

## HAZARD IDENTIFICATION AND INSPECTION PROCEDURE

The *Model Work Health and Safety Regulations, Chapter 3, Part 3.1.34* states the following:

***“A duty Holder, in managing risks to health and safety, must identify reasonable foreseeable hazards that could give rise to risk to health and safety.”***

Coffs Harbour Education Campus has implemented a regular in-house safety inspection procedure that encourages workplace managers/supervisors of a diverse range of work areas to ensure the safety and welfare of students, staff, contractors and visitors.

There is also a form that an individual member of the campus community can report a randomly noticed hazard to either their supervisor, Health and Safety Representative (HSR) or the Campus Facilities Officer. This *“Random Hazard Report Form”* can be found on the Coffs Harbour Education Campus Website at:

[http://www.chec.scu.edu.au/index.php/dds?cat\\_id=1872#cat1872](http://www.chec.scu.edu.au/index.php/dds?cat_id=1872#cat1872)

The responsibility for regular safety inspections of a work area and the identification of hazards sits with the Manager/Supervisor of the work area. The task of safety inspections and hazard identification is undertaken by staff members (Safety Support Officer) in the workplace.

The coordinating of Safety Support Officers, oversight and annual auditing of the inspection and hazard identification process is the responsibility of each of the Work Group’s Operations Managers. These Senior Operations Managers are:

<b>TAFE:</b>	Operations Manager
<b>SCU:</b>	Manager Shared Services Hub
<b>Senior College:</b>	Assistant Director

A template for operations managers to record their process audits can be found at:

[http://www.chec.scu.edu.au/index.php/dds?cat\\_id=1872#cat1872](http://www.chec.scu.edu.au/index.php/dds?cat_id=1872#cat1872)

Completed process audits should be email to:

[katharine.porter@det.nsw.edu.au](mailto:katharine.porter@det.nsw.edu.au)

The CHEC Manager of Administration will collate and maintain the combined list of campus safety support officers.

## Safety Support Officer and Inspection Process

A current list of Safety Support Officers can be found at:

[http://www.chec.scu.edu.au/index.php/dds?cat\\_id=1872#cat1872](http://www.chec.scu.edu.au/index.php/dds?cat_id=1872#cat1872)

The Safety Support Officers will carry out regular safety inspections and the identification of hazards for their area voluntarily as part of their duties.

The Safety Support Officer will have received a formal training session in "*Identification of Hazards and Risk Assessment*" to ensure they have the skills to carry out work place inspections and the identification of hazards.

It is important that the Safety Support Officers have the authority to act in matters related to health and safety and are allocated time as part of their normal duties to carry out this role. Safety Support Officers will be the contact person for health and safety matters and will work closely with workplace managers and from time to time with HSRs.

It is envisaged these regular inspections will take approximately 30 to 40 minutes for low risk areas (e.g. student administration) and one hour for high risk areas (e.g. laboratories and workshops).

The inspection will be documented on an inspection and hazard identification template. Identified hazards will be addressed in the following manner:

1. The majority of matters should be resolved by the immediate workplace manager/supervisor.
2. General facilities issues should be referred to the Campus Facilities Officer by the manager/supervisor of the workplace lodging with the Facilities Officer a copy of the inspection action sheet highlighting issues requiring a facilities management response. The Campus' Facilities Officer should be advised immediately on extension 3072 of any inspection actions identified as having a risk factor of 1, 2 or 3.
3. Major issues should be referred to the CHEC manager Administration, a Work Group Operations Manager or a HSR.
4. The Safety Support Officer will lodge with the workgroups operations manager or the HSR a copy of the hazard identification report highlighting issues that have not had a resolution by the second inspection.

## Inspection and Hazard Identification Sheets

To prompt and assist workplace managers/supervisors and Safety Support Officers with the recording of inspections and identified hazards a comprehensive range of WHS Inspection and hazard identification templates can be found at:

[http://www.chec.scu.edu.au/index.php/dds?cat\\_id=1872#cat1872](http://www.chec.scu.edu.au/index.php/dds?cat_id=1872#cat1872)

These templates are used as a base document to be continuously assessed and modified by the workplace supervisor and the Safety Support Officer to reflect the unique components of individual or specialist activities in a workplace. An operations manager, WHS manager or the CHEC Manager of Administration are available to assist with this process.

### Location of Inspection and Hazard Identification Sheets

Completed Inspection and Hazard identification templates for each work area shall be located in a visible and accessible location in each work area that is accessible to the supervisor for action, and the Operations Managers for process audit purposes.

It is the responsibility of the supervisor to email the completed Inspection and Hazard Identification templates to:

[katharine.porter@det.nsw.edu.au](mailto:katharine.porter@det.nsw.edu.au)

### Risk Analysis

Risk analysis is undertaken following the WorkCover Authority document “Risk Analysis Matrix for Establishing Management Priority” and recorded on the inspection schedule.

#### Risk Analysis Matrix for Establishing Management Priority

Hazard Priorities	Likelihood			
	Very Likely	Likely	Unlikely	Very Unlikely
Severity				
Could Cause Death, Permanent Injury/Illness	1	1	2	3
Could Cause Long Term Illness, Serious Injury	1	2	3	4
Requires Medical Treatment, Time Off Work	2	3	4	5
Requires First Aid	3	4	5	6

(Source: WorkCover Authority NSW)

The numbers 1 to 6 indicate how important it is to do something:

**1 =** Urgency to do something – requires immediate action.

**6 =** Low priority – action when practicable.

