Conducting Work Area Safety Inspections

# Purpose

To promote and facilitate Health, Safety & Environmental awareness and

standardisation in the workplace while identifying and correcting unsafe acts and conditions.

To ensure that the work locations in which our workers work and the tasks that they perform are to the standard expected.

Furthermore, to demonstrate our pro-active risk management approach in our business operations and enable the early identification of hazards or areas for improvement.

# Legislation

This directive shall be read in conjunction with the following legislation:

* QLD Work Health and Safety Act.
* QLD Work Health and Safety Regulation.

# Scope

This directive applies to all **[Insert Club Name]** employees.

# Procedure

* The Work Area Safety Inspection is to be conducted **[Monthly/Quarterly/Annually]** by **[Insert Name/Position]**.
* The method of conducting the work area safety inspection is a visual check; to identify any potential hazards or risks for the individual areas. Conduct the Inspection by walking the designated work area, evaluating equipment and activities for safety / environmental conditions or behaviour using The *RQ Club Workplace Health & Safety Inspection Checklist* to provide the inspection focus.
* Use a consultative approach with employees in the area to identify hazards and potential safety concerns.
* Endeavour to immediately correct any inappropriate safety / environmental condition or act identified and update the checklist accordingly. Make any comments where necessary – giving as much information as possible.
* List any items that cannot be immediately corrected on the checklist, consider the necessary corrective action. Ensure that a Maintenance request / hazard report are created for any items that require repair or review.
* Forward the completed checklist to **[insert name/position]** who will correlate and raise any actions at the next committee / operations / safety meetings.
* The actions will be reviewed by the Management team, any outstanding safety or environmental issues from the Inspection(s) will be priorities and tracked for completion. This will be monitored and updated monthly.

**Actions and Follow-up**

* All actions arising from the inspections shall be documented on the inspection form and recorded.
* Actions should be reported to the **[Committee/CEO/WHS Manager]** with recommended remedy.
* Where urgent action is required, remedy should be implemented and actions reported as above.

**Monitoring and Review**

* The shall monitor the status of corrective actions raised in and will follow up with workers individually.

**RESPONSIBILITIES OF PERSONNEL**

The following personnel should assume the primary responsibility for the activities covered by this procedure:

* **[insert names/positions]**