1. Purpose

The purpose of this procedure is to provide guidelines for the identification of hazards and the follow-up and action to prevent injuries and illnesses arising out of work at any of the Council's workplaces.

2. Scope

This procedure covers the identification of hazards in **all** Council workplaces and at facilities owned and/or managed by the Council.

(Hazard identification may be performed in a systematic fashion as part of an inspection procedure, or it may occur in an *ad hoc* manner resulting from observations by any employee in the workplace.)

3. References

1. Occupational Health and Safety Act 2004
2. Occupational Health and Safety (Vic) Codes of Practice: including
   - Plant (1998)
   - Noise Regulations 2004
   - Workplaces (1988)
   - Manual Handling (2000)
   - Confined Spaces (1996)
   - Safe Work on Roofs (1998)
   - Working Safely from Heights 2004
   - Other relevant Codes.
   - Council's Risk Management Policy and Strategy
3. Occupational Health and Safety Regulations 2007

4. Responsibilities

Managers/Supervisors

Managers/Supervisors shall ensure:

- that workplace inspections are undertaken during specified periods using the **Workplace Inspection Checklist** (refer to Attachment 3) to identify any workplace hazards;
- that a **Risk Assessment** (see 6.3) is undertaken of any identified hazards;
- the suitability and efficacy of any proposed measures to reduce, contain or remove the hazard; and

- that appropriate records and documents are maintained on file;

Health and Safety Representatives (HSRs)

HSRs shall assist the Manager/Supervisor or nominated representative to undertake **Workplace Inspections** and the **Risk Assessment** of all identified hazards and in determining the most effective control measures.

Nominated Representative

A nominated representative is a person nominated by the Manager/Supervisor to undertake a **Workplace Inspection** (see Attachment 3) and **Risk Assessment** of any identified hazard. This role may be identified and specified in the employee's Position Description.

Employees

Employees shall ensure that they:

- report workplace hazards immediately to their Manager/Supervisor;
- assist, where required, in **Workplace Inspections** and **Risk Assessments**; and
- assist with rectifying hazards and in the implementation of any measures to reduce, contain or remove the hazard; and
- making recommendations on corrective actions, where possible.

Employees must immediately report any workplace hazard to their Manager/Supervisor.

Employees must complete a **Hazard Report Form** (see Attachment 2) for any identified workplace hazard.

5. Definitions

Hazard

A hazard is any agent (physical, biological, chemical) that can potentially cause injury or illness.

Risk

Risk is the probability that a hazard will cause injury or illness.

Near Miss

A near miss is an incident which could have caused or resulted in personal injury but did not actually cause or result in injury or damage.

6. Method

6.1 Identification of Hazards

Each Manager/Supervisor, HSR or nominated representative will undertake a **Hazard Inspection** to identify all hazards associated with its operations and list the hazards on the **Hazard Register Form** (see Attachment 1).

Any employee may also identify hazards at any time:

- during a scheduled **Hazard Inspection**; or
- from personal observation and experience; or
- from a "near miss" situation.

Immediate Corrective Action

Where the hazard can be made safe by the practical and reasonable intervention of the person identifying the hazard, this should be done immediately. Where the hazard requires further investigation, the area should be made safe as soon as possible.

Reporting of Hazards

Employees must immediately report any identified hazards, including those which they have made safe, to their Manager/Supervisor, HSR or the nominated representative, and record the hazard on the **Hazard Report Form** (see Attachment 2).

The Manager/Supervisor on receipt of the **Hazard Report Form** shall take appropriate action to:

- prevent employees being exposed to the hazard; and
- remove the hazard, if possible.

Each Manager/Supervisor, HSR or nominated representative will then evaluate the levels of risk associated with the identified hazard using the **Hazard Report Form** (see Attachment 2) and perform a **Risk Assessment** (see 6.3).

The Manager/Supervisor shall forward a copy of all **Hazard Report Forms** to the HSR who will present them to the OH&S Committee.

A copy of the completed **Workplace Inspection Checklist** shall be retained by the Manager/Supervisor and a copy shall be sent to the HRM.

6.2 Workplace Hazard Inspections

Formal **Hazard Inspections** shall be undertaken by the Manager/Supervisor, HSR or nominated representative at the following intervals:

- daily for high risk tasks eg. Permit to Work areas such as confined space entry, hot work areas etc.;
- quarterly in all work environments other than office based work environments;

- half-yearly in office based work environments.

The workplace inspections shall use the **Workplace Inspection Checklist** (see Attachment 3).

Specific hazards arising from the inspection should be noted on the **Hazard Report Form** [see Attachment 2).

A **Hazard Inspection Schedule** will be prepared each year by the Manager/Supervisor. Completion of each Inspection will be recorded on the Schedule (see Attachment 1), which will be maintained by the Manager/Supervisor.

A copy of the Schedule will be provided to the OH&S Committee and the HRM.

The workplace inspections shall use the **Workplace Inspection Checklist** (refer to Attachment 3) modified for the particular work area.

Guidance on Hazard Inspections is provided (see Attachment 4). This will assist in identifying hazards that are relevant to the workplace.

Specific hazards arising from the **Workplace Inspection** should be noted on the **Hazard Report Form** (see Attachment 2)

6.3 Risk Assessment

A **Risk Assessment** determines the likelihood and severity of injury or illness for each hazard.

The **Risk Assessment** shall be recorded on Part B of the **Hazard Report Form** (see Attachment 2) by the Manager/Supervisor, HSR or nominated representative in consultation with the employee(s) who identified the hazard or in the workplace affected by the hazard.

An assessment matrix should be used to record the level of risk for each hazard.

Definition of levels of severity:

Fatal: May result in loss of life.

Serious: May cause injury or illness that will require medical attention.

Minor: May cause injury or requires first aid (ie. minor cuts and abrasions).

Definitions of level of probability:

Almost Certain: Highly likely to occur.

Possible: May occur at some time.

Unlikely: Remote possibility of occurring.

Probability	Severity		
	Fatal	Serious	Minor
Almost certain	**High**	**High**	**Moderate**
Possible	**High**	**Moderate**	**Low**
Unlikely	**Moderate**	**Low**	**Low**

Circle the point at which the Probability and Severity cross. This determines the level of Risk - Low, Moderate or High.

6.3 Control of Risks

Hierarchy of Control

Risk Control Measures shall be implemented to eliminate or reduce the risks associated with identified hazards.

Methods of risk control in preferred priority order are:

Elimination: Remove the hazard completely.

Substitution: Replace the object or practice with a less hazardous option.

Engineering: Modify a process (eg guarding).

Administrative: Use procedures to minimise the risk.

Personal Protective Equipment: Generally a last resort. 7.

Related Documents

1. Section 3.07 *Accident/Incident Reporting and Investigation*.
2. Section 4.18 *Staff working alone or in remote areas*
3. Section 4.21 *Working at Heights*

8. Attachments

1. Hazard Register Form.
2. Hazard Report Form.
3. Workplace Inspection Checklist.
4. Hazard Inspection Guidance Notes.
5. Parts to be Inspected.
6. Conditions and Procedures to be Inspected

Attachment 1
Hazard Register Form

Workplace	Identified Hazard	Risk Assessment - Performed (P)/ Not Performed (N)

Person Completing Form (sign):

Name: …….

Position: ..... …….

Date: ...../……/……..

NB This form is to be filed with HRM.

HAZARD IDENTIFICATION

NO:

☐ Workplace ☐ Council Property ☐ Public

Part A **To be completed by person reporting hazard**

Description of hazard: .....

……

……

……

Location: .....

Date identified: .....Person identifying hazard (name):……..

Person notified and possible controls: .....

.....

……..

RISK ASSESSMENT AND CONTROL

Part B **To be completed by Manager/Supervisor, HSR and/or nominated representative**

Risk Assessment

(circle crossing point)

Probability	**Severity**		
	Fatal	**Serious**	**Minor**
Almost certain	High	High	Moderate
Possible	High	Moderate	Low
Unlikely	Moderate	Moderate	Low

Recommended Hazard Control Measures: .....

.....

……..

……..

Date of recommendation: .....

Person responsible for implementation: .....

Implementation Date: .....

HAZARD CONTROL REVIEW – See Part C

Part C **To be completed by Manager/Supervisor, HSR and/or nominated representative**

Hazard Control reviewed by: .....

Date controls implemented: .....

Control satisfactory: [ ] YES [ ] NO

If "NO", what course of action should be taken: .....

……

……

Manager/Supervisor's Signature:……..

Date: ……/……../……

Health & Safety Representative's Signature:……

Date:……/……/……

Risk Management Officer's Signature: ……..
Date: ……/……../……..

Yellow copy – Responsible Officer for Action

White Copy – Attach to Accident Incident Report

Pink Copy – Remains in book

Workplace Inspection Checklist

Worksite Location: .....

Address: .....

..... Date: ...../...../.....

Persons completing inspection: .....

Indicate in the following manner:

✓ **Acceptable** ✖ **Not Acceptable** ***N/A*** **Not Applicable**

		✓ ✖ N/A
1. Health and Safety Systems		
1.1	OH&S policy displayed	
1.2	Accident/Incident report book available	
1.3	Workplace inspection records	
1.4	MSDS available	
1.5	WorkCover "*If you are injured* Poster"	
1.6	H. & S. Representative elected	
1.7	Emergency Evacuation Procedures displayed	
1.8	Health & safety systems manual (CoGSAFE Manual (Intranet Access or hard copy)	
2. Housekeeping		
2.1	Work areas free from rubbish & obstructions	
2.2	Surfaces safe and suitable	
2.3	Free from slip/trip hazards	
2.4	Floor openings covered	
2.5	Stock/material stored safely	
2.6	Aisles to:	
2.6.1	be unobstructed and clearly defined	
2.6.2	have adequate lighting	
2.6.3	have vision at corners/intersections	
3. Electrical		
3.1	Microwave Ovens tested and tagged	
3.2	No frayed or defective leads	
3.3	Power tools in good condition	
3.4	No work near exposed live electrical equipment	
3.5	Tools and leads inspected and tagged including brand new purchases	
3.6	No strained leads	
3.7	No cable-trip hazards	
3.8	Switches/circuits identified including RCD's (Safety Switches)	
3.9	Lock-out procedures/danger tags in place	
3.10	Earth leakage systems used	
3.11	Start/stop switches clearly identified	
3.12	Switchboards secured	
3.13	Overload power boards	
3.14	Appropriate fire fighting equipment	

4. Mobile Plant and Equipment		
4.1	Plant and equipment in good condition	
4.2	Daily safety inspection procedures/checklists	
4.3	Fault reporting/rectification system used	
4.4	Operators trained and licensed	
4.5	Warning and instructions displayed	
4.6	Warning lights operational	
4.7	Reversing alarm operational	
4.8	Satisfactory operating practices	
4.9	Fire extinguisher provided	
4.10	Tyres satisfactory	
4.11	SWL of lifting or carrying equipment displayed	
5. Machinery and Workbenches		
5.1	Adequate work space	
5.2	Clean and tidy	
5.3	Free from excess oil and grease	
5.4	Adequately guarded	
5.5	Warnings or instructions displayed	
5.6	Emergency stops appropriately placed and clearly identifiable	
5.7	Operated safely and correctly	
5.8	Workbenches must:	
5.8.1	be clear of rubbish	
5.8.2	have tools in proper place	
5.8.3	have duckboards or floor mats provided	
6. Dangerous Goods/Hazardous Substances		
6.1	Stored appropriately	
6.2	Containers labelled correctly	
6.3	Adequate ventilation/exhaust systems	
6.4	Protective clothing/equipment available/used	
6.5	Personal hygiene – dermatitis control	
6.6	Waste disposal procedures in place	
6.7	Material safety data sheets available	
6.8	Chemical handling procedures followed	
6.9	Chemical register developed	
6.10	Appropriate emergency/first aid equipment	
6.11	Hazchem signage displayed	
7. Welding		
7.1	Gas bottles securely fixed to trolley	
7.2	Welding fumes well ventilated	
7.3	Fire extinguisher near work area	
7.4	Only flint guns used to light torch	
7.5	Flash back spark arresters fitted	
7.6	Vision screens used for electric welding	

7.7	LPG bottles within 10 year stamp	
7.8	PPE provided and worn	
7.9	Hot Work permit system used	
8. Stairs, Steps and Landings		
8.1	No worn or broken steps	
8.2	Handrails in good repair	
8.3	Clear of obstructions	
8.4	Adequate lighting	
8.5	Emergency lighting	
8.6	Non-slip treatments/treads in good condition	
8.7	Kick plates where required	
8.8	Clear of debris and spills	
8.9	Used correctly	
9. Ladders		
9.1	Ladders in good condition	
9.2	Ladders not used to support planks for working platforms – appropriate fall arrest system	
9.3	Correct angle to structure 1:4	
9.4	Extended 1.0 metre above top landing	
9.5	Straight or extension ladders securely fixed at top	
9.6	Metal ladders not used near live exposed electrical equipment	
10. Personal Protection		
10.1	Employees provided with PPE	
10.2	PPE being worn by employees	
10.3	Correct signage at access points	
11. Manual Handling		
11.1	Mechanical aids provided and used	
11.2	Safe work procedures in place	
11.3	Manual handling risk assessment performed	
11.4	Appropriate training provided	
11.5	Manual handling controls implemented	
12. Workplace Ergonomics		
12.1	Workstation and seating design acceptable	
12.2	Ergonomic factors considered in work layout and task design	
12.3	Use of excessive force and repetitive movements minimised	
12.4	Appropriate training provided	
13. Material Storage		
13.1	Stacks stable	
13.2	Heights correct	
13.3	Sufficient space for moving stock	
13.4	Material stored in racks/bins	
13.5	Shelves free of rubbish	

13.6	Floors around stacks and racks clear	
13.7	Drums checked	
13.8	Pallets in good repair	
13.9	Heavier items stored low	
13.10	No sharp edges	
13.11	Safe means of accessing high shelves	
13.12	Racks clear of lights/sprinklers	
14. Amenities		
14.1	Washrooms clean	
14.2	Toilets clean	
14.3	Lockers clean	
14.4	Meal rooms clean and tidy	
14.5	Rubbish bins available - covered	
15. First Aid		
15.1	Cabinets and contents clean and orderly	
15.2	Stocks meet requirements	
15.3	First aiders names displayed	
15.4	First aiders location and phone numbers	
15.5	Qualified first aider(s)	
15.6	Emergency Telephone Numbers Displayed	
15.7	Location Signs to First Aid Stations/Cabinets	
15.8	Record of treatment and of supplies dispensed	
16. Lighting		
16.1	Adequate and free from glare	
16.2	Lighting clean and efficient	
16.3	Windows clean	
16.4	No flickering or inoperable lights	
16.5	Natural light	
16.6	Emergency lighting system	
17. Fire Control		
17.1	Extinguishers in place	
17.2	Fire fighting equipment serviced/tagged	
17.3	Appropriate signing of extinguishers	
17.4	Extinguishers appropriate to hazard	
17.5	Emergency exit signage	
17.6	Exit doors easily opened from inside	
17.7	Exit path ways clear of obstruction	
17.8	Alarm/communication system - adequate	
17.9	Smoking/naked flame restrictions observed	
17.10	Minimum quantities of flammables at workstation	
17.11	Flammable storage procedures	
17.12	Emergency personnel identified and trained	
17.13	Emergency procedures documented - issued	

17.14	Emergency telephone numbers displayed	
17.15	Alarms tested	
17.16	Trial evacuations conducted	
17.17	Personnel trained in use of fire fighting equipment	
17.18	Panic Alarm Buttons Tested (Welsford St up/downstairs)	
18.	**Waste**	
18.1	Are appropriate containers provided	
18.2	Is waste collected frequently enough	
18.3	Are bins located at suitable points	
18.4	Is recycled paper separated	
19.	**Security**	
19.1	Are buildings secured	
19.2	Are perimeters/fences/gates secured	
19.3	Adequate night lighting provided around perimeters of buildings	
19.4	Is car park lighting adequate	
19.5	Front Counter Duress and Doorbell alarms working and tested	
20.	**Air Conditioning Systems**	
20.1	Adequate temperature	
20.2	Regular maintenance/service	
20.3	Adequate records of servicing	
21.	**Other - specify**	
21.1		
21.2		
21.3		
21.4		
21.5		

Notes or comments:

Some thought needs to be given to what should be included in an Inspection. Knowledge of what, where and how unsafe conditions have occurred in the past is valuable information to use in deciding what items require inspection.

It is also important to speak to the employees who work in the area to gain the benefit of their knowledge, experience and observations.

Some of the things that should be considered for inclusion in a workplace inspection are:

Atmospheric Conditions

eg dusts; gases; sprays; fumes; heat; cold; noise; lighting etc.

Biological hazards

eg viruses, bacteria, fungi, parasites

Building and Structures

eg windows; floors; doors; stairs; roofs; walls; platforms; handrails etc.

Containers

eg scrap bins; disposal receptacles; barrels; gas cylinders; solvent cans etc.

Critical Operations (jobs or tasks for which particular procedures are required to prevent injury) eg equipment isolation for maintenance or servicing etc.

Electrical Equipment

eg switches; outlets; panels; earth connectors; plugs and connections; extension cords etc.

Ergonomic Hazards

eg lighting, equipment design & production rates etc.

Escalators and Lifts

eg controls; cables; safety devices; procedures for maintenance etc.

Firefighting Equipment

eg hydrants; extinguishers; hoses; sprinkler systems; alarms; ventilation etc.

Hand tools

eg wrenches; screwdrivers; hammers; power hand tools etc.

Hazardous Materials

eg explosives; flammables; acids; caustics; toxic chemicals etc.

Housekeeping

eg tidiness of general areas; ease of access to and egress from the workplace etc.

Materials Handling Equipment & Procedures

eg cranes; conveyors; vehicle hoists; fork lifts; cables; slings etc.

Personal Protective Equipment

eg hard hats; safety shoes; safety glasses; respirators; hearing protectors; gloves; overalls; high visibility vests, self contained breathing apparatus etc.

Physical Hazards

eg noise, vibration, energy, weather, heat & cold, electricity, pressure, radiation etc.

Pressurised Equipment

eg gas cylinders; vats; tanks; boilers; piping; hosing etc.

Production and Related Equipment (any equipment that processes materials into more finished products)

eg drills; shapers; saws; borers; presses; lathes etc.

Personnel Supporting Equipment

eg catwalks; ladders; scaffolding; high platforms; stairs; staging; office chairs etc.

Power Source Equipment

eg electrical motors; petrol motors etc.

Structural "Openings"

eg sumps; shafts; pits; floor openings etc, including those usually kept covered.

Storage Facilities and Areas

eg bins; racks; compactus; cabinets; pallets; shelves; tanks; cupboards etc, including yard and floor storage areas

Transportation Equipment

eg automobiles; trucks; motorised carts; trolleys; fork lifts etc.

Walkways & Roadways

eg ramps; docks; walkways; aisles; vehicle ways etc.

Warning & Signalling Devices

eg radios; sirens; crossing lights; blinker lights; horns or klaxons; warning signs etc.

Work Practices and Procedures

eg Standard Operating Procedures etc.

Note: There may be additional categories that you want to include depending on the nature of your working environment.

Decide exactly which parts of an item should be inspected regularly and the frequency of the inspection required.

In deciding which parts of an item should receive particular attention during an inspection, consideration should be given to parts that are susceptible to damage, deterioration or defects from stress, impact, vibration, corrosion, rusting, abrasion, pressure, moisture, heat and freezing, and to parts that fall into the following categories:

Protective Guards

eg for gear covers, pulley belt screens, transmission belts, railings, etc.

Safety Devices and Procedures

eg safety valves, emergency cut-offs, warning systems, limit switches, etc.

Control Components

eg stop/start switches, steering mechanisms, speed controls, manipulating controls, etc.

Mechanical Power Components

eg gears, cables, belts, drives, shafts, chains, etc.

Point-of-lift Components

eg handles, eye bolts, lifting lugs, etc.

Electrical Power Components

eg cables, wires, switches, connections, grounds, etc.

Point-of-work Components

eg parts that grind, drill, cut, hammer, press, shape, etc.

Weight-bearing Components

eg steps, rungs, brackets, "legs", foundations, etc.

Note: ***Any inspection procedures prescribed by legislation must be included in the program.***

The condition of items can also be an important factor in determining their potential danger to the user.

Be on the alert for items that could be described as:

sharp-edged	vibrating	defective
jagged	leaking	littered
splintery	loose	excessive
crooked	missing	spalled
broken	inoperative	insufficient
mutilated	infected	gaseous
worn	deficient	rotted
frayed	unstable	protruding
deteriorated	slipping	malfunctioning
corroded	decomposed	spilt
noisy	contaminated	cracked
split		

In addition to the inspection of parts, consideration should also be given to work procedures.

The inspection should check that there are documented procedures in place and that the procedures are being properly followed. Procedures must be appropriate for the task eg maintenance schedules; lock out procedures; emergency evacuation procedures; entry permits etc.

It is also important to speak to the employees who work in the area to gain the benefit of their knowledge, experience and observations.

If a more complete description is necessary then provide more details. If the unsafe condition needs precise measurement then be precise.