

PROCEDURE

WHS Inspections



Issued with the authority of the Chief Commissioner
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
Sponsor	Head of Risk		
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WHS Inspections

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1 Purpose and Scope

Scouts Australia NSW is a volunteer organisation that has paid workers and subsequently, has responsibilities under WHS laws. Our volunteers are called workers under WHS laws and they have the same WHS obligations as a paid worker. Therefore, Scouts Australia NSW WHS Procedures apply to workers, members and volunteer supporters (which are all described collectively in the WHS Procedures as *workers*).

This procedure covers WHS inspections of premises owned or leased by Scouts NSW eg Scout Halls, Activity Centre, Scout Camps and offices. It does not cover inspection of plant and equipment. For details of inspection of plant and equipment, please refer to Scouts NSW *PRO30 Procedure Plant & Equipment*.

All Scouts properties will be inspected regularly to identify hazards and to take steps to eliminate or minimise these hazards. Site Managers are responsible for conducting inspections at Activity Centres and Camp Sites. Group Leaders are responsible for conducting inspections at Scout Halls.

2 Responsibilities

Site Managers, Group Leaders and Region Office Managers are responsible for conducting inspections at their respective sites. They also are responsible for initiating corrective actions to address hazards that are that are identified during the inspection process.

Region Office Managers might also be required to assist with the collection of completed checklist from the group leaders.

3 Facilities Requirements

Scouts NSW will ensure the following (where reasonably practicable to do so):

- the layout of the workplace allows people to enter, exit and move about the area without risk to health and safety, both under normal working conditions and in an emergency. This layout must be maintained at all times.
- that work areas have sufficient space for the required work to be carried out without risk to health and safety
- that floors and other surfaces are designed, installed and maintained to allow work to be carried out without risk to health and safety
- that the lighting enables:
 - each worker to carry out work without risk to health and safety and
 - persons to move within the workplace without risk to health and safety and
 - safe evacuation in an emergency



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- ventilation enables workers to carry out work without risk to health and safety,
- workers carrying out work in extremes of heat or cold are able to carry out work without risk to health and safety,
- work in relation to or near essential services does not give rise to a risk to the health and safety of persons at the workplace.
- that toilets, drinking water, washing facilities and eating facilities are provided and maintained in good working order and be clean, safe and accessible and
- that facilities provided for workers must take into account all relevant matters such as
 - the nature of the work being carried out at the workplace
 - the nature of the hazards at the workplace
 - the size, location and nature of the workplace
 - the number and composition of the workers at the workplace.

In addition, there are a number of compliance requirements for building, which must be explored at the time of design or acquisition. For existing properties, refer to [Scouts Australia Property Procedure: Fire Safety & Amenity Code for Scout Halls \(when used for sleeping purposes\)](#) and [Property: Emergency Lighting & Exit Signage for Scout Halls](#).

4 New premises

Site Managers, supported by other stakeholders, shall conduct an assessment of facilities required prior to a new location being commissioned:

The following items shall be assessed:

- Dining facilities - dining rooms/areas.
- Change rooms/bathrooms.
- Other storage facilities.
- Washing accommodation.
- Emergency washing facilities.
- Drinking water.
- Workplace environment: heating/cooling/ventilation.
- Outside work: shelters, toilets, communication
- Workplace design, layout, space including aisle ways, passageways and means of egress.
- Task lighting.
- Workplace cleanliness.
- Seating.
- Floor insulation.
- Toilets.



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5 Changes to facilities

When any of the following changes are planned, Site Managers, supported by other stakeholders, shall re-assess the relevant items listed “New Premises” above, prior to any of the following changes occurring.

- Significant change in the number of occupants.
- Significant changes to the layout.
- Significant changes to the use of the property eg a change in the profile of the anticipated occupants might trigger the need for a change in the ratio of male / female bathrooms or layout of sleeping areas.

6 Post Vacancy Checks

Each Scouts NSW Activity Centre and Scout Camp will implement a method of inspecting sleeping areas and kitchens following any guest vacating the premises. Such post-vacancy checks aim to observe tidiness, cleanliness and pick up on any immediate safety hazards or issues eg broken windows or broken furniture. Issues identified will be addressed in line with the hierarchy of controls and with the appropriate level of priority. In addition to post-vacancy checks, formal WHS inspections shall occur regularly – see the following section.

7 WHS Inspections

The WHS inspection is an important mechanism by which the WHS standards are established, maintained and improved. The inspection should identify and record physical hazards, errors in the work procedures or sub-standard work practices. (*17.1 WHS Inspection Checklist- Scout Hall (alternatively P-10)*, *Workplace Inspection Checklist- Activity Centre*) and *Workplace Inspection Checklist- Office*).

During the workplace inspection, any simple corrections can be made if safe to do so. It is recommended that users and occupants be consulted during the inspection, as they may have identified issues that have not been reported and are not apparent from the inspection. If any immediate hazards are identified which cannot be addressed during the inspection, steps should be taken to control the hazards temporarily, until the hazard can be addressed fully. All remaining actions must appear on the report for attention.

Hazard reports should be completed and logged for issues requiring attention. Any maintenance requests should be directed to the Site Manager for attention. For State Activity Centres, the site manager will transfer all outstanding actions to the relevant *WHS Action Plan* to enable the monitoring of the status of the action.



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8 Frequency of inspection

Scout Halls – Group leader or delegate to conduct inspection at minimum, *annually*. The completed checklist is to be retained by the group leader and a copy sent to the Region office.

Activity Centres and Scouts Camps – Site manager, warden or delegate, to conduct inspections *quarterly*. Where time or resources are limited, it is acceptable to focus on specific items within the checklist each quarter, as long as within any given year, all items on the checklist are inspected thoroughly. These inspections are IN ADDITION to the post-vacancy checks for camp sites.

Region Offices – Region Office Manager to conduct inspection at minimum, *annually*.

9 Records/References

- WHS Volunteers Guide (Safe Work Australia)
- Workplace Facilities Inspections Checklists
- Building Code of Australia.
- WHS Regulation Clause 40, 41

10 Associated Forms

- 17.1 WHS Inspection Checklist- Scout Hall (alternatively known as P-10)
- 17.2 Workplace Inspection Checklist- Activity Centre
- 17.3 Workplace Inspection Checklist- Office.

Whenever this procedure is revised, the sponsor of this procedure will review the above forms, to determine whether the changes made to the procedure impact the forms. If changes are required, the sponsor must also make the appropriate revisions to the forms.

11 Appendices

- Nil



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