</li> <li>• Shredders and cutters appropriately guarded</li> </ul>				
<b>9. Compliance and Behaviour</b> <ul style="list-style-type: none"> <li>• HSC meets regularly and minutes available</li> <li>• Incidents and hazards are reported, investigated and corrective actions followed up and closed</li> <li>• New staff, students and contractors are inducted</li> <li>• Training records are available</li> <li>• SOPs and other work instructions available and workers have been trained in their use</li> <li>• Workers are observed following procedures e.g. wearing PPE, using tools and equipment safely</li> <li>• Smoke Free Campus requirements followed</li> </ul>				
<b>10. Hazardous Substances and Dangerous Goods</b> <ul style="list-style-type: none"> <li>• Appropriate signage in place e.g. HAZMAT; PPE where required</li> <li>• Current SDSs for all substances available</li> <li>• Chemwatch Register current</li> <li>• Flammable/Toxic/Corrosive cabinets available for storage</li> <li>• Containment available where required</li> </ul>				
<b>11. Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>• Signage available</li> <li>• PPE being worn where required</li> <li>• Clean safe storage provided</li> </ul>				
<b>12. Plant and Equipment</b> <ul style="list-style-type: none"> <li>• Guards in place</li> <li>• Emergency stops labelled and meet regulatory requirements</li> <li>• Maintenance records available</li> <li>• Energy isolation procedures followed</li> <li>• Hand tools in good condition and tagged</li> <li>• Ladders in good condition and inspected regularly</li> <li>• SOPs available for tasks</li> </ul>				

Subject	YES/NO/NA	Corrective Action	By Whom	By When
<ul style="list-style-type: none"> <li>Operators trained</li> </ul>				
<b>13. Hoists and Cranes</b> <ul style="list-style-type: none"> <li>SWL indicated</li> <li>Service records available</li> <li>Dogmen trained when required and certificates available</li> <li>Chains, hooks and slings inspected, tested and tagged</li> </ul>				
<b>14. Noise Exposure</b> <ul style="list-style-type: none"> <li>Signage in place</li> <li>Noise surveys conducted</li> <li>Hearing protection provided and being worn</li> <li>Health surveillance conducted for exposed workers</li> </ul>				
<b>15. Compressed Gases</b> <ul style="list-style-type: none"> <li>Cylinders stored upright and secured</li> <li>Separation and segregation distances compliant</li> <li>Full and empty cylinders separated</li> <li>Valves and lines labelled</li> <li>Signage in place</li> <li>Current SDSs available</li> <li>Storage away from heat and ignition sources</li> </ul>				
<b>16. Mobile Plant/Forklifts</b> <ul style="list-style-type: none"> <li>Pre-start checks conducted</li> <li>Maintenance records available</li> <li>Operators have required licences/certificates/training records</li> </ul>				
<b>17. Traffic Management</b> <ul style="list-style-type: none"> <li>Speed limit signs in place</li> <li>Traffic calming installations maintained e.g. speed humps</li> <li>Designated pedestrian crossings provided</li> <li>Designated separation of pedestrian and traffic where required</li> <li>Traffic management maps in place where required</li> </ul>				

	Signature	Date
Review by UON Leader/Supervisor		
Review by Health & Safety Committee		