





Workplace Inspections

Checklist or Form	 Go to  Form A – Workplace Inspection Checklist Form N – Outdoor Events Checklist Form O – Large Events Management Checklist
Effective date	June 2008
Date reviewed	July 2016
Review date	February 2018
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011
Pages	2

Policy

The Parish aims to keep and maintain a safe place of work. To do this workplace inspections are required.

Workplace Inspections

1. The Parish Priest or delegated Officer will nominate workers to conduct workplace inspections using the Workplace Inspection Checklist.
2. Workers completing the workplace inspections will ensure they complete a hazard report for each non-compliant issue that cannot be immediately rectified;
3. Workers will ensure that completed checklist/s and any hazard reports are provided to the Parish Priest or delegated Officer immediately after the inspection has finished.
4. The Parish Priest or delegated Officer will action outstanding issues and hazards identified in the workplace inspection and on hazard reports in a timely manner;
5. Workers will review the workplace inspection results during regular staff meetings.

In the case of Outdoor Events or Large Events Management

1. The Parish Priest or delegated Officer will nominate workers to conduct workplace inspections using the Outdoor Events/Large Events Management Checklists.
2. Workers completing the checks will report outcomes to the parish priest or delegated officer.

Work Health & Safety Audits and Inspections

1. External audits will be conducted on a regular basis by an external source, i.e. Diocesan HR/WHS Manager or other to ensure compliance with the Work Health & Safety Guidelines.



2. Results from these external audits will be reported to the Parish Priest.

Work Health & Safety Records

1. WHS records will be kept in accordance with WHS Guidelines;
2. Records must be legible and kept in a format that allows for easy retrieval;
3. Some records, such as injury reports and return to work files are to be kept confidential, with access restricted to persons identified as relevant and authorised;
4. WHS records will only be disposed of after reference to appropriate WHS legislation is made, to ensure compliance with mandatory retention periods;
5. Records will be disposed by shredding followed by recycling.