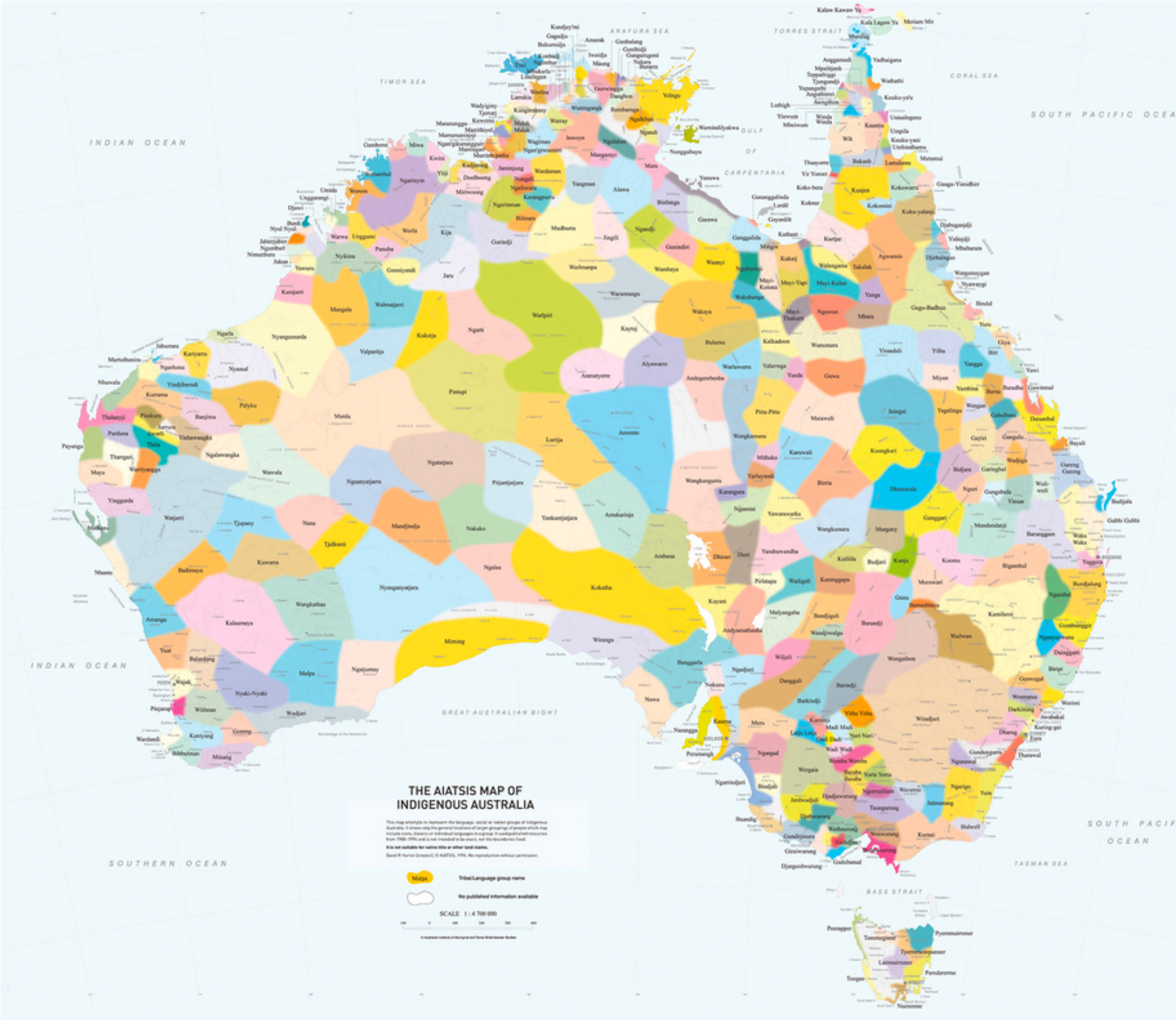


OHS Basics Month

Tips for top inspections

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Slides created by Paula Reid - CPSU



Our Speaker

Paula Reid
OHS Officer/Trainer
CPSU - SPSF Victorian Branch



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Objects of the OHS Act 2004

- Secure the health, safety and **welfare** of employees and other persons at work
- Eliminate, **at the source**, risks to health, safety or welfare of employees and other persons at work
- Ensure that the health and safety of **members of the public** is not placed at risk
- Provide for the **involvement** of employees, employers, and organisations representing those persons (**unions**), in the formulation and implementation of health, safety and welfare standards

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Principles of Health and Safety Protection

- All people have the highest level of protection
- Those in control are responsible for eliminating and reducing risks
- Employers should be proactive
- Information should be shared about risks and controls
- Employees are entitled and should be encouraged to be represented



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Powers of Health and Safety Representatives

- Inspect the workplace
- Take photos, measurements, sketches and recordings
- Accompany a WorkSafe Inspector during an inspection
- Attend OHS interviews with a member of the DWG
- Seek the assistance of any person
- Resolve issues through consultation or by issuing PIN or cease work

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Hazard and Risk

Hazard - Something currently or may in future be, in the work environment that has the potential to cause harm to people

Risk - The chance (severity & likelihood) that a hazard will cause harm to people

Harm - Death, injury, illness (including psychological illness) or disease that may be suffered by a person

Control - A thing, work process or system that eliminates or reduces the hazard or risk



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Purpose of a workplace inspection

- Identify, eliminate or control hazards in the workplace.
- Identify and manage occupational health issues in the workplace.
- Identify and manage work activities that could result in an accident or illness.
- Monitor new equipment or processes.
- Promote a positive health and safety environment.
- Create open communication.



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Barriers to a workplace inspection

- Employer lack of knowledge on the powers of HSR
- Shift work
- Work overload
- Hybrid working
- Members of DWG unaware that an inspection is happening

[illegible]

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Tools for workplace inspection

- Checklists, Guidance notes
- Clipboard /Tablet
- Camera or phone for photographs
- Monitoring devices to measure noise, lighting etc
- Safety notices, reports from previous inspections
- Standard Operating Procedures



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Plan your Inspection

- Determine the scope of the inspection (what's in, what's out)
- Who needs to be involved in the inspection
- Review any regulations or standards that are likely to be relevant
- Review previous inspection reports and data
- Review and if necessary, update inspection checklist



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Checklists

- A checklist is a good way of ensuring you don't miss anything when conducting a workplace inspection.
- Not all workplaces are the same and not all hazards exist in each workplace so choose a checklist that suits the sort of work carried out at your workplace.
- You can find example checklists on the OHS Reps website.



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How to use a checklist

- Focus on hazards
- Note locations in comments field and elaborate on issues found or include photographs
- Determine what action is required to eliminate or reduce risk of any hazards identified
- Note actions for follow up and assign actions to appropriate people with timeframes
- Note when to follow up and review actions taken

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After the workplace inspection

- For minor issues that were not rectified during the inspection, develop an action plan with timeframes and who is responsible for the action.
- Conduct a risk assessment where needed
- Report findings and outcomes to the DWG
- Report to the health and safety committee



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Other Resources

- Your Union ARREO
- ohsrep.org.au website
- WorkSafe Victoria guidance documents and webpages

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