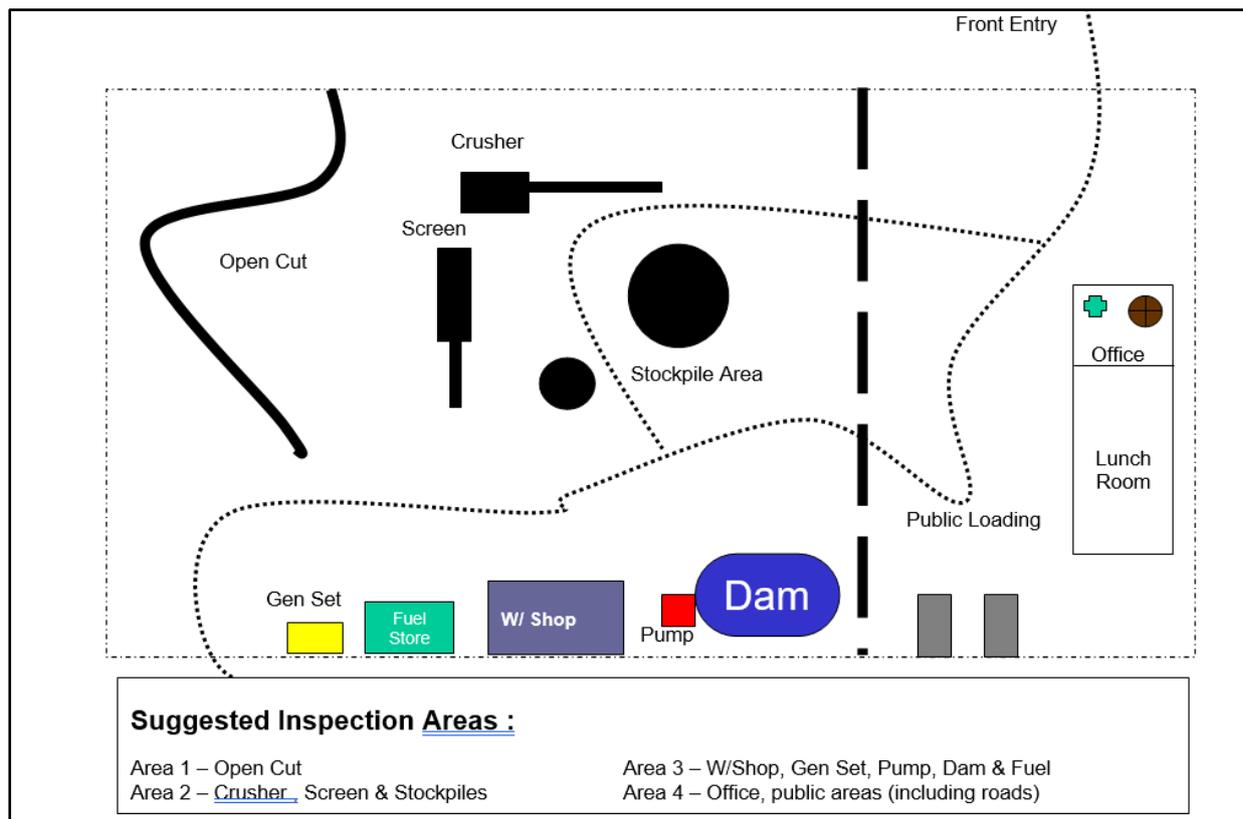


## Workplace inspection and hazard reporting

One of the most important parts of managing workplace safety is the identification of hazards and putting controls in place to remove or reduce the risk from that hazard. This includes verifying that control measures remain effective and are implemented as originally planned. By developing a workplace inspection and hazard reporting program the mine will be able to conduct regular reviews to ensure the controls remain effective.

**The attached template is in Word format for you to customise for your site.**

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** Using a site plan of the total operation (a site plan is also required in Program 9 and 20, see example below), divide the site into areas that inspections can be conducted in a reasonable time. Write these areas in the SMS.



3. **WHO:** Allocate the role of conducting these inspections to competent people and document on (Form 6A). You may wish to have several people listed and change them around for each inspection to have a new set of eyes looking at the area.

4. **HOW:** You have two choices here:
  - a) Use the general workplace inspection checklist (Form 6D) as your inspection list
  - b) Using the blank workplace inspection form (Form 6B), go to the general workplace inspection checklist (Form 6D) and after reading through the list, start making inspection lists for your site on Form 6B. Remember that if your team does not have the expertise with respect to a particular topic, you may have to engage a subject matter expert to assist. Also during the assessment, don't forget to consult other sources of information, (maintenance manuals, local knowledge, Australian Standards and other guidelines).

**HINT:** This is the most important list that you will generate. Ensure it covers all aspects of your operations.

Once you have developed your inspection list, review it with other workers. This will ensure that all the areas of the operation have been included on the form and the people doing the inspection are made aware of what to look for.

5. **WHEN:** Decide the frequency of these inspections and complete Form 6A.  
If one area is more hazardous (crusher or conveyors), the inspection frequency should reflect this and be conducted more often than in other areas (office).  
Most operations conduct inspections on a monthly basis as a minimum.
6. **ACTION:** Allocate a person responsible for the collection and control of completed inspection forms.
7. **DOCUMENT CONTROL:** Nominate where all the completed inspection forms are to be filed and located.  
Record all the master inspection forms (Form 6B) in the document control master list (Form 3A).

## References:

Work Health and Safety Regulation 2017 Part 3.1

Work Health and Safety (Mines & Petroleum Sites) Regulation 2017 clause 9 &

37 Health and Safety in Quarries