



CHRIS JONES RISK MANAGEMENT

Discover the benefits of regular hazard inspection

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What if you could look into the future, see what causes your next accident, and fix it now? You can! That's exactly what you are doing when you conduct a hazard inspection.

Of course, most managers and supervisors say that they already spend a lot of time in the workplace, and if they see a problem, they fix it. That may be true, but unless you specifically focus your attention on Occupational Health and Safety concerns, you may miss otherwise obvious hazards.

Use a checklist, and it forces you to check the specific hazards related to your business. A typical factory checklist will cover such items as:

- Housekeeping and trip hazards
- Fire protection
- Machinery guarding
- Personal protection equipment (PPE)
- Rubbish removal
- Aisle ways
- Lighting
- Electrical safety
- Compressed air
- Hazard substances
- Signage

Legislation requires that all risks be identified, assessed, and controlled. Using a hazard inspection checklist documents this process, and provides a useful record of the actions you implement. In the event of a prosecution these records will be an important component of your defence, as it goes to establishing that you used all due diligence to prevent the incident. Sample checklists can be obtained from www.chrisjones.com.au/news.

In the windows industry, the continual flow of product means that the hazards, especially poor housekeeping, can develop quickly. To be

effective, inspections need to be conducted both frequently and regularly, by the people responsible for preventing accidents. Table 1 gives an example of a typical hazard inspection schedule:

Area	Inspected by	How often
Production area	Production Supervisor	Weekly
Production area	Production Manager	Monthly
Office	Office Manager	Monthly
Work areas	Employee OHS Representatives	Monthly
Construction site	Site Supervisor	Weekly
Construction site	Project Manager	Monthly

Table 1

There may be specific areas that require a more frequent inspection schedule. For example, if you have a display area, your sales staff should inspect the area every day before opening it to the public, especially if you have a play area set aside for children.

As you can see from the table, employees and their representatives should be included in the inspection routine. However, the responsibility for identifying and eliminating hazards rests upon management and it cannot be delegated. The inspection routine should be developed in consultation with employees, but management and supervision must take the lead.

Delivery vehicles, forklifts, and other pieces of plant, such as elevating work platforms, presses, and saws should also be included in the inspection routine. Checklists can be prepared for each piece of plant, and completed every day, before start up, by the operator.

Managing the paperwork can be made easier by binding the checklists in booklets for each area, or



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checklists can be laminated and posted adjacent the area or plant.

Hazard inspection is a cheap and easy way to identify hazards before a costly accident, and is a major element of any successful Occupational Health and Safety programme.

Chris Jones Risk Management provides a wide range of Occupational Health and Safety services and training, including:

- ✓ OHS Audits – SafetyPlan; SafetyPlan Gold; AS 4801
- ✓ OHS programme implementation
- ✓ Risk Assessments
- ✓ OHS culture surveys
- ✓ Accredited training for construction induction and consultation (NSW)
- ✓ OHS training for management and supervisors

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