

Workplace Health and Safety Queensland (WHSQ) and the Electrical Safety Office (ESO) inspectors visit workplaces to respond to health and safety incidents, electrical safety incidents and to monitor and enforce compliance with the:

## Why do inspectors visit?

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WHSO and ESO inspectors visit workplaces for a variety of reasons:

- investigate workplace incidents
- investigate reports of unsafe, or unhealthy conditions and dangerous work practices
- assess workplace health and safety and electrical safety risks to workers and members of the public
- conduct inspections and national, statewide and regional audit campaigns
- provide information and advice on the legislation
- resolve work health and safety issues
- resolve right of entry and workplace access disputes
- review disputed provisional improvement notices.

WHS and ESO inspectors only pre-arrange workplace visits if they are confident that advance notice will not jeopardise the intention of the visit.

Note: WHS and ESO inspectors will generally work and form partnerships with businesses and organisations to ensure Workplace Health and Safety remains a fundamental element of the workplace.

# During the visit

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## Prior to the inspection

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WHSQ and ESO inspectors carry photo identification at all times and must be clearly displayed as soon as they enter a workplace. People who are not inspectors (e.g. technical experts, interpreters or police officers) may also accompany an inspector.

Depending on the circumstances, the inspector may give advice, conduct an investigation or take enforcement action.

## During the inspection

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Upon entering a workplace, WHSQ and ESO inspectors will immediately notify the employer or the most senior management person on site and any relevant health and safety representatives for workers at that workplace. This notification will include the:

- focus of the visit
- inspection process that will be followed.

Having entered a workplace, a WHSQ and ESO inspector may:

- inspect or examine any part of the workplace
- observe or search any part of the workplace (e.g. use of a machine or work processes)
- take measurements
- take photographs or film anything at the workplace
- conduct tests (e.g. presence of lead in paint)
- take samples of things (e.g. substances used at the workplace)

- request a person or other persons to produce certain documents (e.g. maintenance records kept by a mechanic contracted by an employer to do the work)
- obtain copies of documents (e.g. training records, manufacturers instructions)
- undertake enquiries or conduct surveys to assess the degree of risk or standards of health and safety
- talk to managers, supervisors, workers and other people when an incident has occurred
- enquire into circumstances and probable causes of workplace incidents
- require a person to give reasonable help
- seize things as part of the investigation at the workplace.

## After the inspection

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At the end of a visit, the WHSQ and ESO inspector will:

- summarise possible outcomes for the employer (or the most senior management person at the workplace)
- explain any action that needs to be taken by the employer
- explain any notices issued
- inform workplace health and safety representative/s for the employer of any outcomes.

An inspection report summarising the inspection findings, may be provided to the employer from the WHSQ and ESO inspector.

## Enforcement action

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When taking enforcement action the WHSQ and ESO inspector will explain to the employer:

- the reason for taking such action on any notices issued
- any evidence on which they have based their decision
- what you should do to comply with any actions
- where you can get some guidance on how to comply with any actions
- the due date in which you should comply with any notices issued.

Note: If you are not completely clear about an explanation, please ask the WHSQ and ESO inspector to clarify themselves. Remember, WHSQ and ESO inspectors are there for you to work and resolve any Work Health and Safety issues within the workplace.