



HEALTH, SAFETY AND EMERGENCY MANAGEMENT

Promoting a safer place to work and study

HSEM BULLETIN

Workplace Inspections

Who needs to read this?

All Curtin Staff

Background

Curtin University has a legal requirement to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards. Ideally the work area Managers/Supervisors and the elected Safety and Health Representative (SHR) should conduct the inspection.

Workplace inspections:

- Aid in identifying hazards;
- Monitor that safety requirements are being followed and;
- Monitor the effectiveness of controls.

WPIs are carried out as per the [Workplace Inspection Schedule](#). This includes:

1. **Preparation for the inspection:** i.e.: advising relevant persons in the area of the planned inspection;
2. **Conducting the inspection** using the relevant inspection checklist;
Note: If a hazard is identified, immediately make the area safe, including tagging or removing items out of service;
3. **After the inspection** discuss findings, assign actions and due dates to responsible persons and complete the WPI Checklist. Don't forget to forward an electronic copy to the Health and Safety Advisor for the relevant faculty or area.

To find out more about WPIs in your area or about the roles and responsibilities of a SHRs go to the SHR Tab on the [Health, Safety and Emergency Management Website](#).

Who do we call with questions?

If you have any queries, please contact Health and Safety on 9266 4900 or email healthandsafety@curtin.edu.au

References

Source: OSH Act 1984 and [Curtin University Workplace Inspection Procedure](#)

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Kind Regards

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