

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

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<b>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</b>	Director, People and Culture
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<b>FUNCTIONAL GROUP(S)</b>	Health Safety and Wellbeing
<b>KEY TERMS</b>	Workplace, Environmental Inspection, Hazard Inspection, Walk through, workplace inspection, safety inspection, WHS inspection.
<b>SUMMARY</b>	This procedure provides information on the requirements for conducting workplace inspections, to identify hazards and effectively manage health and safety risks.

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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### 1. POLICY STATEMENT

This procedure provides instruction to staff for completing workplace inspections to maintain a safe work environment in accordance with the [Code of Practice - Managing the Work Environment and Facilities](#).

### 2. BACKGROUND

Workplace inspections are split into two key areas: Pre-occupancy assessments and Workplace inspections.

Pre-occupancy inspections are designed to help identify and manage potential workplace safety risks prior to workers starting in a new / redesigned or changed workplace.

Workplace inspections are conducted on periodical basis to maintain a record of the workplace hazards identified, and progress of the actions implemented to manage or control the associated risks.

The purpose of Workplace inspections is to identify and effectively eliminate or manage hazards and the associated risks in the workplace. Workplace inspections carried out regularly and diligently using effective controls and actions are a key element to the prevention of incidents, leading to a higher standard of workplace health, safety and wellbeing.

### 3. DEFINITIONS

Refer to [Appendix 1](#)

### 4. RESPONSIBILITIES

#### 4.1. Chief Executive will:

- Ensure sufficient and suitable resources, financial, technological and human resources are available and allocated to complete the workplace inspection program.
- Provide governance and oversight for facilities' compliance with the workplace inspection system.

#### 4.2. Facility / Service Managers will:

- Provide oversight for departmental compliance with the workplace inspection system.
- Ensure that actions required to ensure safety in the workplace are progressively implemented within their areas of responsibility.
- Escalate risks which are outside their capacity or delegation to the Executive.

#### 4.3. Line Managers will:

- Provide training to workers on the WHS Inspection program.
- Ensure that monthly inspections within their area of control are conducted and documented.
- Take corrective actions to prevent occurrence or reoccurrence of hazards within a reasonable timeframe

- Ensure that all completed monthly inspections records are maintained, are accessible to all workers, and identified issues are discussed at department / ward meetings.
- Escalate risks which are outside their capacity or delegation to the relevant service managers, committee or Executive.

#### 4.4. Workers will:

- Comply with the WHS Inspection program.
- Report hazards and unsafe working conditions to management immediately.
- Participate in inspections when requested by management.
- Implement recommendations as assigned by management.

#### 4.5. Health and Safety Committee will:

- Allocate the common areas within the facility for Health and Safety committee members to conduct workplace inspection
- Provide a consultative forum that can effectively address the workplace issues that arise
- Monitor and report on compliance with the completion of the workplace inspection program established on an annual basis, including the status of actions implemented.

### 5. PROCEDURE

#### 5.1. Workplace Inspections

Workplace inspections are an important part of any organisational Work Health Safety (WHS) and Wellbeing program. The focus of the inspection is:

- To check specific conditions (e.g. building, fixtures, fittings, safety systems, equipment, layout, lighting, etc.) to confirm if health, safety and wellbeing conditions are being effectively achieved.
- To monitor and evaluate the performance and compliance against organisational policy, procedures and other predetermined requirements.
- To identify hazards in the workplace and practices which have the potential to cause a risk of illness or injury.

#### 5.2. Inspection Frequency

As a minimum, workplace inspections must be carried out monthly, however mobile equipment should be checked before use. Inspections may need to be conducted more or less frequently depending on the nature of the work environment and the risk. The frequency can only be varied if the department / service manager consults with the respective Health and Safety Partner and a documented risk assessment concludes that:

- The department / services are identified as a high risk and therefore the frequency may increase to weekly.
- The department / services are identified as a low risk and therefore may reduce the frequency to a maximum of three monthly.

**Note:** if an injury occurs, the environment changes, there is an addition, change or replacement of equipment, when there are changes to the type of work being conducted or to the workforce composition, a workplace inspection must be completed.

On completion of workplace inspections, the corrective actions to mitigate or manage the risks, must be implemented immediately.

All workers in the department / services should be rotated through the inspection process so different workers are involved in inspecting and assessing the workplace.

If the periodical inspections consistently fail to identify any new hazards, it is recommended that the manager arranges for a periodic review by 'an independent or new worker' i.e., a person who works outside the department such as a Health, Safety and Wellbeing partner, Health and Safety Representative (HSR) or Health and Safety Committee (HSC) member. This periodic review will assist in confirming the initial inspection findings.

### 5.3. Workplace Inspection Checklist

The standard items on the Workplace Inspection Checklist cannot be removed. If an item on the checklist is not relevant to the department, the N/A option may be marked, with an explanation of why it is not applicable.

However, additional items can be added to suit the specific needs of the department / services. It is recommended that any additions are made in consultation with the respective Health and Safety Partner. Examples of additional items may be:

- Mobile duress alarms are returned to the storage location.
- Specific tasks in the workplace e.g. working at heights, confined spaces, or other critical risk tasks.
- Access to car parking facility (after hours, work vehicles).
- Disabled access and other considerations (paths, doorways, amenities, etc.).
- Facility / Services smoking areas.

### 5.4. Conducting a Workplace Inspection

The manager or their delegated workers conduct and complete the [F127 - Workplace Inspection Checklist](#) monthly or as otherwise agreed to with the Manager Health and Safety, preferably working in pairs.

[Refer: Appendix 3 - Workplace Inspection Flowchart](#)

A manager and / or worker who carry out the Workplace Inspection and complete the [F127 - Workplace Inspection Checklist](#) must give each identified hazard a risk rating priority and recommend actions to be taken to minimise the associated risk. They will also review the status of any carried over items from the previous month and the progress of actions.

### 5.5. Follow-up and Reporting

On completion of the Workplace Inspection the checklist must be given back to the manager including all identified hazards, risks or safety issues with the recommended corrective action.

The Manager must review the Inspection Checklist and develop an action plan with the person responsible for implementing the actions, ensuring the risk priority, the recommended controls and action completion dates are all included. This may include raising a work order (MAXIMO or other request as required) and recording items to the department's hazard / risk register that may require further risk assessment and action.

It is the responsibility of the manager to follow up and evaluate the effectiveness of any controls to mitigate the risk. This process provides the opportunity to ensure that the corrective action has been completed satisfactorily and has actually rectified the issue.

### 5.6. Pre-occupancy Inspection

The pre-occupancy inspection must be completed for any new construction and / or refurbishment works that change the design and / or function of the work area, regardless of the project being managed internally or externally. An agreement of any outstanding deficiencies and / or rectifications is completed before any building works are signed off by the project manager.

### 5.7. Principles of an Inspection

Pre-occupancy inspections are an important way to identify potential safety issues prior to workers commencing work in a new environment. The focus of the inspection is:

- To check specific conditions (e.g. building, fixtures, fittings, safety systems, environment, layout and equipment, etc.)
- Check the new work area against predetermined standards to confirm if these have been met (i.e. room size and / or layout, or building specifications).
- To monitor and evaluate the work environment against organisational policy, procedures and other predetermined requirements.
- To identify hazards and risks which have the potential to cause an incident resulting in an injury or illness.

### 5.8. Pre-occupancy Inspection Checklist

The [F219 - Pre-occupancy Checklist](#) cannot be changed, however, if required additions can be made to suit the specific needs of the department / service.

For example:

- Duress alarm locations and sufficient numbers available.
- Mobile duress alarms location and storage
- Seclusion / assessment rooms - exit points
- Access to car parking facility outside normal working hours

- Smoking areas.

### 5.9. Conducting a Pre-occupancy Inspection

The Pre-occupancy Checklist requires all Parts A, B and C to be completed along with the development of an action plan for any identified deficiencies or safety issues.

Refer: [Appendix 2 - Pre-occupancy Inspection Flowchart](#)

The manager of the department is responsible for completing Part A of the checklist in consultation with the workers who will soon occupy the work area, the workers' representative and / or the workgroup's Health and Safety Representative (HSR).

The manager may also consider including other relevant stakeholders from the following groups in the pre-occupancy inspection:

- Health and Safety Partner,
- Human Factors Consultant,
- Fire Officer,
- Maintenance and Engineering,
- Infection Control and Biomedical Services.
- Where pertinent, a member of the project management team or building contractor may accompany the pre-occupancy inspection team to answer any queries that may arise at the time.

The manager of the department and an authorised security department representative complete Part B of the checklist.

The manager of the department and the facility engineering / maintenance manager complete Part C of the checklist.

All key stakeholders should complete the pre-occupancy inspection at the same time for the purpose of consultation to initiate the development of an action plan to remedy any identified deficiencies and / or safety concerns.

### 5.10. Follow-up and Reporting

Once the assessment and action plan has been completed any required controls to address the identified issues must be implemented.

The Manager will need to consult with their senior manager to make them aware of any deficiencies / risks that require rectification that is beyond their own delegated authority to approve.

In some cases these issues / risks may need to be addressed with the contractor or project manager before the works are signed off.

The facility Health and Safety Partner may be contacted for further assistance or advice regarding the Pre-occupancy Inspection.

### 6. AUDIT

This procedure will be audited through the NSW Health WHS Audit program conducted every two years.

Compliance in completing periodical inspections will be monitored and reported by the Health and Safety Committees.

#### 6.1. Quarterly self-audits

The quarterly self-audit is conducted at a facility level to follow up and identify issues which have not been resolved and completed in the preceding three months. The facility Executive Management will determine the process, and format to conduct and report on the quarterly self-audits of the department Workplace Inspection Checklist. This may be through the Health and Safety Committees, monthly reporting process or other agreed arrangements.

The quarterly self-audit should focus on all High risk-rated issues that remain unresolved for the quarter, and workplace hazards that remain unresolved for longer than the previous quarter and the reasons why. The appointed representative will then forward a report of their findings to the executive annually.

The facility executive management or their appointed representative will review the quarterly reports to resolve issues and develop action plans to address these issues and mitigate the risk. Reporting on the quarterly self-audits is to be tabled at the facility Executive Management, and Health and Safety Committees. Where urgent action is required by the facility executive management, to address a significant issue or risk, this should be reported immediately to the executive management for action.

### 7. REFERENCES

#### External

[SafeWork NSW Code of Practice - Managing the Work Environment and Facilities](#)  
[Work Health and Safety Act 2011 No 10](#)  
[Work Health and Safety Regulation 2017](#)  
[NSW Ministry of Health Policy Directive PD2016\\_017 Work Health and Safety Audits](#)

#### Internal

[Appendix 1 - Definitions](#)  
[Appendix 2 - Pre-occupancy Inspection Flowchart](#)  
[Appendix 3 - Workplace Inspection Flowchart](#)  
[F126 - WHS Record Keeping Matrix](#)  
[F127 - Workplace Inspection Checklist](#)  
[F219 - Pre-occupancy Checklist](#)  
[SESLHDPR/212 Safety Risk Management Procedure](#)  
[SESLHDPR/271 Work Health, Safety and Wellbeing - Statement of Commitment and Policy](#)  
[WHS Definitions Dictionary](#)

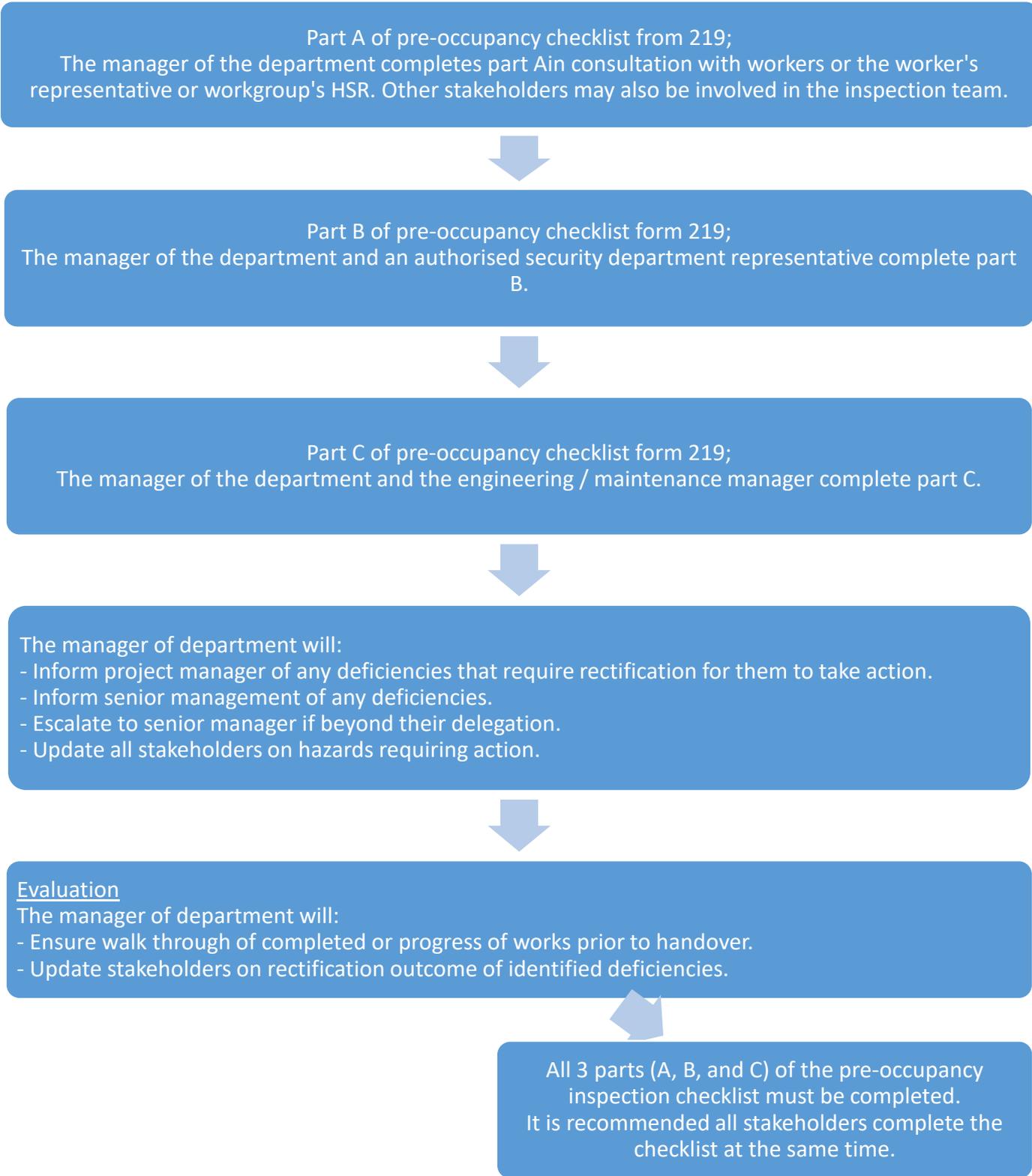
### 8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
Jun 2009	0	Area OHS Manager. Approved by Chief Executive at Area Executive
Mar 2011	1	Peter Kuszelyk, OHS Officer, Health safety and Wellbeing. Amended to reflect change to Local Health Network and
Nov 2013	2	Ron Taylor, WHS Consultant, Health Safety and Wellbeing. Amended to reflect change to WHS Act, regulation and Code of
Mar 2014	2	Re-formatted by District Policy Officer.
April 2014	2	Approved by DET. Published in May 2014.
August 2017	3	Desktop Revision and Links Update - John Parkinson, WHS Consultant
October 2017	3	Updates endorsed by Executive Sponsor
April 2018	4	Document title changed – Catherine Johnson, WHS Consultant
February 2022	5	Minor review by Rosanna Martinelli to reflect the current practice in line with WHS Act, Regulations, Code of Practice and MoH WHS audit.
March 2022	5	Approved by Executive Sponsor.
April 2022	5	Processed and published by SESLHD Policy.

### Appendix 1 - Definitions

Key Term	Definition
<b>Pre-occupancy Inspection</b>	Refers to an inspection of a workplace prior to workers conducting work in this location. This includes: a new building or facility, re-design of a workspace or a pre-existing facility / location, or a change to a facility or workplace, which is to be occupied by a new department / services / people.
<b>Workplace Inspection</b>	Refers to periodical inspections conducted of a workplace, to maintain the health, safety and wellbeing of people working within the workplace, by identifying and effectively managing any risks.

Appendix 2 - Pre-occupancy Inspection Flowchart



**Appendix 3 - Workplace Inspection Flowchart**

