

WHS MODULE 08 – CORRECTIVE ACTIONS



WHS Module 08 - Corrective Actions

Purpose & Scope

WHS Module 08 - Corrective Actions ensures the outcomes of inspections, tests, audits and occurrences and hazards are reviewed, and suitable procedures implemented to rectify non-conformances and prevent their recurrence.

Procedures for identifying risks are detailed in **WHS Module 05 – Risk Management** and control measures or corrective actions shall be used before these risks cause injury or illness in the workplace. Risks are identified through hazard reporting, visual inspection, near miss, previous experience, workplace inspection, consultation, post event review, as well as reviewing work process and previous corrective actions.

TNSW adopts a two-way approach to hazards. This is **proactive** in that hazards are identified and controlled prior to an occurrence and **reactive** where all occurrences are investigated and corrective actions implemented to prevent recurrences.

Process

Corrective actions are generally actions aimed at correcting system failures. Following a process of investigation that identifies the cause of the incident, or situation where a non-conformance is raised the corrective action should seek to address the point that was a catalyst that allowed the events to occur.

Process Context

This Module forms an integral role in ensuring occurrences that are identified are closed out.

Process Overview

Location	Scenario	Action if not Immediately Resolved	Review
TNSW Office	Worker identifies safety hazard during normal work activity	Notifies Safety Officer for inclusion on outstanding safety items list	Reviewed at least every OHS Committee meeting. Timetable established to remove hazard.

	Worker identifies safety hazard during workplace safety inspection	Notifies Safety Officer for inclusion on Outstanding Safety Items List	Reviewed at least every OHS Committee meeting. Timetable established to remove hazard.
TNSW Coaching or Training Course	Worker identifies hazard	Advises Workplace Site Manager in a timely manner	None
Sanctioned Event (not controlled by TNSW)	Worker identifies hazard	Notifies Technical Delegate or Workplace Site Manager	TD or Workplace Site Manager implements control measure
		Raises the matter at post event debrief	TD considers inclusion in post event technical report