



## Workplace Inspection PROCEDURE

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### Aim of this Procedure

To outline the requirements and process for the completion of workplace inspections within all areas of Resurrection Catholic Primary School.

### Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- carrying out regular workplace inspections
- consulting with HSRs and employees when carrying out workplace inspections
- implementing suitable risk controls for any identified hazards.

Employees are responsible for:

- reporting any hazards to the leadership team
- complying with this procedure
- participating in workplace inspections, where applicable.

### Procedure

Members of the school leadership team in consultation with either the HSR or employees will conduct quarterly workplace inspections with an aim at identifying and controlling any hazards across all areas of the school.

Workplace inspections shall be carried out using the [CECV Workplace Inspection Checklists](#), and will cover the following areas:

- Office / Administration Areas
- Classrooms
- School Grounds and Ovals
- Playground areas and equipment
- Gymnasium / Theatre
- First Aid Room / Sickbay
- Car Park / Entrances
- Hallways / Stairs
- Storage Areas
- Art Room
- Music Room

## **Plan**

The school leadership team will coordinate all workplace inspections with the relevant work areas, and be responsible for reviewing previous workplace inspections to ensure that any outstanding actions have been completed and identify if issues are re-emerging.

## **Identify and Control**

Any hazards identified during a workplace inspection will be recorded in the Corrective Actions table at the end of the document. The school leadership team will assign a suitable action with consideration of the hierarchy of controls; will allocate a responsible person and an appropriate timeframe for completion (this will be in consultation with the responsible person).

## **Record and Retain**

The school leadership team will ensure that all workplace inspections are retained (either hardcopy or electronically), and that all corrective actions are closed off in a timely manner.

Authorised by: Mrs Jessica Davis  
(Acting Principal)

Signature:



Policy ratified by: 25<sup>th</sup> July 2023

Next review: 25<sup>th</sup> July 2024

### **Relevant Legislation and Guidance**

*Occupational Health and Safety Act 2004*

[OHS in Schools – A practical guide for school leaders](#)

[General Workplace Inspection](#)

[Art Room Workplace Inspection](#)

[Design and Technology Workplace Inspection](#)

[Playground Equipment and Structures Workplace Inspection](#)

[School Grounds and Sporting Fields Workplace Inspection](#)

[Science Room and Laboratory Workplace Inspection](#)

[Swimming Pool Workplace Inspection](#)