

	<b>WORKPLACE INSPECTION PROCEDURE</b>	Version No: 4.3
		Issued: 09/08/2021
		Next Review: Sept 2024

## 1 Overview

The District Council of Peterborough (**the organisation**) recognises its obligation to provide a safe work environment for workers 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 (including contractors and volunteers), visitors and others in the workplace.

SIGNED:

CEO

Date:

9/8/2021

Chairperson, Health and Safety Committee (HSC)


Date:

9/8/2021

## 2 Core components


The core components of the organisation's workplace inspection procedure aim to:

- (a) Implement a systematic inspection process 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, ensure 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>
Person Conducting a Business or Undertaking (PCBU)	<p>Person Conduction a Business or Undertaking.</p> <p>[as defined in the Work Health and Safety Act 2012, Section 5]</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"> <li>(a) the likelihood of the hazard or the risk concerned occurring; and</li> <li>(b) the degree of harm that might result from the hazard or the risk; and</li> <li>(c) what the person concerned knows, or ought reasonably to know, about— <ul style="list-style-type: none"> <li>i. the hazard or the risk; and</li> <li>ii. ways of eliminating or minimising the risk; and</li> </ul> </li> <li>(d) the availability and suitability of ways to eliminate or minimise the risk; and</li> <li>(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.</li> </ul> <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"> <li>(a) an employee; or</li> <li>(b) a contractor or subcontractor; or</li> <li>(c) an employee of a contractor or subcontractor; or</li> <li>(d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or</li> <li>(e) an outworker; or</li> <li>(f) an apprentice or trainee; or</li> <li>(g) a student gaining work experience; or</li> <li>(h) a volunteer.</li> </ul> <p>[as per the Work Health and Safety Act 2012 Section 7]</p>

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## 4 Procedure

### 4.1 Inspection schedule

4.1.1 The WHS/Risk Coordinator 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 e.g. or six monthly

High risk areas - includes workshops, sheds, plant rooms, areas remote from main premises, pools etc.	Inspections conducted every 3 months
Low risk areas – includes office spaces, administrative storage areas	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 or any change to any current work location e.g. 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 organisation 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 - c and at least one person from 'd' or 'e' of the following:

a) The department manager;	d) A worker familiar with the work area; or
b) The workgroup/work area manager; or	e) A health and safety representative ("HSR") for the work group.
c) Team leader or supervisor;	

4.2.2A 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;
- 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. The competency of the external expert shall be verified by the organisation prior to engagement.

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4.2.4 The organisation's inspection team members shall be able to demonstrate training in the:

- d) Hazard identification, risk assessment and control processes; and
- e) 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. This may be in hard copy or via an online reporting platform. The checklist will have been reviewed by the Health and Safety Committee ("HSC") within the last 3 years or in line with review date of this procedure 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:

- f) Layout;
- g) Work areas;
- h) Floors and other surfaces;
- i) Lighting;
- j) Ventilation
- k) Extremes of heat or cold; and
- l) Work in relation to or near essential surfaces.

Refer to the template in Appendix 1

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 (e.g. 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.


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 (e.g. removing a trip hazard), appropriate action will be taken at the time of the inspection and recorded on the checklist.

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

- m) 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
- n) Where possible, corrective or preventative actions shall be immediately implemented (with corrective action measures reflecting highest level of control as reasonably practicable) or
- o) 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 CAPA 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:

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

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

4.6.4 The HSC shall monitor the CAPAR during its meetings. A report shall be presented to the Senior Leadership Team listing outstanding items requiring direction or enforcement.

4.6.5 The Senior Leadership 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.

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, CAPA and Workplace Inspection procedures.


5.4 Where an online reporting platform is in use, all workers should be trained in its use (delete if not applicable).

## 6 Records

The following records shall be maintained:

6.1 Risk assessments

6.2 Training records

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6.3 Completed workplace inspection checklists (hard copy or via an online reporting platform)

6.4 Corrective Action Register

All records must be managed in line with the current version of General Disposal Schedule 40 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, as relevant;
- 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 for the work locations under their control, 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;
- 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 PCBU's as part of workplace inspections, so far as is reasonably practicable, if their duty of care overlaps.

7.3 The WHS/Risk Coordinator 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;

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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 management team, in consultation with workers or their representatives, every four (4) 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

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 40 for Local Government

[ReturnToWorkSA Self –insured workplace health and safety evaluation guidelines](#)

Code of Practice: Managing the Work Environment and Facilities, June 2020

Code of Practice : Managing risks of hazardous chemicals in the workplace, June 2020.

## 10 Related documents


Hazard Management procedure

Corrective and Preventative Action procedure

Communication and Consultation procedure

Corrective and Preventative Action Register (CAPAR)




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## 11 Document History

Document History:	Version No:	Issue Date:	Description of Change:
LGAWCS & DCP	1.0	Dec 2009	New Document
	2.0	05/04/13	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice.  Examples of changes include: 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	Update logo; added reference to online reporting platform throughout document; added temporary work location into table in 4.1.2 as per <a href="#">SafeWorkSA information</a> ; added information about corrective actions reflecting highest level of control as reasonably practicable into 4.5.3.b); added training requirements for online reporting platform to 5.; added words: 'as relevant' to 7.1.3; changed wording in 7.2.1 from 'within their department' to 'for the work areas under their control'; updated hyperlinks; Minor terminology changes (use of workers and inclusion of CAPAR)
DCP	4.1	22/10/2019	Change document review time frame from 48 months to 5 years to align with other Council WHS Procedures..  Change name of Appendix 1 from - Work Environment & Facilities Checklist to Workplace Inspection Checklist.  Appendix 1 changes: (i) Checklist to include hierarchy of control & CAPA No. for action to be taken (ii) Addition of information table added to first page of checklist to record details of location, date, name of person/s carrying out the inspection, (iii) Addition of 'Office Use only' section of information table to record when actions to be taken are added to the CAPA Register; (iv) Addition of 'n/a' option added to the ✓/✗ column; (v) addition of comments option in the Actions to be taken column; (vi) Removal of the 'Accommodation' section – this isn't applicable for DCP.  Risk matrix added to end of checklist  Changes in wording within checklist to copy changes in CoP:
	4.2	26/6/2020	Updated Workplace Inspection Depot (Appendix 1) to include electrical lighting/ plant/ equipment; and hazardous materials.  Added Workplace Inspection for Offices (Appendix 2)
	4.3	09/08/2021	SMT changed to SLT; GDS 20 changed to GDS 40; Codes of Practice updated to June 2020; and Document review time frame changed to 4 years.



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## APPENDIX 1 – Workplace Inspection checklist - Depot

NOTE: page numbers refer to the Code Of Practice: Managing the Work Environment and Facilities June 2020  
Complete risk rating only if corrective or preventative action is required


### Complete risk rating only if corrective or preventative action is required

<b>Hierarchy of Control</b>	<b>EL</b> = elimination	<b>S</b> = substitution	<b>I</b> = isolation	<b>EN</b> = engineering	<b>A</b> = administration	<b>P</b> = PPE
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<b>Location of inspection</b> <i>(e.g.) Works Depot</i>	<b>Date</b>
<b>Name of persons participating in inspection.</b>	<i>Office Use ONLY</i> <b>CAPAs added to CAPA Register</b> <b>Date:</b> _____ <b>Initials</b> _____

<b>12 Consultation (page 5)</b>	<b>✓/✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
12.1 Have workers and their health and safety representatives been consulted on any decisions about the adequacy of the facilities?						


<b>13 Location and nature of the workplace (page 6)</b>	<b>✓/✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
13.1 Is the workplace near appropriate facilities?						
13.2 Is the means of access safe?						
13.3 Do all workers on all shifts have access to the facilities?						

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<b>14 Managing facilities (page 7)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
14.1 Are consumable items, such as soap and toilet paper, replaced regularly?						
14.2 Is broken or damaged infrastructure, such as plumbing, air-conditioning or lighting, repaired promptly?						
14.3 Is equipment and furniture, like fridges, lockers and seating, maintained in good condition?						
14.4 Are facilities cleaned regularly, at least daily?						
<b>15 Workspace (page 8-9)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
15.1 Is there safe entry to and exit from the workstation?						
15.2 Is there enough clear space, taking into account the physical actions needed to perform the task, and any plant and personal protective equipment that is needed?						
15.3 Is there enough space in walkways and around cupboards, storage or doors, in addition to the clear workstation space?						


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<b>16 Floors (page 10)</b>	✓/✗ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<u>HoC</u>	Responsible person	Due date & CAPA No.
16.1 Is adequate floor covering provided for workers who stand for long periods?						
16.2 Are the floors maintained to be free of slip and trip hazards?						
16.3 Are factors such as the work materials used, the likelihood of spills and the need for washing considered when choosing floor coverings?						
<b>17 Seating (page 10)</b>	✓/✗ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<u>HoC</u>	Responsible person	Due date & CAPA No.
17.1 Can the work be done from a seated position?						
17.2 Can the chair be adjusted for individual needs and is it appropriate to the type of work being carried out?						
17.3 Is there additional seating for workers who work standing and need to sit from time to time?						
<b>18 Lighting (page 11) &amp; Electrical plant/ equipment</b>	✓/✗ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<u>HoC</u>	Responsible person	Due date & CAPA No.
18.1 Does the lighting allow workers to move about easily and to carry out their work effectively without adopting awkward postures or straining their eyes to see?						
18.2 Does working environment minimise the amount of glare, contrast or reflection?						

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18.3	Are light switches clean & undamaged?					
18.4	Are lights clean and working correctly?					
18.5	Is electrical office equipment clean & undamaged?					
18.6	Has electrical office equipment got a current test/ tag?					
18.7	Are electrical power tools, including battery chargers, clean and in good working condition?					
18.8	Have electrical power tools, including battery chargers, got a current test/ tag?					
18.9	Are extension leads and power boards clean and undamaged?					
18.10	Have extension leads and power boards got a current test/ tag?					
18.11	Are power chords, extension leads and power boards located away from walkways and access areas?					
18.12	Are RCDs checked 6 monthly and have a test sticker completed?					


<b>19 Ventilation (page 13)</b>	<b>✓/ ✕ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
19.1 Is the temperature between 20°C and 26°C (or less if the work is physically active)?						
19.2 Are ventilation and air-conditioning systems serviced regularly and maintained in a safe condition?						
19.3 A air movement in enclosed workplaces between 0.1 m - 0.2 m per second?						
19.4 Is local exhaust ventilation used to						

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control airborne contaminants released during a work process?						
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<b>20 Exposure to heat or cold (page 14)</b>	✓/✗ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<u>HoC</u>	Responsible person	Due date & CAPA No.
20.1 Have all reasonably practicable control measures been implemented to minimise the risks of working in extreme hot or cold conditions?						
20.2 Have workers been trained to recognise unsafe conditions arising from exposure to hot or cold conditions, to follow safe work procedures and to report problems immediately?						

<b>21 Drinking water (page 16)</b>	✓/✗ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<u>HoC</u>	Responsible person	Due date & CAPA No.
21.1 Are the drinking water outlets accessible to workers?						
21.2 Are the drinking water outlets separate from toilet and washing facilities?						
21.3 Is the water clean, cool and hygienically provided?						

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<b>22 Toilets (page 17)</b>	<b>✓/ ✕ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b><u>HoC</u></b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
22.1 If the workplace has 10 or fewer workers (and two or fewer of one gender), has at least one unisex toilet been provided?						
22.2 If the workplace has more than 10 workers, is there at least one male toilet for every 20 men and one female toilet for every 15 women?						
22.3 Are there adequate toilet facilities for workers with disabilities?						
22.4 Are toilets clearly marked, and do they have lockable doors?						
22.5 Is there adequate lighting and ventilation for the toilets?						
22.6 Are toilets cleaned regularly?						
22.7 Is there adequate toilet paper, hand washing facilities and soap, rubbish bins and sanitary disposal?						



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<b>23 Hand washing (page 18)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
23.1 Are there enough hand washing basins for men and women?						
23.2 Does the nature of the work require additional hand washing facilities (taking into account exposure to dirty conditions, infectious agents, contaminants and health regulations)?						
23.3 Are the hand washing facilities separate from work-related troughs or sinks, protected from weather and accessible from work areas, eating facilities, toilets						
23.4 Is hot and cold water, soap or other cleaning product provided?						
23.5 Is hygienic hand drying provided that don't involve workers sharing towels?						

<b>24 Eating facilities (page 19)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
24.1 Does the nature of the work cause a health and safety risk to workers from preparing food or eating in workplace?						
24.2 Is there adequate protection from work area elements, contaminants & hazards						
24.3 For workplaces needing an eating room, is there 1 m <sup>2</sup> of clear floor space for each person likely to use the eating room at one time?						
24.4 If a shared eating facility is used, can it accommodate all workers likely to be eating at one time?						

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<b>25 Personal storage (page 20)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
25.1 Is there accessible, secure storage at the workplace for workers' personal property, including any tools provided by a worker?						
25.2 Is it separate from any storage facilities provided for personal protective clothing and equipment?						

<b>26 Change rooms (page 20-21)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
26.1 Are change rooms provided for workers who are required to change their clothes?						
26.2 Are there arrangements in place for the privacy of male and female workers?						
26.3 Do change rooms allow a clear space of at least 0.5 m <sup>2</sup> for each worker?						
26.4 Is the change room temperature comfortable for changing clothing?						
26.5 Is there enough seating, accessible mirrors, an adequate number of hooks for the numbers of workers changing at one time?						
26.6 Are there well-ventilated, accessible and secure lockers for each worker for storing clothing and personal belongings?						

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<b>Change rooms (page 20-21)</b>	<b>✓/✖ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
26.7 Is there clear space of at least 1800 mm between rows of lockers facing each other and at least 900 mm between lockers and a seat or a wall?						


<b>27 Showers (page 21)</b>	<b>✓/✖ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
27.1 Are showers provided for workers where the work: <ul style="list-style-type: none"> <li>requires strenuous effort</li> <li>leaves them dirty or smelly</li> <li>exposes them to chemicals or bio-hazards</li> </ul>						
27.2 Is there one shower cubicle for every 10 workers who may need to shower?						
27.3 Are there separate facilities for male and female workers, or other appropriate forms of security to ensure privacy?						
27.4 Is there a slip-resistant floor area of not less than 1.8 m <sup>2</sup> , which is capable of being sanitised?						
27.5 Are partitions between each shower at least 1650 mm high and no more than 300 mm above the floor?						
27.6 Is there an adjacent dressing area for each shower, containing a seat and hooks, with a curtain or lockable door enclosing the shower, dressing cubicle?						

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<b>Showers (page 21)</b>	<b>✓/✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
27.7 Is there clean hot and cold water and soap or other cleaning product?						
27.8 Are towels provided if workers need to shower before they can leave work?						

<b>28 Outdoor work (page 22)</b>	<b>✓/✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
28.1 Appropriate procedures for outdoor workers to have access to clean drinking water, toilets, eating facilities, hygienic storage of food and water, emergency first aid assistance?						
28.2 Is there access to shelter for eating meals and taking breaks and for protection from adverse weather?						

<b>29 Mobile or remote work (page 22-24)</b>	<b>✓/✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
29.1 Appropriate procedures to ensure that mobile or remote workers have access to clean drinking water, toilets, eating facilities, hygienic storage of food & water, emergency first aid assistance						
29.2 Can mobile or remote workers access emergency communications that are reliable in their location, such as a satellite or mobile phone?						


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<b>30 Hazardous Materials)</b>	<b>✓/ ✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b><u>HoC</u></b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
30.1 Are there any hazardous materials/ chemicals etc at the workplace?						
30.2 Have any of the hazardous materials/ chemicals etc been decanted into a smaller container?						
30.3 Are the decanted hazardous materials/ chemical containers labelled with the name and caution/ warning information about the product in the container?						
30.4 Is there a copy of the Safety Data Sheet (less than 5 years since the last review date) for each of the hazardous materials/ chemicals?						
30.5 Have workers been trained in how to safely use/ store and dispose of the hazardous materials/ chemicals?						

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<b>31 Emergency plans (page 26-27)</b>	<b>✓/✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
31.1 Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures?						
31.2 Is the plan accessible to all workers?						
31.3 Are workers, managers and supervisors instructed and trained in the procedures?						
31.4 Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. appointment of an area warden)?						
31.5 Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation?						
31.6 Are emergency contact details relevant to the types of possible threats (e.g. fire, police) displayed at the workplace in an easily accessible location?						
31.7 Are contact details updated regularly?						
31.8 Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency?						
31.9 Is there a documented site plan that illustrates location of fire protection equipment, emergency exits and assembly points?						
31.10 If there is a site plan and is it displayed in key locations throughout the workplace?						



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<b>Emergency plans (page 26-27)</b>	<b>✓/✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
31.11 Are procedures in place for assisting mobility-impaired people?						
31.12 Does workplace have first aid facilities & emergency equipment to deal with the types of emergencies that may arise?						
31.13 Is fire protection equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers for fires that involve flammable liquids)?						
31.14 Is equipment easily accessible in an emergency?						
31.15 Are workers trained to use emergency equipment (e.g. fire extinguishers, chemical spill kits, breathing apparatus)						
31.16 Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise?						
31.17 Have you considered the risks from neighbouring businesses (e.g. fire from restaurant/takeaway food outlets, Q fever from cattle yards)?						
31.18 Are emergency practice runs (e.g. evacuation drills) regularly undertaken to assess the effectiveness of the emergency plan?						
31.19 Is someone responsible for reviewing the emergency plan and informing staff of any revisions?						

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## RISK MATRIX:

## CONSEQUENCE

	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>A - Almost certain</b>	Medium (M)	High (H)	Extreme (E)	Extreme (E)	Extreme (E)
<b>B - Likely</b>	Medium (M)	High (H)	High (H)	Extreme (E)	Extreme (E)
<b>C - Possible</b>	Low (L)	Medium (M)	High (H)	Extreme (E)	Extreme (E)
<b>D - Unlikely</b>	Low (L)	Low (L)	Medium (M)	High (H)	Extreme (E)
<b>E - Rare</b>	Low (L)	Low (L)	Medium (M)	High (H)	High (H)

L i k e l i h o o d

### Hazard Consequence Rating

**Insignificant** – No or minor injuries, not requiring first aid. Low financial loss

**Minor** - First aid treatment, on-site release immediately contained, Negligible impact on moral.

**Moderate** – Significant injury requiring medical treatment required, On site release contained with outside assistance, Short term effect on moral.

**Major** - Extensive injuries, Serious long term injury. Temporary disablement. off-site release with no detrimental effects. Significant impact on morale or business.

**Catastrophic** - Death, long term effect on moral and performance of business. toxic release off-site with detrimental effect,

### Likelihood Rating

**A – Almost certain**  
is expected to occur in most circumstances, immediately or within a short period

**B – Likely**  
will probably occur in most circumstances – several times a yr.

**C – Possible**  
might occur at some time – within a one or two year period

**D – Unlikely**  
could occur at some time – in a two – five year time frame


**E – Rare**  
may occur only in exceptional circumstances – could occur in a five to thirty year time frame

### Hierarchy of Controls (must work down the hierarchy)

- Eliminate:** remove hazard completely e.g. remove noisy equipment
- Substitute:** replace a hazardous process/substance with one which is less hazardous
- Isolation:** remove the person from the hazardous environment or the hazardous environment from the person e.g. locate photocopier in separate well ventilated room.
- Engineering:** provide engineered modifications to manage the hazard
- Administrative:** establish policies, procedures & work practices, provide training
- Personal Protective Equipment:** E.g. eye or hearing protection, gloves and mask.

<b>Extreme</b>	Operation of item or activity should not be allowed to continue until the risk level has been reduced:
<b>High</b>	Usually not an acceptable level of risk. Reduce the risk rating so far as reasonably practicable
<b>Medium</b>	Reduce the risk rating so far as reasonably practicable
<b>Low</b>	Can be an acceptable level of risk



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## APPENDIX 2 – Workplace Inspection checklist – Office Environment


NOTE: page numbers refer to the Code Of Practice: Managing the Work Environment and Facilities June 2020  
Complete risk rating only if corrective or preventative action is required

### Complete risk rating only if corrective or preventative action is required

<b>Hierarchy of Control</b>	<b>EL</b> = elimination	<b>S</b> = substitution	<b>I</b> = isolation	<b>EN</b> = engineering	<b>A</b> = administration	<b>P</b> = PPE
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<b>Location of inspection</b> <i>(e.g.) RTC</i>	<b>Date</b>
<b>Name of persons participating in inspection.</b>	<u>Office Use ONLY</u> <b>CAPAs added to CAPA Register</b> <b>Date:</b> _____ <b>Initials</b> _____


<b>1 Consultation (page 5)</b>	<b>✓/✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
1.1 Have workers and their health and safety representatives been consulted on any decisions about the adequacy of the facilities?						
<b>2 Location and nature of the workplace (page 6)</b>	<b>✓/✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
2.1 Is the workplace near appropriate facilities?						
2.2 Is the means of access safe?						
2.3 Do all workers on all shifts have access to the facilities?						

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<b>3 Managing facilities (page 7)</b>	✓/ ✖ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<u>HoC</u>	Responsible person	Due date & CAPA No.
3.1 Are consumable items, such as soap and toilet paper, replaced regularly?						
3.2 Is broken or damaged infrastructure, such as plumbing, air-conditioning or lighting, repaired promptly?						
3.3 Is equipment and furniture, like fridges, lockers and seating, maintained in good condition?						
3.4 Are facilities cleaned regularly/ daily?						

<b>4 Workspace (page 8-9)</b>	✓/ ✖ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<u>HoC</u>	Responsible person	Due date & CAPA No.
4.1 Is there safe entry to and exit from the workstation?						
4.2 Is there enough clear space, taking into account the physical actions needed to perform the task, and any plant and PPE that is needed?						
4.3 Is there enough space in walkways and around cupboards, storage or doors, in addition to the clear workstation space?						

<b>5 Seating (page 10)</b>	✓/ ✖ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<u>HoC</u>	Responsible person	Due date & CAPA No.
5.1 Can work be done from seated position						
5.2 Can the chair be adjusted for individual needs and is it appropriate to the type of work being carried out?						

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<b>6 Lighting (page 11) &amp; Electrical plant/ equipment</b>	<b>✓/ ✕ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
6.1 Does the lighting allow workers to move about easily and to carry out their work effectively without adopting awkward postures or straining their eyes to see?						
6.2 Does working environment minimise the amount of glare, contrast or reflection?						
6.3 Are light switches clean & undamaged?						
6.4 Are lights clean and working correctly?						
6.5 Is electrical office equipment clean & undamaged?						
6.6 Has electrical office equipment got a current test/ tag?						
6.7 Are extension leads and power boards clean and undamaged?						
6.8 Have extension leads and power boards got a current test/ tag?						
6.9 Have extension leads and power boards got a current test/ tag?						
6.10 Are power chords, extension leads and power boards located away from walkways and access areas?						
6.11 Are RCDs checked 6 monthly and have a test sticker completed?						


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<b>7 Floors (page 10)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
7.1 Is adequate floor covering provided for workers who stand for long periods?						
7.2 Are the floors maintained to be free of slip and trip hazards?						
7.3 Are factors such as the work materials used, the likelihood of spills and the need for washing considered when choosing floor coverings?						

<b>8 Ventilation (page 13)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
8.1 Is the temperature between 20°C and 26°C (or less if the work is physically active)?						
8.2 Are ventilation and air-conditioning systems serviced regularly and maintained in a safe condition?						


<b>9 Drinking water (page 16)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
9.1 Are the drinking water outlets accessible to workers?						
9.2 Are the drinking water outlets separate from toilet and washing facilities?						
9.3 Is the water clean, cool and hygienically provided?						



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<b>10 Toilets (page 17)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
10.1 If the workplace has 10 or fewer workers (and two or fewer of one gender), has at least one unisex toilet been provided?						
10.2 Are there adequate toilet facilities for workers with disabilities?						
10.3 Are toilets clearly marked, and do they have lockable doors?						
10.4 Is there adequate lighting and ventilation for the toilets?						
10.5 Are toilets cleaned regularly?						
10.6 Is there adequate toilet paper, hand washing facilities and soap, rubbish bins and sanitary disposal?						


<b>11 Hand washing (page 18)</b>	✓/ ✕ n/a	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken</b> <i>(or comments – in blue italics)</i>	<u>HoC</u>	Responsible person	Due date & CAPA No.
11.1 Are there enough hand washing basins for men and women?						
11.2 Is hot and cold water, soap or other cleaning product provided?						
11.3 Is hygienic hand drying provided that don't involve workers sharing towels?						

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<b>12 Eating facilities (page 19)</b>	<b>✓/ ✕ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b><u>HoC</u></b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
12.1 Does the nature of the work cause a health and safety risk to workers from preparing food or eating in workplace?						
12.2 Is there adequate protection from work area elements, contaminants & hazards						
12.3 If a shared eating facility is used, can it accommodate all workers likely to be eating at one time?						

<b>13 Personal storage (page 20)</b>	<b>✓/ ✕ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b><u>HoC</u></b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
13.1 Is there accessible, secure storage at the workplace for workers' personal property, including any tools provided by a worker?						
13.2 Is it separate from any storage facilities provided for personal protective clothing and equipment?						


<b>14 Mobile or remote work (page 22-24)</b>	<b>✓/ ✕ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b><u>HoC</u></b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
14.1 Can mobile or remote workers access emergency communications that are reliable in their location, such as a satellite or mobile phone?						

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<b>15 Hazardous Materials)</b>	<b>✓/ ✗ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b><u>HoC</u></b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
15.1 Are there any hazardous materials/ chemicals etc at the workplace?						
15.2 Have any of the hazardous materials/ chemicals etc been decanted into a smaller container?						
15.3 Are the decanted hazardous materials/ chemical containers labelled with the name and caution/ warning information about the product in the container?						
15.4 Is there a copy of the Safety Data Sheet (less than 5 years since the last review date) for each of the hazardous materials/ chemicals?						
15.5 Have workers been trained in how to safely use/ store and dispose of the hazardous materials/ chemicals?						


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<b>16 Emergency plans (page 26-27)</b>	<b>✓/ ✕ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
16.1 Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures?						
16.2 Is the plan accessible to all workers?						
16.3 Are workers, managers and supervisors instructed and trained in the procedures?						
16.4 Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. appointment of an area warden)?						
16.5 Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation?						
16.6 Are emergency contact details relevant to the types of possible threats (e.g. fire, police) displayed at the workplace in an easily accessible location?						
16.7 Are contact details updated regularly?						
16.8 Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency?						
16.9 Is there a documented site plan that illustrates location of fire protection equipment, emergency exits and assembly points?						
16.10 If there is a site plan and is it displayed in key locations throughout the workplace?						

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<b>Emergency plans (page 26-27)</b>	<b>✓/ ✕ n/a</b>	<b>Risk rating (E,H,M,L)</b>	<b>Action to be taken (or comments – in blue italics)</b>	<b>HoC</b>	<b>Responsible person</b>	<b>Due date &amp; CAPA No.</b>
16.11 Are procedures in place for assisting mobility-impaired people?						
16.12 Does workplace have first aid facilities & emergency equipment to deal with the types of emergencies that may arise?						
16.13 Is fire protection equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers for fires that involve flammable liquids)?						
16.14 Is equipment easily accessible in an emergency?						
16.15 Are workers trained to use emergency equipment (e.g. fire extinguishers, chemical spill kits, breathing apparatus)						
16.16 Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise?						
16.17 Have you considered the risks from neighbouring businesses (e.g. fire from restaurant/takeaway food outlets, Q fever from cattle yards)?						
16.18 Are emergency practice runs (e.g. evacuation drills) regularly undertaken to assess the effectiveness of the emergency plan?						
16.19 Is someone responsible for reviewing the emergency plan and informing staff of any revisions?						

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## RISK MATRIX:

## CONSEQUENCE

	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>A - Almost certain</b>	Medium (M)	High (H)	Extreme (E)	Extreme (E)	Extreme (E)
<b>B - Likely</b>	Medium (M)	High (H)	High (H)	Extreme (E)	Extreme (E)
<b>C - Possible</b>	Low (L)	Medium (M)	High (H)	Extreme (E)	Extreme (E)
<b>D - Unlikely</b>	Low (L)	Low (L)	Medium (M)	High (H)	Extreme (E)
<b>E - Rare</b>	Low (L)	Low (L)	Medium (M)	High (H)	High (H)

L i k e l i h o o d

### Hazard Consequence Rating

**Insignificant** – No or minor injuries, not requiring first aid. Low financial loss

**Minor** - First aid treatment, on-site release immediately contained, Negligible impact on moral.

**Moderate** – Significant injury requiring medical treatment required, On site release contained with outside assistance, Short term effect on moral.

**Major** - Extensive injuries, Serious long term injury. Temporary disablement. off-site release with no detrimental effects. Significant impact on morale or business.

**Catastrophic** - Death, long term effect on moral and performance of business. toxic release off-site with detrimental effect,

### Likelihood Rating

**A – Almost certain** is expected to occur in most circumstances, immediately or within a short period

**B – Likely** will probably occur in most circumstances – several times a yr.

**C – Possible** might occur at some time – within a one or two year period

**D – Unlikely** could occur at some time – in a two – five year time frame

**E – Rare** may occur only in exceptional circumstances – could occur in a five to thirty year time frame

### Hierarchy of Controls (must work down the hierarchy)

7. **Eliminate:** remove hazard completely e.g. remove noisy equipment
8. **Substitute:** replace a hazardous process/substance with one which is less hazardous
9. **Isolation:** remove the person from the hazardous environment or the hazardous environment from the person e.g. locate photocopier in separate well ventilated room.
10. **Engineering:** provide engineered modifications to manage the hazard
11. **Administrative:** establish policies, procedures & work practices, provide training
12. **Personal Protective Equipment:** E.g. eye or hearing protection, gloves and mask.

<b>Extreme</b>	Operation of item or activity should not be allowed to continue until the risk level has been reduced:
<b>High</b>	Usually not an acceptable level of risk. Reduce the risk rating so far as reasonably practicable
<b>Medium</b>	Reduce the risk rating so far as reasonably practicable
<b>Low</b>	Can be an acceptable level of risk

