

Worksheet and Guidance for Supervisors Performing Workplace Inspections

Instructions on use

The Workplace Inspection has been developed as a **two-step process** being **(1)** a desktop review and **(2)** a physical inspection.

You will be asked to choose from one of the following responses:

1. **(Y)** Yes, I can confirm I comply with the questions asked.
2. **(N)** No, I am not compliant with what the question is asking and will need to enter an action into Unisafe to address.
3. **Rectified** – No, I am not compliant but have taken immediate action to become compliant at the time of inspection.
4. **N/A** - This question does not relate to tasks or activities under my control.

The questions under each section have been divided into desktop or inspection questions. Inspection questions are marked (look for the glasses 🧒) and require you to physically inspect and confirm this question.

One form is to be used to record all the spaces you supervise.

For issues that cannot be immediately resolved, answer **No** and enter an action into [UniSafe](#). A guide for supervisors to enter actions in UniSafe can be found [here](#). A separate action will need to be entered for each question with a **No** response.

Hazardous Plant or equipment	
1. Do you use or own hazardous plant or equipment?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Hazardous plant - Any plant/equipment used for a work/task related activity that requires registration in accordance with Schedule 5 of the Work Health and Safety Regulations 2012 (SA), or has the potential:</p> <ul style="list-style-type: none"> to entangle, crush, cut/stab/puncture, trap, shear, tear or strike for a pinch point to trap any part of the body or catch loose clothing, hair etc (e.g. conveyor, gears, loaders and other moving equipment) for a worker to come into contact with fluids under high pressure to cause a serious burn/injury to expose the worker to live electrical conductor to expose the worker to gases/vapours/liquids/dusts/other substances triggered by the operation to explode or implode to exceed safe noise levels for the worker to adopt poor posture to overturn, collide with another person or thing (e.g. moving powered plant) lifts or suspends a load is an industrial robot or other remotely or automatically energised plant at the workplace involves non-ionising radiation or high-level magnetic fields <p>Examples of high-risk plant include (but are not limited to) an autoclave, forklift, cryostat, boiler, lathe, industrial robot, scaffolding, boiler, laser, microtome, elevated work platform, crane, gantry, reach stacker and pressure equipment.</p> <p>Refer to Plant and Equipment Safety Management Procedure for more information.</p>	

HSW Advice	Guidance for Workplace Inspections	Effective Date:	January 2024	Version 2
Authorised by	Director HSW	Review Date:	January 2025	Page 1 of 6
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2. (🔄) Are the controls specified in the risk assessments in place? For example: guarding, Personal Protective Equipment (PPE)?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
<p>Look at the risk assessments for the location. Where there are control measures specified, are they available, maintained appropriately, and being utilised? Examples of PPE include hard hats, earplugs, gloves (of the specified type), goggles, respirators, sunscreen, safety harnesses, safety boots, and high-visibility clothing.</p> <p>Refer to Hazard Management – Hierarchy of Controls for more information.</p>			
3. Is there a system in place for the provision of appropriate information, instruction and training for users of hazardous plant or equipment?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
<p>Does your area have procedures in place for ensuring new workers receive proficiency training (level 2) or competency training/licence/qualification (level 3) for hazardous plant or equipment before authorising access to the equipment/location. Examples may include that workers are unable to access equipment until training is provided by an authorised trainer. Records of training are required to be kept and available.</p> <p>Refer to Information, Instruction and Training Procedure for more information.</p>			
4. Is there a system in place that monitors the implementation of pre-start checks (if required) and maintenance of the plant or equipment in accordance with manufacturer/designer specifications?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
<p>For example, is equipment recorded on the Schedule of Programmable Events (SPE), Asset Management system, maintenance program etc which is actively monitored by the appropriate staff.</p> <p>Refer to 7 Process: Maintenance, inspection and testing of plant/equipment of Plant and Equipment Safety Management Procedure for more information.</p>			

Hazardous Chemicals	
5. Do you have hazardous chemicals?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Hazardous chemical: is a substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System. The Safety Data Sheet for a chemical indicates when the chemical is classified as hazardous.</p> <p>Refer to Chemical Safety Management Procedure for more information.</p>	

6. (↻) Are the controls specified in the risk assessments for tasks that include the use of hazardous chemicals in place? For example, PPE?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
<p>Look at the risk assessments for the location. Where there are control measures specified, are they available, maintained appropriately and being utilised.</p> <p>Examples of control measures include fume cupboards, biosafety cabinets, spill kits, emergency showers, gloves (of the specified type), safety glasses, lab coats. Refer to the following links for information on the hierarchy of controls and FAQ for personal protective equipment.</p>			
7. Is there a system in place for the provision of level 2 Instruction for users of hazardous chemicals?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
<p>All workers using hazardous chemicals (including radiation) and/or entering a chemical laboratory containing hazardous chemicals are to be provided with specific information and instructions before entering or working in the area e.g. lab rules including emergency procedures. Do you have a system in place for ensuring workers are unable to access hazardous chemicals until they receive the appropriate training? This may include restricting access to laboratories until authorisation provided. Records of training must be kept and be available.</p> <p>Refer to Information, Instruction and Training Handbook Chapter for more information.</p>			
8. Are users aware, and have tests been conducted, of relevant emergency contingency arrangements due to the nature of the hazardous chemicals in the area?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
<p>Ask people in the area if they know how to respond to an emergency such as a chemical spill. Where emergency procedures are specified in an SOP are all workers undertaking the task aware of the procedures.</p> <p>To test your contingency, an exercise (either desktop or physical) is to be conducted to ensure that spills, fires, exposures, use of safety showers, eyewashes, spill kits etc are responded to and used in accordance with your induction information.</p> <p>Refer to Chemical Safety Management Procedure for more information.</p>			
9. (↻) Are all decanted chemicals (not being used immediately) and chemical waste correctly labelled using Globally Harmonised System compliant labelling?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
<p>Check the lab for chemical containers that are either unlabelled or do not contain the details below:</p> <p>The label for a decanted chemical, or research chemical, or sample for analysis shall at a minimum:</p> <ul style="list-style-type: none"> • be legible and in English, • have the product identifier (name or number found on the supplier's label or in the SDS), • have a pictogram or hazard statement consistent with the chemical, • the full name (or staff/student number) of the worker who made or decanted the chemical, and • the date that the chemical was opened (if the chemical is peroxidisable). <p>All GHS labels in Chemwatch are compliant.</p>			

Refer to the [Chemwatch page](#) and the [Chemical Safety Management Procedure](#) for more information.

10. (G) Are all chemicals stored in accordance with the Safety Data Sheets and Dangerous Goods (DG) requirements (bunded, segregated according to DG class, not crowded, placement etc)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
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Section 7 of the Safety Data Sheet (available in Chemwatch) details the handling and storage of the chemical.

Check the area for chemicals stored on shelving, benches, in fume cupboards and in chemical cabinets. Are the chemicals with the same dangerous goods pictogram being stored together or are they being inappropriately stored with dangerous goods from different classes? For example, are flammable liquids (DG 3) being stored with self-reactive chemicals (DG 4.2)?

Refer to [Chemical Safety Management Procedure](#) for storage requirements.

11. (G) Are minor storage limits sign posted and complied with?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
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Each class of dangerous goods has a maximum allowable limit for a specified area both within and outside of chemical cabinets.

These limits are detailed on page 2 of Appendix A (page 12) in the [Chemical Safety Management Procedure](#).

Check the area to ensure dangerous goods volumes are within those limits.

12. Has the chemical register been reviewed and updated in the last 12 months?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
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Chemical Registers need to be periodically updated to ensure their currency. Check the last time the register was modified to answer this question.

See appendix E page 29 of the [Chemical Safety Management Procedure](#) for more information.

Other safety considerations for the area(s)

13. (G) Is the electrical test and tag process ensuring you are compliant with HSW procedures?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
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Randomly check a few electrical items in the area for a test and tag label on the cord. Does it have one? Is it in date? i.e., before the next test due date? Refer to the Electrical Safety Management Procedure for more information.

14. (G) Is the area tidy and free of obstruction and mess such as slip / trip hazards (i.e. electrical leads)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Rectified	Action
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Look for clutter, walkway or door obstructions, stacks of flammable materials (papers, boxes, packing foam), poorly stored items of equipment, etc.

HSW Advice	Guidance for Workplace Inspections	Effective Date:	January 2024	Version 2
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Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Refer to [Laboratory and Workshop Safety FAQ](#) for more information.

15. (63) Is signage specified in risk assessments or legislation/standards in place and visible in the work areas?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Rectified	Action
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For example: dangerous goods class pictograms, signs of PPE that is mandatory upon entering the facility (blue and white signage), PC2 facility signs, etc.

16. Do you have students in the area who undertake activities that have been assessed as having a residual high risk?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, you should ensure the Head of School/Branch has reviewed the risk assessment, authorised the activity to commence and entered the activity on the University Risk Register.

Refer to Section 3.2 of the Hazard Management Chapter for information regarding the risk assessment process [Hazard Management Procedure](#) for more information.

17. Is there a process in place for the Supervisors to authorise risk assessments completed by students?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Rectified	Action
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Risk assessments completed by students need to be reviewed, authorised and signed off by their supervisor prior to the activity commencing.

Refer to Section 3.2 of the Hazard Management Chapter for information regarding residual risk authorisations [Hazard Management Procedure](#) for more information.

18. Is access to the area restricted until users have completed appropriate information, instruction, and training?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Rectified	Action
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Are equipment, chemicals and facilities restricted by swipe card/key access to only individuals who have completed the appropriate level of training?

19. (63) Are all users aware of alarms in the area and the response required (gas alarms, duress etc)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Rectified	Action
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Test this by asking users in the high-risk area if they know how to respond if an alarm present activates.

20. If gas alarms are installed in the area and monitored by Security, has the emergency protocols information recorded in Si-Pass been checked to ensure it is accurate within the last 12 months.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Rectified	Action
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The system referred to as Si-Pass is the system in security which monitors your areas alarms. The information in that system is to be accurate so that security is aware how to respond to your alarm safely.

21. If you conduct work requiring permits (e.g. radiation or controlled substances), are workers completing the activity in accordance with the permit requirements?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Rectified	Action
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For example, do all workers operating a forklift hold a current forklift licence and are the permits recorded in SSO? Licences and Permits – issued by a Registered Training Organisation (RTO) - can be recorded in SSO if they are a staff member. If you need a course added to SSO let the HSW Team know.

All permit licences have specific requirements. Check that each worker is working only to the conditions of their licence. For example, a worker with a sealed source radiation licence is not operating an ionising radiation apparatus.