

DOB ENTERPRISES PTY LTD

DOB Inspection and Testing Policy
IMS-523-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB Enterprises Pty Ltd (t/a MBC Recruitment, MBC Nursing Agency, Macquarie Labour Hire, Watchout Training and Traffic Control) has established procedures for implementing inspections and tests designed to monitor and evaluate the following:

- Work environment and processes.
- Plant and equipment.
- Incoming products and materials.
- Access and exits.
- Protective measures.

The purpose of the inspections and tests at key points from receipt of materials to job completion is to check that the work processes are proceeding in a safe and correct manner.

Responsibilities

Managing Director

To ensure that the services and products procured by DOB do not compromise our capacity to meet our WHS obligations, Management will provide specified standards for materials and plant.

Management will ensure that contracts with contractors state the WHS criteria that must be met - including provisions for inspections, testing, auditing, reviewing and documentation – and will verify that the agreed requirements are being met once the work is underway.

Supervisory Workers

- The supervisory worker/s will develop a system of programmed inspections for the work processes at the DOB workplace using the Safety Checklist. The supervisory worker/s will ensure that inspections are carried out as and when required.
- Supervisory worker/s will ensure that all workers receive adequate information and training (which is documented) on how to safely use machinery.
- The supervisory worker/s will ensure that any contractor required to work at the workplace provides a Safety Management System.
- The supervisory worker/s will monitor the implementation of the contractor's WHS system.

Contractors

- Preferred contractors must be capable of demonstrating commitment to WHS and how they intend to ensure compliance with inspection and testing requirements.

Work Environment and Processes

- The responsible supervisory worker/s will implement a system of programmed inspections for the work processes at the DOB workplace using DOB standard Safety Checklist.

General Requirement

Any plant and equipment to be used at the workplace must be properly repaired, inspected, tested, maintained and operated by appropriately qualified/competent personnel.

Where work requires the use of any plant and/or equipment workers or contractors must:

- Assess and select the most appropriate plant and/or equipment for the job
- Assess and select the most appropriate control strategies to minimise the risk associated with any plant and/or equipment



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- Provide a work method statement that documents the safe system of work to be adopted and outlines any control strategies to be implemented that will ensure the safe use, handling, storage and transport of any plant and/or equipment
- Ensure that any plant and/or equipment has been inspected and maintained in accordance with manufacturer's requirements and recommendations or relevant Australian Standard
- Maintain current maintenance/service records and/or registrations for inspection
- Carry out regular and ongoing inspection and maintenance of any plant and/or equipment
- Ensure maintenance and use of any plant and/or equipment used at the work place complies with any relevant Australian Standards and manufacturer's requirements and recommendations
- Document inspection, test, repair and maintenance history of each item of plant and/or equipment in an appropriate register
- Ensure any plant and/or equipment used at the workplace is operated by a trained and competent operator (obtain copies of licences and tickets)
- Any machinery that is unsafe to operate e.g. requires repairs and or maintenance etc is to be suitably tagged, ensuring that operators are fully aware that the particular machinery is not to be used until declared safe to do so

Electrical Plant and Equipment

- All electrical plant and equipment, including portable electric tools and extension leads, must have a current inspection tag fixed to the cord (by a person qualified to do so) prior to use at the DOB workplace.
- The supervisory worker/s will check all contractors' electrical plant and equipment, including portable electric tools and extension leads, to ensure they are fitted with a current inspection tag prior to use at the DOB workplace.
- Electricity:
 - Electrical articles and electrical installations are to be regularly inspected, tested maintained and recorded to ensure they remain safe for use and are repaired or replaced if unsafe.
 - Plant is not to be used in conditions that may give rise to electrical hazards.
 - Appropriate work systems are provided to prevent inadvertent energising of plant connected to the electricity supply.
 - Should any excavation work on the work site be planned, all available information concerning the position of underground electrical cables is obtained and disseminated to persons involved.

Incoming Products and Materials

The nominated person/s supervising the relevant area of the DOB workplace will ensure the following:

- All aspects of the products and/or materials are checked against the purchase order details, samples and any accompanying inspection test plan for verification and signatures.
- Compliance with any special handling, storage and/or protection requirements.
- After inspection, report findings to IMSR or Director
- Goods received requiring inspection, but not inspected, are to be quarantined from other deliveries until checked
- Goods found to be defective are returned immediately, accompanied by appropriate documentation detailing defects.
- Inspection/Surveillance will be carried out on a regular basis.



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