

The University of Melbourne
Faculty of Science

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| Work Area Environment and Safety Inspections: Procedure for notification and ensuring the inspections are completed |
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This procedure is designed to ensure that work areas are inspected regularly, and that staff responsible for inspecting the work areas are notified

Regular inspections of laboratories and other work areas for compliance with safety and environmental criteria are an important part of the Faculty of Science Environment and Safety Program. The environment / safety inspection checklist is designed to aid workers in identifying areas that need attention. Laboratories and other experimental work areas are to be inspected quarterly; offices and equivalent work areas are to be inspected at least every six months

Procedure

1. The dates of inspections are set to occur at least two weeks before the Department Environment and Safety Committee meetings
2. The dates of inspection deadlines are specified in the Departmental Environment and Safety Manual / Website
3. The Chairman of the Environment and Safety Committee (or their nominee) e-mails all Work Area Supervisors two weeks in advance of the inspection deadline requesting them to hold a work area safety meeting, collectively fill out the inspection checklist, and file it in the work area safety folder. The current checklist to be used is to be downloaded from the Departmental Environment and Safety Website
4. The Safety Officer checks all work area records one week after the inspection deadline to ensure inspections have been completed and documented
5. The Safety Officer presents a checklist of work area inspections completed to the Departmental Environment and Safety Committee
6. The Departmental Environment and Safety Committee reports to the Head of Department (via Departmental Committee) on compliance

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| Work Area Environment and Safety Inspection: Procedure for undertaking the inspection |
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This procedure is designed to ensure that all work area personnel are aware of the aspects and actions of regular work area inspections

Procedure

The Work Area Supervisor:

1. Convenes a meeting of all available work area personnel prior to the inspection deadline
2. Completes the Work Area Environment and Safety Inspection checklist
3. Records details of any non-conformances or matters requiring action in the Actions Table on the checklist
4. Determines what corrective actions are required, designate someone to be responsible for ensuring actions are completed, and set a date for completion (If any corrective action requires expertise or resources not available in the work area, it must be reported in writing to the Departmental Safety Officer for resolution)
5. Ensures that all corrective actions from the previous work area inspection are completed, or note progress on actions still outstanding
6. Discusses other relevant Environment, Health and Safety issues
7. Files completed Checklist and any records/notes of other matters discussed in the Work Area Environment and Safety Folder
8. Notifies Work Area personnel in writing of any changes to policy or procedures