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SME Workplace Inspection Guide (QLD) Ver 1.01

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## 1 Introduction

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This guide is designed to help small businesses establish essential workplace inspection forms to comply with Queensland's workplace health and safety (WHS) regulations. Regular inspections are crucial for ensuring that your business remains compliant and maintains a safe working environment for all employees. The frequency of these inspections varies based on the nature of the risk and legal requirements.

Workplace inspections play a vital role in a Safety Management Plan (SMP), which is a systematic approach to managing health and safety risks in the workplace. An SMP outlines the policies, procedures, and practices necessary for identifying and mitigating risks, ensuring compliance, and promoting a culture of safety. While not all businesses are legally required to have an SMP, it is highly recommended, particularly for those engaged in high-risk activities, such as construction and mining, where the potential for accidents is greater.

In this guide, we provide details on mandatory and recommended inspections, including their purpose, description, and suggested inspection frequency.

**Disclaimer:** This guide is intended as a general reference only. It is the responsibility of the person conducting the business or undertaking (PCBU) to ensure that they are fully aware of and comply with all applicable laws, regulations, and codes of practice as stipulated in relevant legislation. The applicable legislation and codes include:

- Work Health and Safety Act 2011 (QLD)
- Work Health and Safety Regulation 2011 (QLD)
- Codes of Practice under the WHS Act (e.g., Managing Risks of Hazardous Chemicals in the Workplace, Managing Electrical Risks in the Workplace)

**Note:** Laws and regulations are subject to change. You should regularly review the applicable legislation and consult official documents for a full understanding of your obligations. We recommend subscribing to local regulatory newsletters or seeking professional advice to stay informed about any updates.

## 2 Mandatory Inspections:

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Mandatory inspections are legally required to maintain WHS compliance and protect your business from penalties. These inspections must be carried out regularly to ensure that your workplace and equipment meet Queensland's safety standards.

### 2.1 Workplace Risk Assessment Inspection: (Mandatory)

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**Purpose:** To identify potential hazards and assess risks in the workplace, ensuring that control measures are in place to mitigate them.

**Description:** This inspection involves a thorough walkthrough of the workplace to evaluate hazards related to machinery, hazardous substances, manual handling, and workplace layout. It covers areas like production floors, storage rooms, office environments, and any outdoor workspaces. The aim is to assess risks that could lead to injury, illness, or non-compliance with WHS regulations. Hazards such as trip risks, poorly maintained equipment, improper use of tools, or inadequate personal protective equipment (PPE) are identified and documented. Regular risk assessments help reduce accidents and ensure compliance with safety regulations.

**Frequency:** Annually or more frequently depending on the risks associated with the workplace.

**Conducted by:** Safety Officer, Operations Manager, or an external WHS Consultant depending on the complexity of the workplace.

## 2.2 Fire Safety Equipment Inspection: (Mandatory)

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**Purpose:** To ensure that all fire safety equipment is fully functional, easily accessible, and up to date, in accordance with fire safety regulations, minimising the risk of fire hazards and preparing the workplace for emergency situations.

**Description:** This inspection involves a comprehensive check of all fire safety systems and equipment to ensure proper operation and compliance with fire safety standards. Key components of the inspection include:

- (a) **Fire extinguishers:** Ensure they are easily accessible, located in designated areas, and within their serviceable date.
- (b) **Fire alarms and smoke detectors:** Test to confirm they are fully operational and can alert employees in case of fire.
- (c) **Fire blankets:** Verify that they are in good condition and placed in appropriate areas, such as kitchens or high-risk zones.
- (d) **Emergency exit signs:** Confirm that signs are properly illuminated, visible, and direct occupants towards safe exits.
- (e) **Evacuation plans:** Check that evacuation plans are clearly displayed, up to date, and accessible to all employees.
- (f) **Fire exits:** Inspect to ensure they are unobstructed, functional, and can be quickly opened in case of an emergency.
- (g) **Sprinkler systems:** Ensure that sprinklers, where applicable, are fully functional and that regular maintenance records are up to date.

The goal is to minimise fire risks by confirming that fire safety equipment is well-maintained and that all employees can evacuate safely if required

### **Frequency:**

- (a) **Monthly:** Visual inspections of fire extinguishers, fire alarms, smoke detectors, fire blankets, emergency exit signs, and fire exits.
- (b) **Annually:** Professional servicing and testing of fire safety systems, including fire extinguishers, alarms, smoke detectors, and sprinkler systems.

### **Conducted by:**

- (a) Fire Warden or Safety Officer for routine monthly visual checks.
- (b) Licensed fire safety technician for annual servicing and system testing.

## 2.3 Electrical Safety Inspection: (Mandatory)

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**Purpose:** To ensure that all fire safety equipment is functional, accessible, and up to date, in line with fire safety standards.

**Description:** This inspection focuses on evaluating the condition and placement of fire extinguishers, alarms, fire blankets, smoke detectors, and emergency exit signs. Extinguishers should be easily accessible, within their serviceable date, and located in the designated areas. Fire alarms and smoke detectors must be tested to confirm they are operational, and evacuation plans should be clearly

displayed and accessible to all employees. Inspecting fire exits ensures they are unobstructed and functional in the event of an emergency. This inspection minimises fire risks and prepares the workplace for emergencies.

**Frequency: Monthly:**

- (a) **Annually:** A full electrical inspection of systems, including power outlets, office equipment, and appliances.
- (b) **Quarterly:** Testing and tagging of **portable electrical tools** and frequently used equipment.
- (c) **RCDs:** Should be tested **every 6 months**, with full verification by a qualified electrician annually.
- (d) **Office appliances** (e.g., printers, sandwich makers): **Annually** for testing and tagging.

**Conducted by:**

- (a) Qualified Electrician for full inspections.
- (b) Safety Officer or a competent employee for routine visual checks and identifying any obvious hazards.

## **2.4 Hazardous Substance Inspection (Mandatory)**

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**Purpose:** To ensure the safe storage, handling, and disposal of hazardous substances, thereby reducing the risks of spills, exposure, and contamination within the workplace.

**Description:** This inspection involves a comprehensive review of hazardous substances, including chemicals, solvents, fuels, and cleaning agents. Key components of the inspection include:

- (a) **Storage and labelling:** Verify that hazardous substances are stored in designated areas that are well-ventilated and clearly labelled according to Work Health and Safety (WHS) regulations.
- (b) **Safety Data Sheets (SDS):** Audit the availability and currency of Safety Data Sheets for all hazardous substances to ensure they are up to date and easily accessible to employees.
- (c) **Separation of incompatible substances:** Confirm that incompatible substances are stored separately to prevent dangerous reactions.
- (d) **Employee training:** Ensure that all employees are trained in the proper handling, use, and disposal of hazardous substances, including the importance of using personal protective equipment (PPE).
- (e) **Spill response kits:** Check that appropriate spill response kits are available, easily accessible, and that employees are trained in their use.
- (f) **Inspection of storage containers:** Assess the integrity of storage containers to identify any leaks or deterioration.

**Frequency:**

- (a) **Quarterly:** Conduct thorough inspections of all hazardous substances.
- (b) **More frequently:** In high-risk environments, such as laboratories or manufacturing areas, conduct inspections as needed to ensure compliance and safety.

**Conducted by:**

- (a) Safety Officer or Compliance Officer for routine inspections.
- (b) WHS Consultant may be involved for additional guidance and input as necessary.

## 2.5 Ladder, Scaffold Platforms, and Fall Arrest Equipment Inspection (Mandatory)

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**Purpose:** To verify that ladders, scaffolds, mobile work platforms, fall arresting equipment, and other tools used for working at heights are safe and compliant with safety standards. Regular inspections help prevent accidents and injuries associated with working at heights.

**Description:** This inspection involves checking the structural integrity and operational safety of ladders, scaffolding, mobile work platforms, and fall arresting equipment for signs of wear, damage, or improper assembly. Inspectors should look for:

- (a) **Ladders:** Signs of cracks, bends, or rust; secure rungs and steps; stable side rails; properly functioning locks and hinges; and clear weight capacity markings. Ensure that ladders are used according to manufacturer instructions and that operators are trained in safe practices
- (b) **Scaffolding:** Compliance with Australian Standards (AS/NZS 1576) and manufacturer guidelines, including proper assembly, anchoring, installation of guardrails and toe boards, and safe access points. Inspect for structural integrity, missing or loose parts, corrosion, and other conditions that could lead to accidents
- (c) **Work Platforms:** Check that platforms are stable, wheels and locks function correctly, and guardrails are in place. Inspect for signs of mechanical issues, wear, or damage, and verify that platforms are used on stable, level surfaces. Ensure compliance with AS/NZS 4576 standards for mobile platforms and that operators are trained in safe use and operation.
- (d) **Fall Arresting Equipment:** Inspect safety harnesses, lanyards, lifelines, and anchor points for wear, frayed webbing, or damage. Ensure that buckles, D-rings, and attachment points function correctly and show no signs of stress. All fall arrest systems should meet Australian standards (e.g., AS/NZS 1891) and be regularly inspected to ensure compliance and safety. Operators should be trained in the correct use of fall arrest systems and understand how to securely anchor them before use.

### Frequency:

- (a) **Pre-use:** Daily visual checks by operators before each use to ensure ladders, scaffolding, mobile work platforms, and fall arresting equipment are safe.
- (b) **Monthly:** Formal structural inspections for frequently used equipment to identify any issues not visible during pre-use checks. For specialised equipment, such as fall arrest systems, check for expiration dates and compliance with manufacturer guidelines
- (c) **Third-party inspections:** Some equipment, such as scaffolding and fall arrest systems, may require annual inspections or certifications by qualified third-party inspectors, as per regulatory standards or manufacturer requirements.

**Conducted by:** Site Supervisor or Maintenance Officer for daily and monthly checks, with third-party inspections for specialised equipment, as required.

## 2.6 Lifting Equipment Inspection (Mandatory)

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**Purpose:** To ensure that all lifting equipment, including cranes, hoists, forklifts, slings, chains, and other rigging gear, is in safe working condition and compliant with safety regulations. This helps prevent accidents involving lifting equipment, such as mechanical failures, and reduces the risk of injury or damage to property.

**Description:** This inspection covers all mechanical and manual lifting equipment used in the workplace. Inspectors must assess signs of wear and tear, structural integrity, and any damage to chains, ropes, hooks, slings, or lifting frames. All equipment must be rated correctly for the loads being

lifted, and load ratings must be clearly marked. Forklifts and other mechanical lifting aids should be tested for operational safety, including brakes, steering, and hydraulic systems. Chains, slings, and other rigging gear must be inspected closely for elongation, corrosion, cracks, or wear. Synthetic slings should be checked for fraying, cuts, or abrasions that could compromise strength.

Shackles, hooks, and other lifting accessories should also be examined for functionality and signs of wear or damage. Documentation, such as inspection tags or certification markings, must be up to date, ensuring all equipment is within its certification period and has been properly maintained. Any lifting accessories, such as hooks, clamps, or rigging gear, must also be inspected thoroughly. Operators of lifting equipment must be trained and certified to use the equipment safely, and their qualifications should be regularly reviewed.

**Chains and Slings Specifics:** Chains and slings should receive more frequent inspections due to the high risk involved. Inspect for stretching, deformation, cracks, or any sign of damage that could affect lifting capacity. Slings made of synthetic materials should be checked for fraying, abrasions, or cuts. Lifting accessories, such as shackles or hooks, should also be reviewed. Inspect tags and certification markings to ensure compliance and that the equipment is still certified for use.

**Frequency:**

- (a) **Pre-use:** Visual checks by operators are mandatory before every lift to ensure the equipment is safe to use.
- (b) **Quarterly:** Formal inspections for chains, slings, and frequently used lifting equipment by a qualified inspector.
- (c) **Annually:** Comprehensive inspections of all lifting equipment by a qualified inspector, with full recertification as needed. Heavy-duty or frequently used equipment in high-risk environments may require more frequent inspections.

**Conducted by:**

- (a) Qualified Inspector or Maintenance Officer for full inspections.
- (b) Trained operators for daily pre-use checks

This level of inspection is critical for maintaining safe load handling and is required to comply with WHS standards and load-handling equipment guidelines. Regular inspections, both daily and quarterly, help mitigate risks, ensuring the safety and reliability of lifting equipment in the workplace

## 2.7 First Aid Kit Inspection (Mandatory)

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**Purpose:** To ensure that first aid kits are well-stocked, easily accessible, and suitable for the workplace's specific risks when required.

**Description:** This inspection focuses on verifying the contents of first aid kits, ensuring that they are fully stocked with necessary items such as bandages, antiseptics, sterile dressings, and resuscitation equipment. Any expired or used items should be replaced promptly, and additional supplies should be added based on workplace-specific risks (e.g., eye wash stations in environments with chemicals). The first aid kit should be in a clearly marked and accessible area, with employees aware of its location.

**Frequency:** Monthly checks, with immediate replenishment of used supplies.

**Conducted by:** First Aid Officer or Health & Safety Representative.

## 2.8 Mobile Plant Inspection (Mandatory)

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**Purpose:** To ensure that all mobile plant equipment, including earthmovers, excavators, bulldozers, and other heavy machinery, is in safe working order. This inspection helps prevent equipment malfunction, reduces the risk of workplace injuries, and ensures compliance with safety regulations.

**Description:** This inspection involves checking mobile plant equipment for mechanical integrity and safety features. Inspectors should examine the condition of the machine's structural components, hydraulic systems, tyres or tracks, braking systems, and steering mechanisms. Special attention should be paid to safety systems, such as operator visibility (mirrors, cameras), seatbelts, emergency shut offs, and guards on moving parts. Noise levels, exhaust emissions, and operational fluid levels (such as oil, fuel, and hydraulic fluids) should also be inspected to ensure the equipment is environmentally compliant and functioning properly.

Operators must be certified and trained in the safe operation of mobile plant machinery, and their qualifications should be regularly reviewed. Inspectors should also check whether operators have conducted pre-start checks before each use and that these checks are documented. This includes items such as horn operation, lights, gauges, and warning signals.

**Frequency:**

- (a) **Pre-use:** Daily checks by operators before use, ensuring that all systems are functioning, and the equipment is safe to operate.
- (b) **Quarterly:** Formal inspections by a qualified maintenance officer or safety inspector.
- (c) **Annually:** Comprehensive inspection by a qualified inspector or service provider, including engine performance testing, safety system review, and structural integrity evaluation.

**Conducted by:** Qualified Inspector for formal and annual inspections; trained operators for daily pre-use checks.

## 2.9 Light Vehicles Inspections (Mandatory)

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**Purpose:** To ensure that all light vehicles used in the workplace, such as cars, utes, and small trucks, are in safe working condition and compliant with road safety standards. This reduces the risk of accidents due to vehicle failure and ensures vehicles are suitable for work-related transport.

**Description:** This inspection covers all light vehicles used on-site or for work purposes. Inspectors should check the overall roadworthiness of the vehicle, including the engine, transmission, tyres, suspension, and braking systems. Essential components such as lights, indicators, mirrors, and windscreen wipers must be fully functional. Safety features, including seatbelts, airbags, and any additional equipment such as fire extinguishers or first-aid kits, should also be examined, particularly for vehicles used on worksites.

Tyre condition and pressure must be checked regularly, along with fluid levels (engine oil, brake fluid, coolant). Additionally, drivers should be assessed to ensure they hold valid licences and are familiar with safe driving protocols, especially in hazardous environments like construction sites or mines.

Documentation should be inspected, including the vehicle's registration, insurance, and any required servicing logs. Regular servicing should be conducted according to the manufacturer's specifications to maintain compliance with safety standards.

**Frequency:**

- (a) **Pre-Use:** Visual checks by drivers before every use, focusing on key systems such as brakes, tyres, and lights.



- (b) **Quarterly:** Formal safety inspections and servicing based on vehicle usage, particularly for high-use vehicles.
- (c) **Annually:** Comprehensive inspection by a qualified mechanic or safety inspector, including a full roadworthy check.

**Conducted by:**

- (a) Qualified Mechanic or Inspector for formal and annual inspections.
- (b) Trained Drivers for daily pre-use checks.

## **2.10 PPE (Personal Protective Equipment) Inspection (Mandatory)**

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**Purpose:** To ensure that personal protective equipment (PPE), such as helmets, gloves, safety glasses, and hearing protection, is in good condition and appropriately used by all employees.

**Description:** This inspection involves thoroughly examining PPE for signs of wear, tear, and contamination. Inspectors should verify the following:

- (a) **Condition:** Check all items for visible damage, including cracks, fraying, or discolouration. Ensure that equipment is clean and free from any hazardous substances.
- (b) **Sizing and Fit:** Confirm that hard hats, goggles, gloves, and other PPE are available in the correct sizes and types tailored to the specific hazards of the workplace. Proper fit is crucial for optimal protection.
- (c) **Correct Usage:** Ensure that employees are using the appropriate PPE for their tasks and that they have been trained in its correct use. Regular reminders and training should be provided to reinforce the importance of PPE.
- (d) **Specialised PPE:** Some PPE, such as gas masks and respiratory protection, has additional requirements for inspection, maintenance, and training. These items often require regular fit testing and servicing according to manufacturer specifications. Ensure that staff are trained in the proper use and care of specialised PPE.
- (e) **Replacement:** Immediately replace any damaged or expired equipment. Keeping records of inspections and replacements can help track the condition of PPE over time.

This inspection is vital for maintaining employee safety, particularly in high-risk environments where exposure to hazards is prevalent.

**Frequency:** Monthly inspections are recommended, or more frequently if equipment is subjected to heavy use or harsh conditions.

**Conducted By:** Safety Officer or Supervisor, with involvement from employees to encourage accountability and awareness of PPE use.

## **2.11 Plant and Equipment Inspection (Mandatory)**

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**Purpose:** To ensure that all machinery and equipment used in the workplace are safe, operational, and compliant with relevant safety standards and regulations. This helps prevent accidents and maintain operational efficiency.

**Description:** This inspection involves a thorough examination of all plant and equipment, including machinery, tools, and vehicles used on-site. Inspectors must assess the condition of each item, checking for wear and tear, proper functioning of safety devices, and compliance with safety standards. All equipment must be maintained according to manufacturer specifications and must have up-to-date service records.

The inspection should cover operational aspects such as brakes, steering, and safety features. Additionally, guards and protective devices must be in place and functioning properly. Any identified issues should be documented, and corrective actions must be implemented promptly.

**Frequency:**

- (a) **Monthly:** Visual inspections of key equipment to identify any immediate safety concerns.
- (b) **Annually:** Comprehensive inspections of all plant and equipment by a qualified inspector.

**Conducted by:**

- (a) Qualified Maintenance Officer or Inspector for annual inspections.
- (b) Trained staff for monthly visual checks.

Regular inspections are critical for ensuring the safety and reliability of equipment, helping to prevent workplace injuries and downtime.

## **2.12 Pallet Racking Inspection (Mandatory)**

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**Purpose:** To ensure that pallet racking systems are structurally sound and safe for use. Regular inspections are vital for preventing accidents and ensuring compliance with safety regulations.

**Description:** This inspection covers all pallet racking systems in the warehouse. Inspectors must check for signs of damage, such as bent beams, cracked connectors, or excessive wear. Racking systems should be assessed for proper installation and alignment, ensuring they can safely support the intended loads. Labels indicating load limits must be visible and adhered to. Inspectors should also evaluate the environment around the racking for potential hazards, such as obstructions or inadequate clearance.

**Requirement:** According to the Australian Standards (AS 4084:2012), warehouses must conduct regular inspections of pallet racking systems to identify any damage or wear that could compromise safety.

**Mandatory:** Regular inspections of pallet racking systems are required under Australian Standards.

**Frequency:**

- (a) **Monthly:** Formal inspections should be conducted to assess the condition of the racking systems.
- (b) **Annually:** Comprehensive inspections by a qualified inspector or engineer to ensure ongoing compliance with safety standards.

**Conducted by:**

Qualified Inspector or Safety Officer: Responsible for conducting both monthly and annual inspections, ensuring all racking systems are compliant and safe for use.

## **2.13 Workplace Emergency Preparedness Inspection (Mandatory)**

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**Purpose:** To ensure that workplace emergency plans and procedures are effectively implemented and that employees are prepared to respond to emergencies. This inspection aims to identify gaps in emergency preparedness and provide a safe working environment.

**Description:** This inspection involves reviewing emergency plans, procedures, and training programs. Inspectors should assess the adequacy of emergency exits, evacuation routes, and assembly points. Emergency equipment, such as fire extinguishers and first-aid kits, must be inspected to ensure they are accessible, properly maintained, and up to date.

Training records should be reviewed to verify that employees have received adequate training in emergency response procedures. The effectiveness of drills and simulations should also be evaluated to ensure that employees are familiar with emergency protocols.

**Frequency:**

- (a) Annually: Comprehensive review of emergency preparedness plans and procedures.
- (b) Bi-annual: Emergency drills to test the effectiveness of response plans.

**Conducted by:** Safety Officer or Emergency Preparedness Coordinator.

This inspection is vital for ensuring that all employees know emergency procedures and can respond appropriately in a crisis

### 3 Recommended Workplace Inspections

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While the following inspections are not explicitly mandated by law, they are considered recommended best practices that can enhance workplace safety and compliance. The necessity and frequency of these inspections may vary depending on the specific type of business and the associated risks. For example, businesses engaged in high-risk activities, such as construction and mining, may have greater obligations to conduct these inspections to ensure safety and regulatory compliance. Similarly, a business selling items from a small warehouse may need to conduct inspections related to storage safety, fire hazards, and inventory management to maintain a safe working environment.

#### 3.1 Environmental Monitoring Inspection (Recommended)

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**Purpose:** To assess the impact of workplace operations on the environment, ensuring compliance with environmental regulations and promoting sustainable practices. This inspection aims to identify potential environmental hazards and implement appropriate control measures.

**Description:** This inspection involves evaluating various aspects of the workplace that could affect the environment, including waste management practices, emissions, water usage, and chemical storage. Inspectors should assess the effectiveness of waste disposal methods and recycling initiatives, ensuring that hazardous materials are stored and disposed of in accordance with legal requirements. Air quality measurements may also be taken to monitor emissions from equipment or processes that could affect worker health and the surrounding community.

Additionally, water runoff and drainage systems should be examined to prevent contamination of local waterways. The inspection should also evaluate the use of resources and energy efficiency, identifying opportunities for reducing environmental impact.

**Frequency:**

- (a) **Annually:** Comprehensive inspections to evaluate overall environmental impact and compliance with regulations.
- (b) **Quarterly:** Review of specific processes or changes in operations that may affect environmental performance.

**Conducted by:** Environmental Officer or Safety Officer trained in environmental regulations and practices.

This inspection is essential for ensuring compliance with environmental laws and fostering a culture of sustainability within the organisation.

### 3.2 Vehicle and Traffic Management Inspection (Recommended)

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**Purpose:** To ensure safe vehicle operations on-site, promoting the safety of employees and visitors while minimising risks associated with vehicle movements.

**Description:** This inspection involves evaluating the traffic management plan for the workplace, assessing signage, speed limits, and traffic flow patterns. Inspectors should review designated pedestrian walkways, crossings, and barriers to ensure the safety of all personnel. The inspection should also include checks on the condition of roads and surfaces used by vehicles to prevent accidents.

Training records for vehicle operators should be reviewed to confirm that all drivers hold valid licences and have received appropriate training. Regular inspections of site vehicles for maintenance and roadworthiness must be conducted to ensure compliance with safety standards.

**Frequency:**

- (a) **Quarterly:** Comprehensive assessments of traffic management plans and vehicle conditions.
- (b) **Monthly:** Visual inspections of road conditions and traffic signage.

**Conducted by:** Safety Officer or Traffic Management Coordinator.

This inspection helps maintain a safe working environment by effectively managing vehicle movements and reducing the risk of accidents

### 3.3 Workplace Health and Safety Committee Inspection (Recommended)

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**Purpose:** To monitor and review safety policies and procedures within the workplace, ensuring ongoing compliance with health and safety regulations.

**Description:** This informal inspection involves regular meetings and assessments conducted by the Workplace Health and Safety Committee. The committee should review incidents, near misses, and any safety concerns raised by employees. The inspection should also assess the effectiveness of safety training programs and ensure that safety policies are up to date and communicated effectively to all staff.

Committee members should also engage with employees to gather feedback and address any workplace safety issues. This collaborative approach helps foster a culture of safety and accountability within the organisation.

**Frequency:**

- (a) **Monthly:** Regular committee meetings to review safety performance and policies.
- (b) **Quarterly:** Comprehensive reviews of safety practices and incident reports.

**Conducted by:** Members of the Workplace Health and Safety Committee, which should include representatives from various departments.

This inspection plays a critical role in promoting workplace safety and ensuring that all employees are engaged in maintaining a safe working environment.

### 3.4 Ergonomic Workstation Assessment (Recommended)

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**Purpose:** To ensure workstations are ergonomically set up, reducing the risk of musculoskeletal disorders and improving comfort.

**Description:** This inspection involves evaluating the layout of desks, chairs, monitors, and other equipment to ensure they are arranged to promote proper posture and reduce strain. Items such as

adjustable chairs, monitor stands, and footrests are reviewed to ensure they meet ergonomic standards. Inspectors should also ensure that employees have access to training on correct ergonomic practices and that any necessary adjustments are made to prevent injury.

**Frequency:** Annually or whenever new workstations are set up.

**Conducted by:** Office Manager, HR representative, or an Ergonomics Specialist.

### 3.5 Inventory Management Inspection (Recommended)

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**Purpose:** To ensure that inventory is stored properly, minimising hazards related to spills, leaks, or structural issues. Effective inventory management is essential for maintaining a safe working environment and optimising warehouse operations.

**Description:** This inspection involves assessing the storage methods and conditions of inventory items. Inspectors should evaluate shelving, bins, and pallets for structural integrity and ensure that items are stored in a way that prevents tipping or falling. Additionally, checks should include verifying that hazardous materials are stored according to safety regulations and that any potential spills are contained. Proper labelling and organisation of inventory are also critical to facilitate easy access and minimise handling risks.

**Recommendation:** Regular checks can prevent accidents and improve operational efficiency.

**Frequency:**

- (a) **Monthly:** Conduct formal inspections to review storage practices and identify any necessary improvements.
- (b) **Post-Incident:** After any spills, leaks, or accidents, a thorough inspection should be conducted to assess and rectify the situation.

**Conducted by:** Warehouse Manager or Designated Safety Officer responsible for conducting monthly inspections and ensuring compliance with safety standards.

This inspection plays a critical role in hazard identification and maintaining a safe working environment.

## 4 Inspection Process and Continuous Improvement

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Once inspections are in place and regularly conducted, the key to maintaining safety and compliance is managing the outcomes effectively. Regular reviews, immediate action on non-conformances, and a focus on continuous improvement are essential for keeping your workplace safe.

### 4.1 Creating Corrective Actions

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After each inspection, any issues found should be addressed as quickly as possible. Create a clear action plan, prioritise the most urgent items, and assign team members to handle each task. If an issue cannot be fixed immediately, steps should be taken to keep everyone safe. This could involve isolating hazards or using barriers until the problem is fully resolved.

### 4.2 Follow-Up Reviews

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After taking corrective actions, it's important to check that the measures have worked. This can be done through follow-up inspections or reviews, ensuring that risks have been reduced and compliance is maintained. Keep records of these reviews, as they'll be needed for audits and will help highlight where further improvements might be made.

### 4.3 Managing Non-Conformances

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Non-conformances can range from minor to serious, but all need attention. If a safety issue is identified, fix it immediately if possible. When a quick fix isn't feasible, make the area safe for others by using barriers or isolation until permanent corrections are made. In cases where major non-compliance is found, immediate action is required to protect employees and follow legal reporting requirements.

### 4.4 Continuous Improvement

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To keep your workplace safe over the long term, inspections should be part of a larger strategy of continuous improvement. Here are some ways to ensure your safety measures evolve:

- (a) **Feedback Mechanisms:** Listen to your employees and stakeholders. Their insights can help you identify what's working and what needs attention.
- (b) **Training and Development:** Regular training sessions on safety procedures, incident response, and hazard identification will help keep everyone informed and prepared.
- (c) **Performance Metrics:** Tracking safety inspections using key performance indicators (KPIs) can highlight trends and areas that require attention, allowing for data-driven decisions.
- (d) **Documentation and Review:** Keeping detailed records of inspections, actions taken, and follow-ups is crucial for improving safety protocols. Regular audits of these records can help identify where processes can be refined.
- (e) **Engaging Stakeholders:** Involving employees directly in the inspection process encourages collaboration and helps create a shared responsibility for safety.

## 5 Conclusion

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These inspections, while not exhaustive, cover critical areas necessary for maintaining a safe and compliant workplace under Queensland's legislative framework. Regular and thorough inspections are essential for identifying potential hazards, ensuring regulatory compliance, and protecting the health and safety of employees. It is recommended that businesses develop a systematic inspection schedule tailored to their specific operations and risks.

## 6 Leveraging 2iB OS for HSEQ Management

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Effectively managing Health, Safety, Environment, and Quality (HSEQ) is crucial for ensuring compliance and promoting a safe workplace. 2iB OS offers a comprehensive suite of tools designed to streamline HSEQ processes, making it easier for businesses to maintain high standards and conduct regular inspections.

### Key Features of 2iB OS for HSEQ Management:

- **Centralised Data Management:** 2iB OS allows businesses to consolidate all HSEQ-related data in one accessible platform. This centralisation simplifies tracking and reporting, making it easier to monitor compliance with relevant regulations and standards.
- **Inspection Scheduling:** The software enables users to build and schedule inspections according to their specific needs and compliance requirements. Automated reminders can be set for upcoming inspections, ensuring that no critical checks are overlooked.
- **Customised Inspection Templates:** Users can create tailored inspection forms to meet the unique needs of their operations. These templates can include checklists for electrical safety, hazardous substance handling, fire safety equipment, and more.

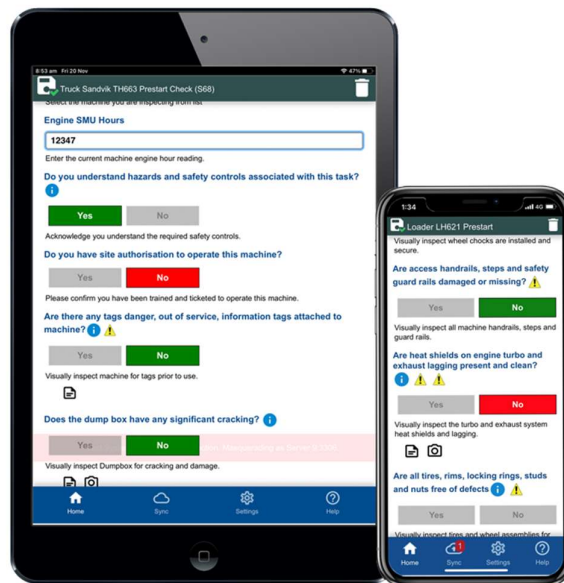


Figure 1 - 2iB Digital Inspections

- **Real-Time Reporting and Analytics:** 2iB OS offers real-time data analytics, providing insights into inspection results and trends. This feature helps identify areas for improvement and informs decision-making, allowing businesses to respond proactively to safety issues.



Figure 2 - Hazard & Event Analytics

- **Documentation and Compliance Tracking:** With 2iB OS, users can manage documentation related to HSEQ compliance effortlessly. The platform allows for easy access to Safety Data Sheets (SDS), training records, and compliance checklists, ensuring that all necessary documentation is up to date and readily available.
- **Training Management:** The software includes functionalities to track employee training on safety procedures and the proper use of equipment. This ensures that all team members are equipped with the necessary knowledge to maintain a safe working environment.
- **Incident Reporting and Management:** 2iB OS simplifies the process of reporting incidents and managing follow-up actions. Users can document incidents, track corrective actions, and monitor outcomes to prevent future occurrences.

By integrating 2iB OS into your HSEQ management processes, businesses can enhance their ability to manage safety and compliance effectively. The platform's comprehensive tools not only streamline inspections but also foster a culture of safety, ensuring that your workplace remains compliant and secure.

## **7 Disclaimer and Copyright**

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