

Workplace Visit Protocols

To make the visit as streamlined and productive as possible, these points should be considered when talking to the Employer before the visit:

Arrange a Time & Venue

It is suggested that you arrange your visit with the Employer by phone in advance, as it is important that all the required information is available at the time of the visit.

- 1) Request that they bring any relevant documentation/information to the meeting on: workers compensation details, plant risk assessments, plant maintenance, induction & training, consultation mechanisms in place.
- 2) Describe the purpose of the visit – National campaign with a focus on improving the capability of employers in wood product manufacturing sub-sectors to manage risks associated with operating machinery and equipment.
- 3) Indicate approximate total duration of visit (3-4 hours)
- 4) Confirm date/time/location.
- 5) Indicate an Employee representative will be required (e.g. OHS Committee Chairperson/member) at the meeting.
- 6) Determine exact location of meeting if it is a big worksite.
- 7) Advise that this is an intervention program that may require future follow-up visits/meetings.
- 8) To assist the workplace, harmonised guidance on Machinery and Equipment Safety and Wood Safety Information Tools will be provided.
- 9) Ask if they have received a Survey from the Office of Australian Safety and Compensation Council (OASCC). If they have, encourage them to complete and return the survey.
- 10) Onsite inspection may occur and the inspector may take photographs.
Participants should be advised that IF THEY ASK:
 - a) The 'Audit Tool' information is confidential and the details and name/s of the participants will not be published or made available publicly unless permission is sought and received and
 - b) the answers to those questions in the 'Audit Tool' relating to the workplace will not be used in any future WorkCover proceedings against the Employer.

Duration and Structure:

Advise the Employer that the visit should generally follow the format of:

- 1) A briefing with Employer & Employee representatives
- 2) A review any documented evidence of workers compensation policy, plant risk assessments, plant maintenance, consultation, training of workers, which the workplace keeps.
- 3) A site inspection with both workplace representatives, if required.
- 4) A debriefing with Employer and Employee Representatives regarding the outcomes and provision of the relevant guidance material.

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Appendix 3 – Briefing Material (Part 2)

Visit Checklist: Follow these points for the visit:

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| <p>1. Inspector Preparation</p> <ul style="list-style-type: none">q Equipment as per standard “look-see”q ‘Audit Tool’ to complete and NOT leave with Employer | <ul style="list-style-type: none">q Complete Relevant background checkq Machinery and Equipment Safety Guidance Materialq Other Guidance as relevant |
| <p>2. Conduct initial briefing with Employer & Employee:</p> <ul style="list-style-type: none">q Reiterate the purpose of the visit – National campaign with a focus on improving the capability of employers to manage their risks associated with operating plant and equipment.q Advise that WorkCover has consulted with key major stakeholders in the development of project.q WorkCover has given a commitment to maintain confidentiality of results – no workplace or individual will be specifically identified.q Their co-operation and assistance in this visit will contribute to WorkCover's work with industry in improving health and safety in workplaces throughout the State.q Outline/confirm/agree format for the visit (particularly the order of items).q Advise that photos may be taken and the reason why. | |
| <p>3. Complete Tool</p> <ul style="list-style-type: none">q Complete EVERY question of the ‘Audit Tool’. | |
| <p>4. Carry out Site Inspection with Employer & Employee representatives, if required</p> <ul style="list-style-type: none">q Ask to sight any documented evidence of plant risk assessment, plant maintenance, consultation, induction, supervision and training of workers that the workplace keeps. <u>(It is not a requirement of the visit for an Inspector to keep any documentation other than the completed Tool)</u>q Inspect 2 items of fixed powered items of plant especially focussing on guarding issues.q If possible, briefly speak with workers operating the machinery to verify the statements provided.q Take photos as appropriate | |
| <p>5. Conduct Debriefing with both Employer and Employee representatives.</p> <ul style="list-style-type: none">q Complete ‘Audit Tool’ and ‘Workers Compensation Audit Tool’q Provide relevant guidance materialq Encourage the workplace to complete and return the OASCC Survey if they haven't done so yet.q Advise that some additional intervention activity may subsequently occur depending on the outcome of this visit | |
| <p>6. Inspector action post site visit</p> <ul style="list-style-type: none">q Enter visit details onto relevant Project fileq If required issue notices and record details as indicated on Toolq Finalise Tools (do not attach copies of notices or documentation)q Forward Tools to Project Coordinator to collate information. | |