

# WHS MODULE 07 – SAFETY INSPECTIONS



## WHS Module 07 – Safety Inspections

### Purpose & Scope

This Module outlines the system of work, health and safety (WHS) inspections and testing undertaken to ensure the working environment, equipment, and/or procedures used in the conduct of work, comply with the relevant standards, legislative requirements and/or specifications.

There are two types of workplace which may be under the control of TNSW:

- i) TNSW Office
- ii) Coaching and Training environments

Additionally, TNSW workers, such as Technical Officials, often attend event sites which are under the control of another PCBU.

This Module specifies:

- the inspection and testing procedures required to be undertaken to meet the relevant WHS needs, legislative requirements, and standards;
- the personnel responsible for ensuring inspections and testing are conducted;
- the record keeping requirements;
- the procedure for actioning corrective measures where an WHS non-conformance is identified.

### Process

#### i) TNSW Office

The TNSW Office is part of an open plan office arrangement on the 2<sup>nd</sup> floor of 66 Wentworth Avenue, Surry Hills. There are various inspections associated with WHS which are carried out under the authority of the building's owners in accordance with their responsibilities. These include:

- Fire safety systems
- Air conditioning towers
- Fixed ladders and lifts
- Pressure vessels

TNSW does not participate in these inspections.

The TNSW Chief Executive Officer shall ensure that a workplace inspection of the TNSW Office is undertaken at least every six months. Completed checksheets shall be filed on the server in the appropriate location. Non-conformances shall be actioned appropriately to ensure a safe work environment. Office workplace inspection non-conformances shall be a permanent agenda item at all scheduled Health and Safety Committee meetings.

## ii) Coaching and Training Environments

Prior to commencing a coaching or training activity, the TNSW Coach or Trainer shall conduct an inspection of the premises in accordance with the relevant checksheet. Non-conformances shall be actioned appropriately to ensure a safe work environment. Residual risks shall be communicated to the participants prior to commencing the course. This communication shall include the location of emergency assembly areas and evacuation routes. The completed checksheet shall be retained by the coach or trainer for a minimum of 12 months.

## iii) Event Sites

For every sanctioned event which is attended by a TNSW technical official, a workplace inspection shall be carried out by the Technical Delegate during the conduct of the event. This inspection forms part of the post event Technical Report. The completed report is automatically filed within the sanctioning documentation for the event on the online sanctioning portal. Whenever the event is cloned, safety non-conformances contained within the recommendations section are included in the cloned event for action by the responsible officer (RD or TD) to ensure a safe work environment.

## WHS Inspection Details

From AS/NZS 3760, the appropriate tag and test maximum frequency for electrical equipment:

Type of environment and/or equipment	Equipment including Class I equipment, Class II equipment, cord sets, cord extension sets and EPODs
	(a)
1 Factories, workshops, places of manufacture, assembly, maintenance or fabrication	6 months
2 Environment where the equipment or <b>supply flexible cord</b> is subject to flexing in normal use OR is open to abuse OR is in a <b>hostile environment</b>	12 months
3 Environment where the equipment or <b>supply cord</b> is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a <b>hostile environment</b>	5 years

Aspect	Inspection/ Test Description	Resp. Position	Delivery Method	Skills/Quali fication	Program (Freq.)	Reference:
TNSW Office – general area	WHS Workplace Inspection	Safety Officer	In-House	Building induction	6 Monthly	TNSW Office Workplace Inspection Checksheet
	Health and Safety Committee Inspection	CEO and Safety Officer	In-House	Building induction	Yearly	TNSW Office Workplace Inspection Checksheet
TNSW Office - Electrical Equipment  - Non flex - Fixed  (eg computers, fridges, fixed power boards)	Tagging and Testing	Electrician	Contract	Electrical Trade Certificate or Statement of Attainment for the conduct of in-service safety testing of electrical cord assemblies and cord connected equipment	5 years	Tag and Test Electrical Equipment
TNSW Office - Electrical Equipment  - Flex - Portable  (eg laptops, toasters, chargers)	Tagging and Testing	Electrician	Contract	Electrical Trade Certificate or Statement of Attainment for the conduct of in-service safety testing of electrical cord assemblies and cord connected equipment	1 year	Tag and Test Electrical Equipment
	Visual inspection before use	All staff using relevant equipment	In-house	None	Daily	

Aspect	Inspection/ Test Description	Resp. Position	Delivery Method	Skills/Quali fication	Program (Freq.)	Reference:
Event Site (technical officials)	Site induction with RD prior to event	Technical Delegate	In-house	RTO training (or LTO if mentored on site)	Every sanctione d event with a technical presence	TO Race Day Toolbox Talk.  TD Roles and Responsibilities document
	Visual inspection during event	Technical Delegate	In-house	RTO training (or LTO if mentored on site)	Every sanctione d event with a technical presence	Post event Technical Report  TD Roles and Responsibilities document
	Visual inspection during event	Technical Officials	In-house	LTO training	Every sanctione d event with a technical presence	Post event Technical Debrief
Coaching or Training Course	Visual	Head Coach or Trainer	In-house	L1 Coach or RTO	Per session	Pre-course safety checksheet