**Workplace Inspection Actions**

**Who needs to read this**?

All Curtin University Health and Safety Representatives

**Background**

Workplace Inspections are a key part of the hazard identification and control system at Curtin University. Your active and timely participation in this process is greatly appreciated.

**Key Messages**

There are a few essential steps that are needed, to ensure timely completion of actions:

*Action Details:*

* The specific location and details of the issue . e.g. Building 502B office 101. The floor space between door and exit is blocked by boxes, there is no safe exit route for the office occupant.

*Allocation of the action:*

* Before allocating an action to any person, please check that they are the correct person.
* It is inappropriate to allocate an action to a Head of School/PVD/Director level person unless the issue is specifically related to their office or operations.
* If the action impacts area budgets, consult the area Manager prior to allocation to determine if the action is reasonably practicable.
* For all maintenance issues, appoint the action to **yourself**, and then lodge an **SCC maintenance request** scc@curtin.edu.au. CHARM and the SCC request systems do not communicate. Do **not** allocate items directly to maintenance team members.
* Ensure reasonable completion dates, for complex issues consult the allocated person re timeframes.

**Who do you call with questions?**

If you have any queries, please contact Health and Safety on 9266 4900 or email healthandsafety@curtin.edu.au.

**References**

[Workplace Inspection Procedures](https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/)

[CHARM Pocket Audit Guide](https://www.curtin.edu.au/healthandsafety/documents/)

**Date of Issue**

11/10/2023