

# WORKPLACE INSPECTIONS

## POLICY AND PROCEDURE

### Policy Statement

Workplace Inspections are carried out to ensure all work areas are kept free from hazards or potential hazards that may lead to injury, illness, near miss, property damage or an adverse environmental impact.

Mypower Foundations is committed to continuous improvement of workplace safety and meeting all relevant legislative requirements.

### Definitions

**Workplace Inspection** - This is a planned walk through of the premises or site, using a checklist, to monitor work safety issues and identify any possible hazards.

**Hazard** - Hazards are defined as a source of potential harm to people or a situation with potential to cause injury or loss to plant, property or equipment.

**Risk:** The possibility that harm (death, injury, or illness) might occur when exposed to a hazard.

**Control Measure:** An action or process put in place to either eliminate a hazard or reduce the risk of exposure to a hazard.

### Procedure

- The purpose of this procedure is to ensure that our worksites are inspected on a regular basis, using a consistent format. Regular inspections will assist in the hazard identification process and will assist in monitoring the effectiveness of control strategies already in place.
- Employees and contractors will monitor and assess the working environment each time they are present and report any potential hazards or risks to the client's facilitator.
- A Hazard Report Form is completed for any areas where hazards are identified, and a Risk Matrix completed to prioritise hazards based on severity and likelihood.

- Corrective actions for identified hazards will be initiated within 48hrs and completed within 2 weeks.
- A review – post the corrective action – will take place 48hrs and 1 week via feedback from employees, contractors, clients and their families to ensure that the measures implemented are effective.
- The Director is to initiate corrective action as required.
- NDIS Home Visit Checklists and Hazard Report Forms are maintained and filed by the Director, as per document control procedures.

## **Responsibility**

The Director is responsible for organising workplace inspections or anyone authorised by the Director operating with the delegated authority of the Director.

The Director is responsible for collecting workplace inspection reports, and for ensuring that a hazard identification form is filled out for any identified hazards.

The Director is responsible for ensuring that identified hazards are controlled, communicate findings to the staff and provide updates on actions taken to address identified hazards.

The employees or contractors are responsible for cooperating during inspections and reporting any hazards they observe.

Clients are responsible for reporting any risk or hazards they may identify.

## **Relevant Legislation and Policies**

- Privacy Act 1988
- Work Health and Safety Act 2011
- Workplace Injury Management and Workers Compensation Act 1998
- Environmental Planning and Assessment Act 1979
- Model WHS Regulations
- Model Code of Practice: How to manage work health and safety risks
- Model Code of Practice: Managing the work environment and facilities
- NSW Disability Services Standards
- National Standards for Disability Services
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities

