

D-35 Workplace Inspection

NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.1.3	Healthy lifestyle.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 4.1	Staffing arrangements.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

National Regulations

Reg. 77	Health, hygiene, and safe food practices
Reg. 103	Premises, furniture, and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials, and equipment
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 115	Premises designed to facilitate supervision
Reg. 168	Education and care service must have policies and procedures
Reg. 175	Prescribed information to be notified to Regulatory Authority

My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
LO. 3	Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety
LO. 5	Children and young people are effective communicators

Policy Statement

We are committed to ensuring that monthly inspections are conducted at this Service to identify hazards and control those risks or eliminate hazards. All areas are regularly inspected.

This procedure covers all workplace inspections conducted by staff or Management.

Related Policies

- CONCORD OSHC Policy A-4: Enrolment
- CONCORD OSHC Policy A-13: Participation and Access
- CONCORD OSHC Policy A-17: Privacy and Confidentiality
- CONCORD OSHC Policy A-19: Nominated Supervisor
- CONCORD OSHC Policy C-3: Staff Orientation and Induction
- CONCORD OSHC Policy C-9: Relief Staff
- CONCORD OSHC Policy C-10: Volunteers / Students / Visitors
- CONCORD OSHC Policy C-15: Return to Work Program
- CONCORD OSHC Policy D-22: Child Protection – Mandatory Reporting

Responsibilities

Management has the responsibility to:

- Either complete the inspection themselves or delegate to a suitable competent individual
- Ensure the individual appointed have the skills, knowledge, and competency to undertake the inspection in order to recognise any hazards that may need attention

Staff have the responsibility to:

- Maintain the premises in a clean and tidy manner
- Ensure equipment / toys are stored safely
- Mop up any spills and remove trip hazards without instruction
- Ensure rubbish is kept in designated areas

Procedure

- The “Workplace Inspection Checklist” will be used to identify hazards in the Centre. This checklist will be regularly reviewed to ensure it addresses all areas of the service and matches GELSafe and legislative requirements.
- The checklist will be completed electronically or in hard copy. Additional hazards specific to the Centre can be noted at the end of the relevant section

Areas to be inspected will include:

- Internal areas: All areas of the Centre including but not limited to the play area, kitchen, amenities, storerooms, etc.
- External areas: All areas around the Centre including play areas, storage areas, carparks etc.

On completion of the inspection any urgent hazards must be brought to management’s attention immediately for rectification and a risk assessment documented.

Examples of hazards that should be addressed during the inspection include:

- Spillage on floors
- Uneven floors, worn floor coverings, slippery surfaces
- Obstructions on floor
- Protruding fixtures / fittings
- Sharp corners / ends on fixtures
- Unstable chairs
- Heavy items stored above waist height
- No ladders or steps for accessing high storage areas
- Overloaded power cords, poor electrical cord condition
- Lack of fire extinguishers

Signage

Signs are a source of warning or information and are not a risk control by themselves. Signage in all areas will be correct, particularly 'prohibition' signs and 'warning' signs.

There are a variety of signs that require specific compliance such as:

- Exit signs – indicating the path to an exit door, located above head height, indicating the exit route from the building. They are illuminated and powered by an emergency power source
- Emergency exits - signs indicate that the door is used as an emergency exit and therefore should never be blocked or locked on the inside. These signs are located on fire escape doors including on external surfaces
- Fire Extinguisher Signs - There are two types of fire extinguisher signs required, one above the device noting its location simply stating, "fire extinguisher" and the second sign specifying the type of extinguisher and the fires that it can be used for. It is located above the fire extinguisher itself to allow for easy reading in an emergency. Access to extinguishers must be clear at all time
- Fire Hose Reel Signs – These are placed on the outside of the Fire Hose Reel cupboard. Access to fire reels must never be blocked
- Portable Wet Floor Signs are yellow in colour and must be used when the floor is slippery from mopping, spills, rain, or any other reason. They should be stored in the same place for easy access
- First Aid Kit signs indicate the location of the first aid kits. They are green and white in colour. They are located above the first aid kit above head height so they can be seen clearly from a distance

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