

WORKPLACE INSPECTION PROCEDURE

Version No	4.1
Issued	02/02/2021
Next Review	Feb. 2024
GDS	12.63.1

1 OVERVIEW

The District Council of Orroroo Carrieton (the organisation) recognises its obligation to provide a safe work environment for workers, contractors and other stakeholders. This includes, so far as is reasonably practicable, that the:

- (a) Layout and structure of the workplace, lighting and ventilation;
- (b) Space provided for tasks;
- (c) Air quality and temperature; and
- (d) Facilities (such as toilets, drinking water, hand washing etc.)

enable workers to carry out work without risks to health and safety, including when work is carried out in relation to or near essential services.

The organisation will undertake planned inspections to identify any hazards and eliminate or, when that is not reasonably practicable, minimise risks to health, safety and/or the environment.

The organisation understands that the management of hazards requires a consistent approach that includes cooperation and consultation between management, workers, contractors, visitors and others in the workplace.

SIGNED

Chief Executive Officer

.....
Acting Chairperson, WHS Committee

Date: 02 / 02 / 2021

Date: 02 / 02 / 2021

2 CORE COMPONENTS

The core components of our Workplace Inspection Procedure aim to:

- (a) Implement a systematic inspection process is in place to identify hazards;
- (b) Regularly monitor working conditions, including reference to the previous inspection report;
- (c) Document and control identified hazards;
- (d) Identify and close out Corrective and Preventative Actions ('CAPA') (and, where possible, immediate action is taken and documented);
- (e) Provide competent person/s to carry out inspections;
- (f) Implement an internal audit and management review of the workplace inspection process; and
- (g) Complete and maintain inspection records in line with legislative and organisational requirements.

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3 DEFINITIONS

Competent person	<p>A person who has acquired through training, qualifications or experience the knowledge and skills to carry out the task.</p> <p>[as defined in the Work Health and Safety Regulations, 2012 Regulation 5]</p>
Home office	<p>An administrative work area in a worker's home that is used for work activities authorised by the organisation (during 'on duty' time) for at least 4 hours per week.</p>
Reasonably practicable	<p>Reasonably practicable, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including—</p> <ul style="list-style-type: none"> (a) the likelihood of the hazard or the risk concerned occurring; and (b) the degree of harm that might result from the hazard or the risk; and (c) what the person concerned knows, or ought reasonably to know, about— <ul style="list-style-type: none"> i. the hazard or the risk; and ii. ways of eliminating or minimising the risk; and (d) the availability and suitability of ways to eliminate or minimise the risk; and (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. <p>[as defined by the Work Health and Safety Act 2012 Section 18]</p>
Worker	<p>A person is a "worker" if the person carries out work in any capacity for the organisation, including work as—</p> <ul style="list-style-type: none"> (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer. <p>[as per the Work Health and Safety Act 2012 Section 7]</p>

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4.1 Inspection schedule

- 4.1.1 The Manager of Corporate & Community Services shall, in consultation with the relevant managers, develop an annual inspection schedule detailing all the locations to be inspected and the frequency of the inspections to be undertaken.
- 4.1.2 Inspections will be conducted according to the relative risk rating of the area being inspected eg

High risk areas – including Orroroo Depot and Orroroo Pool	Inspections conducted every 3 months (when operational)
Medium risk area – including Carrieton Depot	Inspections conducted when work is conducted from Depot (currently store shed only)
Low risk areas – includes Council Office and Town Hall	Inspections conducted every 6 months
Seconded work locations	Inspected prior to work commencing then reviewed annually or if the location and / or nature of work changes
Home offices	Inspected prior to work at home commencing then reviewed annually or if the location and/or nature of work changes
Any new work location, temporary work location, any change to any current work location eg changes to the layout or when new plant or hazardous chemicals have been introduced	Inspection undertaken prior to work commencing or re-commencing

- 4.1.3 Workplace inspections shall be conducted in all areas of the physical premises that the Council occupies, including home offices and any other workplace where the organisation’s workers may perform work.
- 4.1.4 Department managers will monitor that inspections are conducted in accordance with the documented schedule.

4.2 Establishing the inspection team

- 4.2.1 The inspection team should include at least one person from a) to c) and at least one person from d) or e) of the following:

<p>a) The department manager;</p> <p>b) The workgroup/work area manager; or</p> <p>c) Team leader or supervisor;</p>	<p>d) A worker familiar with the work area; or</p> <p>e) A health and safety representative (‘HSR’) for the work group.</p>
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- 4.2.2 A HSR (where one has been elected for the work group) shall be:

- a) Invited to participate in the inspection process related to the workgroup that they represent;

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- b) Consulted when determining priorities for action; and
 - c) Consulted when recommending and implementing control strategies.
- 4.2.3 In some instance, external expertise may be required to undertake an inspection. In these instances, the competency of the external expert shall be verified by the organisation prior to engagement.
- 4.2.4 The Council's inspection team members shall be able to demonstrate training in the:
 - a) Hazard identification, risk assessment and control processes; and
 - b) Workplace inspection process.
- 4.2.5 In some instances it may be necessary to establish more than one inspection team (for example, in large work areas where different activities are undertaken by different workgroups).
- 4.3 Undertaking the inspection
 - 4.3.1 The inspection team will use a documented checklist to inspect the workplace. The checklist will have been reviewed by the Health and Safety Committee ('HSC') within the last 3 years or more recently if changes have occurred in the area to be inspected.
 - 4.3.2 An inspection checklist should address, at a minimum, the following:
 - a) Layout;
 - b) Work areas;
 - c) Floors and other surfaces;
 - d) Lighting;
 - e) Ventilation
 - f) Extremes of heat or cold; and
 - g) Work in relation to or near essential surfaces.

[Refer to Appendices for each inspection checklist]
 - 4.3.3 The findings of the previous inspection shall be reviewed prior to the new inspection being undertaken to determine if previously identified items have been closed out or effectively controlled.
 - 4.3.4 Incident or hazard reports raised since the last inspection should be reviewed prior to the inspection so that implementation and effectiveness of controls can be verified.
 - 4.3.5 The inspection will include a physical inspection (eg walking around and viewing) as well as interviews with workers or stakeholders (as relevant).
 - 4.3.6 The inspection team shall check that all applicable items on the checklist have been inspected and marked as completed.
 - 4.3.7 The inspection checklist shall be signed by all members of the inspection team and dated.
- 4.4 Workers working from home or in a seconded location
 - 4.4.1 The department manager or delegate shall check, when a decision is made either allowing workers to work from home or on secondment, that their home office or seconded work location is inspected prior to work commencing.

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4.4.2 Inspections shall be undertaken as per the schedule outlined in 4.1.2 and for as long as work at home or on secondment continues.

4.4.3 Where a visit to a home office or a seconded work location is not reasonably practicable, the checklist and supporting evidence (such as photos etc) may be collated by the worker who lives in the premises or who will be working in the seconded location and provided to the manager to review in consultation with the affected worker.

4.5 Hazard management

4.5.1 Any hazard/s identified during the inspection process shall be documented on the inspection checklist.

4.5.2 If a hazard is able to be immediately eliminated (eg removing a trip hazard), appropriate action will be taken at the time of the inspection and recorded on the checklist.

4.5.3 If immediate elimination is not possible, the inspection team shall notify the relevant manager; and:

- a) Manage the hazard in accordance with the requirements of the Hazard Management Procedure, (including consultation with workers or their representatives, undertaking a risk assessment of the hazard and identifying the CAPA controls required); and
- b) Where possible, corrective or preventative actions shall be immediately implemented (with corrective action measures reflecting highest level of control as reasonably practicable); or
- c) When this is not possible, interim control measures shall be put in place until the corrective or preventative actions can be implemented.

4.5.4 The Corrective and Preventative Action Procedure shall be complied with.

4.6 Monitoring and evaluation

4.6.1 The department manager or delegate shall inform all relevant persons about the control measures selected or implemented for workplace safety. Department meeting minutes shall reflect this.

4.6.2 The department manager or delegate shall check, so far as is reasonably practicable, that any new controls are effective by:

- a) Monitoring and evaluating controls for effectiveness;
- b) Recommencing the risk assessment process if new hazards are identified;
- c) Communicating the outcomes of the inspection process within the department or work group and to the HSC, as required; and
- d) Retaining completed workplace inspection checklists.

4.6.3 Department or workgroup meeting minutes shall reflect monitoring and evaluation of items on the Corrective Action Register until items have been closed out.

4.6.4 The HSC shall monitor the Corrective Action Register during its meetings. A report shall be presented to the management team listing outstanding items requiring direction or enforcement.

4.6.5 The management team shall review workplace inspection findings, audit results, legislative changes and other information relating to the workplace inspection process and direct action when required. Minutes shall record outcomes of discussion and actions undertaken.

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4.6.6 The workplace inspection process shall be subject to internal audit and the audit findings shall be reported as part of the ongoing management review process.

5 TRAINING

- 5.1 The TNA shall identify the training needs required for managers and workers undertaking workplace inspections.
- 5.2 Workers shall have the workplace inspection procedure explained to them during the induction process.
- 5.3 Persons undertaking workplace inspections shall have specific training that includes Hazard Management, Corrective and Preventative Action and Workplace Inspection Procedures.

6 RECORDS

The following records shall be maintained:

- 6.1 Risk assessments
- 6.2 Training records
- 6.3 Completed workplace inspection checklists
- 6.4 Corrective Action Register

All records must be managed in line with the current version of General Disposal Schedule 20 for Local Government.

7 RESPONSIBILITIES AND ACCOUNTABILITIES

7.1 The *management team* is accountable for:

- 7.1.1 Assisting the organisation to meet its legislative responsibilities for maintaining a safe working environment;
- 7.1.2 Approval of expenditure necessary to maintain a safe working environment;
- 7.1.3 Setting objectives, targets and performance indicators for the workplace inspection process;
- 7.1.4 Checking that all reasonably foreseeable hazards within each department are identified, assessed and controlled;
- 7.1.5 Monitoring the Corrective Action Register and enforcing close out of items when required;
- 7.1.6 Reviewing the effectiveness of the workplace inspection process; and
- 7.1.7 Checking that the management review process includes workplace inspections.

7.2 *Managers and supervisors* are accountable for:

- 7.2.1 Checking that workplace inspections are conducted within their department, as per the schedule;
- 7.2.2 Communicating the outcomes of workplace inspections within the department;
- 7.2.3 Consulting with workers or their representatives on implemented controls;
- 7.2.4 Implementing any corrective or preventative actions identified during workplace inspections and closing out items within designated time frames;
- 7.2.5 Checking that all documentation associated with the workplace inspection process is completed and retaining records as required;

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- 7.2.6 Seeking expert advice as required;
 - 7.2.7 Providing required reports to the HSC or management team;
 - 7.2.8 Conducting or arranging for workplace inspections of home offices or seconded workplaces; and
 - 7.2.9 Consulting with other PCBUs as part of workplace inspections, so far as is reasonably practicable, if their duty of care overlaps.
- 7.3 The *Manager of Corporate & Community Services* is accountable for:
- 7.3.1 Developing an annual schedule for workplace inspections;
 - 7.3.2 Arranging expert advice and assistance on hazard related issues; and
 - 7.3.3 Providing relevant reports and information to the management team and HSC as required.
- 7.4 *Workers* are accountable for:
- 7.4.1 Assisting with the workplace inspection process as necessary;
 - 7.4.2 Maintaining their work environment in a safe condition and taking reasonable care to avoid adversely affecting the health or safety of themselves or any other person through any act or omission at work;
 - 7.4.3 Maintaining their home office or seconded workstation area to the same standard as is expected at work;
 - 7.4.4 Reporting any hazards in accordance with the organisation's Hazard Management Procedure; and
 - 7.4.5 Seeking assistance to manage hazards when required.
- 7.5 The *HSC* is accountable for:
- 7.5.1 Facilitating co-operation between management and workers in matters relating to workplace inspections; and
 - 7.5.2 Monitoring the Corrective Action Register and referring issues that require direction or enforcement to the management team.
- 7.6 *HSRs* may:
- 7.6.1 Facilitate consultation between relevant workers and the management team in accordance with the organisation's Communication and Consultation Procedure; and
 - 7.6.2 Assist in the resolution of WHS issues.

8 REVIEW

- 8.1 The Workplace Inspection Procedure shall be reviewed by the WHS Committee, in consultation with workers or their representatives, every five (5) years or more frequently if legislation or organisational needs change. This may include a review of:
- 8.1.1 Feedback from managers, workers, HSRs, HSC, contractors or other relevant stakeholders;
 - 8.1.2 Legislative compliance;
 - 8.1.3 Performance Standards for Self-Insurers;
 - 8.1.4 Internal or external audit findings;
 - 8.1.5 Incident and hazard reports, claims costs and trends; and

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8.1.6 Any other relevant information.

8.2 The reviews may result in preventative and/or corrective actions being implemented or revision of this document.

9 REFERENCES

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[General Disposal Schedule 20 for Local Government](#)

[ReturnToWorkSA's Performance Standards for Self-Insurers](#)

[Code of Practice: Managing the Work Environment and Facilities](#)

10 RELATED DOCUMENTS

Hazard Management Procedure

Corrective and Preventative Action Procedure

Communication and Consultation Procedure

CAPA Register

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11. DOCUMENT HISTORY

	Version No:	Issue Date:	Description of Change:
LGAWCS	1.0	Dec 2009	New Document
	2.0	05/04/13	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. e.g. OHS to WHS and employee to worker where appropriate Inclusion of an example work facilities and environment checklist based on the COP: Managing the Work Environment and Facilities December 2011.
	3.0	26/11/15	References to WHS Committee (WHSC) amended to Health and Safety Committee (HSC) for consistency with WHS Act and Codes of Practice; Numbering of checklist & inclusion of columns for risk rating, responsible person & due date; language & formatting
	4.0	31/01/2018	Added (i) reference to online reporting platform throughout document; (ii) temporary work location into table in 4.1.2 as per SafeWorkSA information; (iii) information about CAPAs reflecting highest level of control as reasonably practicable into 4.5.3.b); (iv) training requirements for online reporting platform to 5.; (v) words: 'as relevant' to 7.1.3. Minor changes (i) wording in 7.2.1 from 'within their department' to 'for the work areas under their control'; (ii) updated hyperlinks; Minor terminology changes (use of CAPA)
District Council Orroroo Carrieton	1.0	20/9/2010	New Document
	2.0	5/8/2014	Terminology changes to reflect 2012 WHS Act, Regulations and CoP. e.g. OHS to WHS. Inclusion of an example work facilities and environment checklist based on the COP: Managing the Work Environment and Facilities December 2011.
	3.0	23/8/2016	References to WHS Committee (WHSC) amended to Health and Safety Committee (HSC) for consistency with WHS Act and CoP; Numbering of checklist & inclusion of columns for risk rating, responsible person & due date; language and formatting. Checklists contained in Appendices for each worksite location.
	4.0	23/7/2019	Minor word changes. Hierarchy of Control added to action lists at end of workplace inspection checklist. APPENDIX 1: Orroroo Works Depot checklist. Ladder checklist moved from Oil Shed to Vehicle Shed. Number of ladders on vehicle shed checklist reduced from 4 to 3 ladders. Review of Procedure changed from 3 years to 5 years
	4.1	02/02/2021	Orroroo Depot checklist updated. First aid kit & evacuation map re-located from lunch room to store room. Ladder Orr2 checks moved from Store Room to fuel shed. & Fuel tank checks. The word stand removed from 11.6 (fuel tank replaced – new one doesn't have a stand. Carrieton Depot inspection checklist removed. Appendix numbers adjusted due to removal of Carrieton Depot inspection checklist. Council logo updated.



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APPENDIX 1: Orroroo Works Depot

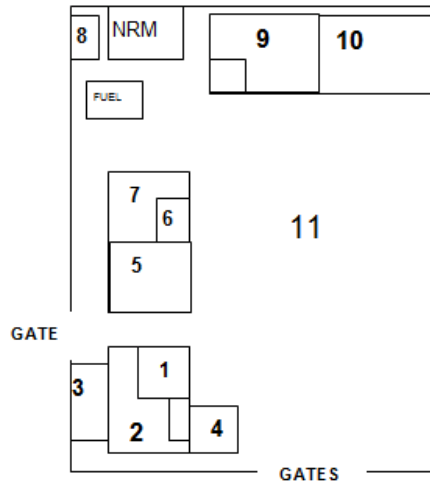
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Inspection Conducted By: _____ Signature: _____ Date of Inspection: ____ / ____ / ____
 By: _____ Signature: _____

Instructions

The Hazard Inspection Checklist is a guide only and persons conducting the inspection should be vigilant for other potential hazards not listed. Please tick 'Yes' or 'No' and write any comments, eg action required, responsible person, etc on the attached Action Sheet.

Reference must be made with the last inspection checklist that was undertaken for this worksite.



← Fifth Street →

1. LUNCHROOM / KITCHEN

		Yes	No
1.1	Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Chairs - clean & appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Is fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Do the staff have access to a supply of drinking water?	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Noticeboard – accessible, tidy & up to date?	<input type="checkbox"/>	<input type="checkbox"/>
1.15	RCD – Present and tested & tagged?	<input type="checkbox"/>	<input type="checkbox"/>

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2. STORE ROOM & SHIPPING CONTAINER

		Yes	No
2.1	Is the area kept clean and tidy? Storage shelves kept neat and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Decanted substances are labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
2.8	First aid kit visible and signage in place?	<input type="checkbox"/>	<input type="checkbox"/>
2.9	First aid kit contents checked on annual basis?	<input type="checkbox"/>	<input type="checkbox"/>

Ladder Number	Side rails, rungs, rivets & screws	Hinges, ropes & chains	Foot & extension locks	General condition & storage
Orr2				

3. BUS SHED

		Yes	No
3.1	Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Lights operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>

4. RECYCLING SHED

		Yes	No
4.1	Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.5	RCD – Present and tested & tagged?	<input type="checkbox"/>	<input type="checkbox"/>

5. VEHICLE SHED

		Yes	No
5.1	Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Storage racks – adequate and tidy?	<input type="checkbox"/>	<input type="checkbox"/>

LADDERS

Ladder Number	Orr1	Orr3	Orr5
Side rails, rungs, rivets & screws			
Hinges, ropes & chains			
Foot & extension locks			
General condition & storage			

Comments: _____

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6. CHEMICAL SHED

	Yes	No
6.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Is fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Emergency shower in working condition?	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Emergency eye wash in working condition?	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Is floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
6.8 Substances stored appropriately?	<input type="checkbox"/>	<input type="checkbox"/>
6.9 Decanted substances labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
6.10 Material Safety Data Sheets available?	<input type="checkbox"/>	<input type="checkbox"/>
6.11 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>

7. OIL STORAGE

	Yes	No
7.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
7.3 All oil drums stored on drip trays?	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Drums stored no higher than waist height?	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Decanted substances labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
7.6 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
7.7 Fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
7.8 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>

8. DOG POUND

	Yes	No
8.1 Dog Kennels – Clean & Good Condition?	<input type="checkbox"/>	<input type="checkbox"/>

9. WORKSHOP – TOOL ROOM

	Yes	No
9.1 Is the floor kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
9.4 Are fire extinguishers tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
9.5 Yellow lines define work areas / fire equipment?	<input type="checkbox"/>	<input type="checkbox"/>
9.6 Residual Current Device (RCD) present and tagged and tested?	<input type="checkbox"/>	<input type="checkbox"/>
9.7 Welding screen is in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
9.8 Adequate PPE for welding is present and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
9.9 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
9.10 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
9.11 Hand tools tidy?	<input type="checkbox"/>	<input type="checkbox"/>

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- 9.12 Are all hazardous substances stored appropriately?
- 9.13 Decanted substances are labelled correctly, with contents, brand name, risk and hazard codes?
- 9.14 Bench grinder condition ok?
- 9.15 Cut Off Wheel condition ok?
- 9.16 Drill Press condition ok?

10. WORKSHOP – VEHICLE PIT

- | | Yes | No |
|---|--------------------------|--------------------------|
| 10.1 Is the area kept clean and tidy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2 Is the lighting adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.3 Are light fittings operational and in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.4 Yellow lines define work areas / fire equipment / vehicle service pit? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.5 Is all electrical equipment tagged? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.6 Is the floor in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.7 Vehicle service pit has boards on top and / or chains are present for vehicle service pit when boards have been removed? | <input type="checkbox"/> | <input type="checkbox"/> |

11. YARD, BUILDING EXTERIOR'S AND FUEL TANK

- | | Yes | No |
|---|--------------------------|--------------------------|
| 11.1 Is yard clean and tidy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.2 Surface of yard – suitable & adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.3 Signage is visible and up-to-date? Eg outside gateways & emergency response information sign | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.4 Wash down area – clean & tidy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.5 Are flood lights operational and in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.6 Fuel Tank – bunding, hoses, hazard/ warning signs visible, doors closed, and electrical switch/ wiring ok? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.7 Standpipe – condition ok? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.8 Rainwater tanks – condition ok? | <input type="checkbox"/> | <input type="checkbox"/> |



INSPECTION CHECKLIST: ORROROO COUNCIL OFFICE

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Appendix 2: Orroroo Council Office

INSPECTION CHECKLIST: ORROROO COUNCIL OFFICE

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Inspection Conducted By: _____ Signature: _____ Date of Inspection: ____ / ____ / ____

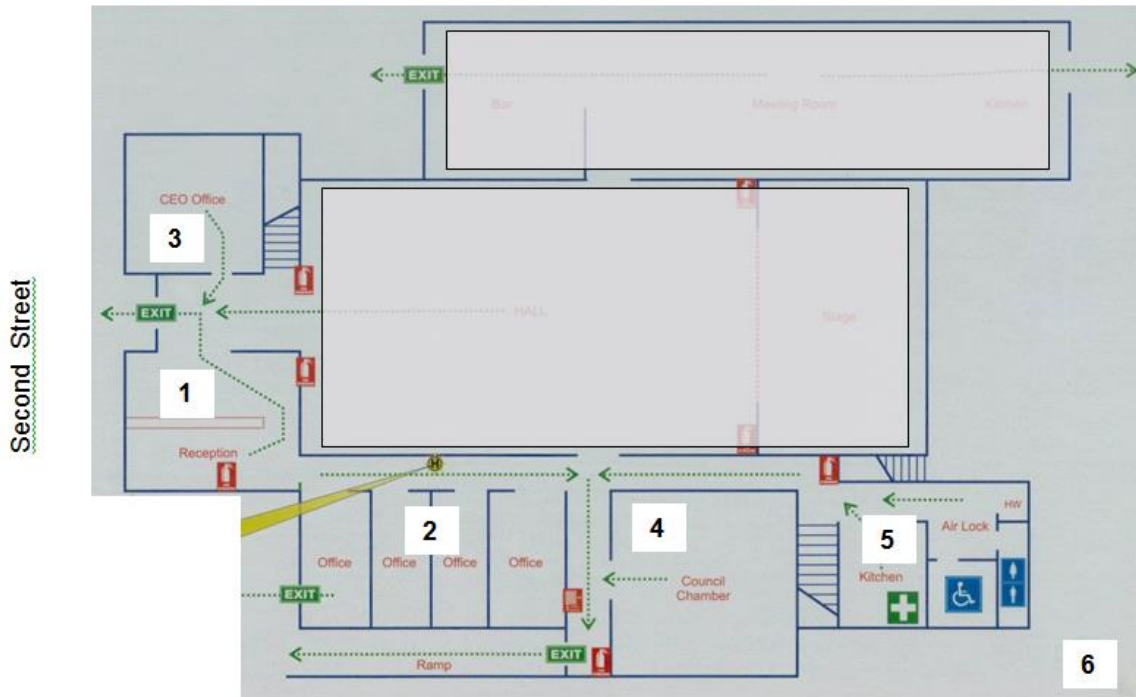
By: _____ Signature: _____

_____ Signature: _____

Instructions

The Hazard Inspection Checklist is a guide only and persons conducting the inspection should be vigilant for other potential hazards not listed. Please tick 'Yes' or 'No' and write any comments, eg action required, responsible person, etc on the attached Action Sheet.

Reference must be made with the last inspection checklist that was undertaken for this worksite.



1. FRONT OFFICE / RECEPTION

	Yes	No
1.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is the lighting adequate? Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Are the work stations set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
1.101 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
1.123 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

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2. BAY OFFICES

	Yes	No
2.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Is the lighting adequate? Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Are the work stations set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Is the fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>

3. CHIEF EXECUTIVE OFFICER'S OFFICE

	Yes	No
3.1 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Is the lighting adequate? Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Are office chairs the appropriate type? Can the chairs be easily adjusted when a person is seated?	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Is the work station set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

4. CHAMBERS & PASSAGE

	Yes	No
4.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Is the heating / cooling of the workplace adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Is the lighting adequate? Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Are chairs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.11 Is the fire extinguisher & hose reel tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
4.12 Emergency exit signs in place and in working condition? Tested?	<input type="checkbox"/>	<input type="checkbox"/>

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5. KITCHEN & TOILETS

	Yes	No
5.1 Do the staff have access to a supply of drinking water?	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
5.8 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
5.9 Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
5.10 Is the fire extinguisher & blanket tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
5.11 First aid kit visible? First aid kit contents checked on annual basis?	<input type="checkbox"/>	<input type="checkbox"/>
5.12 Emergency exit signs in place and in working condition? Tested?	<input type="checkbox"/>	<input type="checkbox"/>
5.13 Are toilets clean and accessible to all staff?	<input type="checkbox"/>	<input type="checkbox"/>
5.14 Are adequate and hygienic means for sanitary disposable available for female staff?	<input type="checkbox"/>	<input type="checkbox"/>
5.15 Do staff have reasonable access to hand washing facilities?	<input type="checkbox"/>	<input type="checkbox"/>
5.16 Emergency exit signs in place and in working condition? Tested?	<input type="checkbox"/>	<input type="checkbox"/>

Ladder Number	1	Comments
Side rails, rungs, rivets & screws		
Hinges, ropes & chains		
Foot & extension locks		
General condition & storage		

6. GENERAL EXTERIOR & CARPARK

	Yes	No
6.1 Outside of the building in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Does vegetation require attention?	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Is signage appropriate and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Are fences / barricades in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Is carpark surface in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

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Appendix 3: Swimming Pools

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SWIMMING POOLS

Swimming Pool: _____

Inspection Conducted By: _____ Signature: _____ Date of Inspection: ____ / ____ / ____
 Signature: _____

Instructions

The Hazard Inspection Checklist is a guide only and persons conducting the inspection should be vigilant for other potential hazards not listed. Please tick 'Yes' or 'No' and write any comments, eg action required, responsible person, etc on the attached Action Sheet.
 Reference must be made with the last inspection checklist that was undertaken for this worksite.

1. SHOP / COUNTER

	Yes	No
1.1 Are all walkways and exits marked and clear of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Is there sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Residual Current Devices present and tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Is the floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Is the fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
1.12 First aid kit visible?	<input type="checkbox"/>	<input type="checkbox"/>
1.13 First aid kit contents checked on an annual basis?	<input type="checkbox"/>	<input type="checkbox"/>
1.14 Do staff have reasonable access to hand washing facilities?	<input type="checkbox"/>	<input type="checkbox"/>
1.15 Are all hazardous substances stored adequately?	<input type="checkbox"/>	<input type="checkbox"/>
1.16 Decanted substances labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
1.17 Material Safety Data Sheets readily available?	<input type="checkbox"/>	<input type="checkbox"/>

2. CHANGEROOMS / TOILETS

	Yes	No
2.1 Are the areas kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are toilets clean and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Are adequate and hygienic means for sanitary disposable available?	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Is adequate hand washing facilities available (soap, water, paper towel)?	<input type="checkbox"/>	<input type="checkbox"/>

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3. GENERAL OUTSIDE AREAS AND BUILDING EXTERIOR'S

	Yes	No
3.1 Are the surrounding areas kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Is lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Condition of sun shades is good?	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Exterior of buildings is in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Concrete concourse is level and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

4. SWIMMING POOLS

	Yes	No
4.1 Ladder(s) in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Hand rail in pool – good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Signage around pool – faded / missing?	<input type="checkbox"/>	<input type="checkbox"/>

5. PUMP ROOM

	Yes	No
5.1 Is the area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Adequate storage facilities present?	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Is all electrical equipment tagged?	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Residual Current Device present and tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>
5.8 Hazardous substances stored safely?	<input type="checkbox"/>	<input type="checkbox"/>
5.9 Decanted substances labelled correctly, with contents, brand name, risk and hazard codes?	<input type="checkbox"/>	<input type="checkbox"/>
5.10 Material Safety Data Sheets available?	<input type="checkbox"/>	<input type="checkbox"/>
5.11 Fire extinguisher tested every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
5.12 Is there an emergency evacuation plan on display?	<input type="checkbox"/>	<input type="checkbox"/>
5.13 Pumping operations is logged in record book?	<input type="checkbox"/>	<input type="checkbox"/>
5.14 Adequate PPE is present and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
5.15 Emergency shower and eye wash is present? Tested?	<input type="checkbox"/>	<input type="checkbox"/>
5.16 Is there adequate ventilation?	<input type="checkbox"/>	<input type="checkbox"/>
5.17 Condition of building is good?	<input type="checkbox"/>	<input type="checkbox"/>

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Appendix 4: Working from Home Self Assessment



INSPECTION CHECKLIST: WORKING FROM HOME SELF ASSESSMENT

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	Yes	No
1. Are the exits from the designated work area kept clear?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the heating / cooling of the work area adequate for work comfort?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are light fittings operational and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the work area kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the desk of adequate size for the task?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is there sufficient work surfaces and space around electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the desk sufficiently robust to support the required equipment?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the office chair the appropriate type?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the chair have 5 points of stability and of a swivel type?	<input type="checkbox"/>	<input type="checkbox"/>
13. Can the chair be easily adjusted from a seated position?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is the work station set up to ensure an efficient working position?	<input type="checkbox"/>	<input type="checkbox"/>
15. Is the storage of reference material and stationery appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are power leads / extension cords secured to avoid any tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is there a sufficient number of power points?	<input type="checkbox"/>	<input type="checkbox"/>
18. Are there any sources of excessive noise in the immediate work area?	<input type="checkbox"/>	<input type="checkbox"/>
19. Is the work area situated away from the activities of other household members?	<input type="checkbox"/>	<input type="checkbox"/>

ACTION LIST

HoC Legend : E Elimination S Substitution N Engineering A Administration P PPE

No.	Identified Hazard	Action Required to Control / Eliminate Hazard	Hierarchy of Control	Person Responsible	CAPA Register

Refer to CAPA Register for Completion Date and Notes for Identified Hazard
Hazards identified should be addressed before the next inspection