



Mining & Quarrying
OCCUPATIONAL HEALTH &
SAFETY COMMITTEE

Workplace Inspections Guide

Promoting Work Health and Safety in the Workplace

The South Australian Mining and Quarrying Occupational Health and Safety Committee

Promoting Work Health and Safety in the Workplace

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

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Contents

AIM.....	2
1. Introduction	2
2. Legislative requirements.....	2
3. Responsibilities	2
3.1. Management.....	2
3.2. Inspection Team	3
3.3. Supervisors.....	3
3.4. Workers	3
4. Types and Frequency of Workplace Inspections	4
4.1. Regulatory Inspections	4
4.2. Daily Inspections.....	4
4.3. Weekly Inspections.....	5
4.4. Monthly Inspections	5
4.5. Quarterly Inspections	5
5. Training	5
6. Conducting Workplace Inspections	6
7. Reporting and monitoring	6
8. Communication	7
Appendix A: Workplace Inspection Schedule example	7
FURTHER ASSISTANCE.....	10
ADDITIONAL INFORMATION.....	10
REFERENCES.....	10

Workplace Inspections Guide

AIM

The aim of this Guidance Material is to provide Persons Conducting a Business or Undertaking (PCBUs) with practical guidance on workplace inspections.

1. Introduction

Workplace inspections are an essential tool used to enhance a positive safety culture through educating people in identifying hazards and taking action to correct / rectify them to maintain a safe workplace.

Workplace inspections are an assessment of the workplace or area of plant to identify unsafe conditions, hazards and compliance to legislation, procedures / permits, conditions / work processes or operational safety related matters.

A well-managed inspection program will assist you to:

- Identify potential Work Health and Safety issues
- Identify defects in equipment;
- Identify inadequate work practices;
- Identify the effects of changes;
- Meet legislative compliance;
- Conduct reviews of implemented risk control measures; and
- Show commitment through involvement.

2. Legislative requirements

The *Work Health and Safety Regulations 2012* (SA), Chapter 10 Mines, Part 2 Managing Risks, Regulation 622p states that the safety management system for the mine must set out the arrangements in place for all monitoring and assessment and regular inspection of the working environment of the mine to be carried out for the purpose of the Act.

3. Responsibilities

3.1. Management

Management is responsible for:

- Ensuring resources, guidance and direction for establishing and implementing a workplace inspection program are provided;
- Ensuring that the site is divided into areas that suitably cover all work places according to the levels of risk;

- Ensuring that a schedule of workplace inspections, based on identified risk is developed;
- Ensuring that all personnel are provided with information, training and instruction in workplace inspections;
- Ensuring that identified hazards are reported and communicated to all workers;
- Ensuring that actions are identified, assigned and implemented to address the hazards identified through the inspections;
- Monitoring the implementation and outcomes of the inspection program; and
- Ensuring that records of workplace inspections are maintained.

3.2. Inspection Team

The inspection team is responsible for:

- Carrying out the inspection;
- Nominating a team leader;
- Ensuring that all necessary resources for conducting the inspection are obtained, (inspection checklist, camera, appropriate personal protective equipment, etc);
- Completing a record of the workplace inspection; and
- Providing feedback on the workplace inspection and associated actions.

3.3. Supervisors

Supervisors are responsible for:

- Assisting in the development, implementation, monitoring and review of workplace inspections;
- Participating in workplace inspections as required;
- Ensuring findings of workplace inspections are communicated to their workgroup;
- Ensuring workers are provided to participate in workplace inspections;
- Ensuring assigned actions are implemented.

3.4. Workers

Workers are responsible for:

- Participating in workplace inspections as requested or assigned;
- Immediately controlling identified hazards within their level of control;
- Reporting hazards identified; and
- Assisting in the identification of corrective actions.

4. Types and Frequency of Workplace Inspections

The types and frequencies of workplace inspections will depend on your type of operation and the risks associated with that operation.

Below is an example of the possible types and frequencies of workplace inspections.

4.1. Regulatory Inspections

There are a number of workplace inspections that are required to be conducted as part of your regulatory compliance.

Equipment subject to these inspections can present a higher risk of harm to personnel and your operations if not properly inspected and maintained.

Regulatory Inspections include:

- Electrical testing and residual current device (RCD) inspection;
- Fire Equipment (suppression systems, alarms, extinguishers, hose reels, etc);
- Pressure vessels;
- Lifting equipment;
- Working at Heights equipment;
- Gas cylinders; and
- First aid equipment (first aid kits, rooms, vehicles, etc).

Note: *First aid equipment like non-plumbed eyewash stations (eyewash stations that have stored water) shall need to be included in regular inspections to ensure the storage tanks are drained, cleaned, refilled and an anti-bacterial agent added every three months. For items such as first aid kits, you may also choose to engage an external provider to inspect and replenish first aid kits on a regular basis.*

Regulatory inspections need to be conducted by “competent persons”, those with the appropriate training, experience or knowledge; this particularly applies to inspections of lifting equipment, working at heights equipment, pressure vessels and gas cylinders.

See appendix A for a list of relevant standards and inspection frequencies for regulatory inspections.

Note: *Some regulatory inspection frequencies will depend on the operating conditions the equipment is used in. For example electrical equipment that is operated in harsh environments (underground, quarry pits, etc) will require more frequent testing than electrical equipment that is used in an office environment.*

4.2. Daily Inspections

Daily workplace inspections may include:

- Plant and equipment pre-start inspections;
- Pit and wall inspections; and
- Inspection of contractor work activities.

4.3. Weekly Inspections

Weekly workplace inspections may include:

- Management site inspection; and
- General housekeeping.

4.4. Monthly Inspections

Monthly Workplace inspections may include:

- Workshop inspection;
- Office / Administration inspection;
- Plant inspections (crushing plant, conveyors, processing facilities, etc);
- Stockpiles;
- Haul roads;
- Traffic management signage;
- Ladders;
- Eye wash and emergency showers;
- Monitoring and emergency equipment (gas monitors, first aid rooms / kits, breathing apparatus, etc); and
- Hot work areas.

4.5. Quarterly Inspections

Quarterly inspections may include:

- Lifting and working at heights equipment;
- Emergency equipment (fire extinguishers and hoses); and
- Electrical testing and tagging.

The above lists are not exhaustive and are provided as a guide only. In consultation with your workers you will need to identify all potential areas / items that will require regular scheduled inspections and determine an appropriate frequency of the inspections according to the risk levels and regulatory requirements.

Note: MAQOHSC has a number of workplace inspection templates available for download from the MAQOHSC website.

5. Training

All workers (inclusive of contractors) will need to be provided with training and instruction, to enable them to sufficiently perform a workplace inspection.

The training and instruction shall include:

- The aim of the workplace inspections;
- Relevant procedures;

- Hazard identification techniques; and
- Basic risk assessment.

Training and instruction for workplace inspections can be incorporated into your site induction or provided as on-the-job training.

As with all workplace training, records of the training and instruction shall be required to be recorded and maintained in your sites training matrix and workers training files.

6. Conducting Workplace Inspections

All persons taking part in workplace inspections should have been provided training and instruction in basic risk management principles (hazard identification and risk management).

The inspection team should comprise of at least two to three persons from varying areas of the operation, for example:

- A member of the management team (only for management inspections);
- A worker from the area being inspected;
- A health and safety representative (HSR) (if in place); and
- A worker external to the area.

In addition the area supervisor should be present for the inspection.

The inspection team should be provided with the inspection checklist and discuss the areas to inspect, time allocated for inspection, the nominated person to document and report the findings. A review of previous inspections for the area being inspected should be completed to check for any issues that may still be present.

When conducting the inspection, it is always beneficial to have “fresh eyes” in the inspection team. Someone that is new or unfamiliar to the area is more likely to identify new hazards.

The inspection team should take time to review the inspection checklist prior to commencing the inspection to ensure that the team has a clear understanding of what is being inspected.

7. Reporting and monitoring

At the conclusion of the inspection the documented findings of the inspection will need to be recorded in your site’s hazard and risk register with corrective actions assigned to address the identified areas of concern.

Regular monitoring of the corrective actions shall be required to ensure actions are closed out within the set time frames.

8. Communication

It is a requirement that the findings of any workplace inspection are communicated to the workgroup, inclusive of the hazards identified, actions assigned to control the risks, any temporary control measures implemented and the expected timeframe for the completion of the assigned actions.

Communication of the workplace inspection may occur through:

- Toolbox meetings;
- Pre-shift meetings;
- Safety alerts / memos; or
- The Health and Safety Committee.

Appendix A: Workplace Inspection Schedule example

Regulatory		
Inspection	Applicable standard	Frequency
Electrical testing and residual current device (RCD)	AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment	Dependent upon circumstance. Varies from daily – 5 yearly
Fire equipment	AS 1851:2012 Routine service of fire protection systems and equipment	Dependent upon system / equipment Varies from monthly – 30 yearly
Pressure vessels	AS/NZS 3788:2006 Pressure equipment—In-service inspection	Varies from commissioning – 12 yearly
Lifting Equipment (chains and slings)	AS 1353.2:1997 Flat synthetic-webbing slings Part 2: Care and use	Aside from pre-use inspections, at intervals not more than 3 months, in severe conditions more frequently and testing at intervals not exceeding 12 months.
	AS 1438.2:1998 Wire-coil flat slings Part 2: Care and use	Aside from pre-use inspections, at intervals not more than 12 months, in severe conditions more frequently.
	AS 1666.2:2009 Wire-rope slings Part 2: Care and use	Aside from pre-use inspections, periodic inspections shall be appropriate to the degree of utilization and working

		environment.
	AS 3775.2:2014 Chain slings for lifting purposes Grade T(80) and V(100) Part 2: Care and use	Aside from pre-use inspections, periodic inspection shall be conducted dependent upon the number of lift cycles per week, varying from monthly – 12 monthly inspections.
Working at Heights equipment	AS 1891.4:2009 Industrial fall-arrest systems and Devices Part 4: Selection, use and maintenance	Aside from pre and post use inspections, periodic inspections vary from 3 monthly – 5 yearly dependent upon the environment the equipment is used in and the type of equipment.
	AS 1892.5:2000 Portable ladders Part 5: Selection, safe use and care	Aside from pre-use inspections, periodic inspections shall be conducted.
Daily		
Inspection	Inspection to be conducted by	Checklist required
Mine / Quarry	Mine / Quarry Manager	Mine Quarry Managers daily inspection
Fixed Plant Pre-start	Fixed Plant operator	Fixed Plant Pre-start inspection
Mobile Plant Pre-start	Mobile Plant operator	Mobile Plant Pre-start inspection
Contractor works	Supervisor	Contractor works inspection
Weekly		
Traffic Management Controls (Haul Roads, Ramps, Windrows, conditions) etc.	Supervisor Health and Safety Representative	Traffic Management
Monthly		
Workshop Area	Workshop Supervisor Health and Safety Representative Fitter	Workshop Area inspection
Crushing Plant	Quarry Supervisor Crusher operator	Crusher Area inspection

	Health and Safety Representative	
Emergency and Monitoring equipment	Health and Safety Representative First Aider	
Quarterly		
Lifting and Working at Heights Equipment	Fitter Health and Safety Representative	Lifting Equipment Register, Working At Heights Equipment Register

Note: *The above list is not exhaustive and is used as an example only.*

FURTHER ASSISTANCE

MAQOHSC Work Health and Safety Specialists are available to provide further advice and assistance on all Work Health and Safety matters.

MAQOHSC Work Health and Safety Specialists are able to be contacted via our website at www.maqohsc.sa.gov.au or email maqohsc@sa.gov.au.

ADDITIONAL INFORMATION

Work Health and Safety Legislation, Codes of Practice, fact sheets, Health and Safety Representatives (HSR) information and guides can be found at the following websites:

SafeWork SA – www.safework.sa.gov.au or call 1300 365 255

Safe Work Australia – www.safeworkaustralia.gov.au or call 1300 551 832

REFERENCES

Work Health and Safety Regulations 2012 (SA)

AS/NZS 3760:2010 - In-service safety inspection and testing of electrical equipment

AS 1851:2012 - Routine service of fire protection systems and equipment

AS/NZS 3788:2006 - Pressure equipment—In-service inspection

AS 1353.2:1997 - Flat synthetic-webbing slings Part 2: Care and use

AS 1438.2:1998 - Wire-coil flat slings Part 2: Care and use

AS 1666.2:2009 - Wire-rope slings Part 2: Care and use

AS 3775.2:2014 - Chain slings for lifting purposes Grade T(80) and V(100) Part 2: Care and use

AS 1891.4:2009 - Industrial fall-arrest systems and Devices Part 4: Selection, use and maintenance

AS 1892.5:2000 - Portable ladders Part 5: Selection, safe use and care

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