

## Inspection Checklists

### Legal Requirements for Inspections

Employers should maintain a safe workplace and also identify **new hazards**. Inspections are one means of showing diligence in this regard

### Procedure for Inspections

Periodic inspections of workplaces must be completed at a frequency *appropriate to the risk*

### How to create and use Inspection Checklists using SafetyBase

Open an **Inspection Checklists** file under the **Hazards** heading. Rather than use a generic checklist, SafetyBase prompts you to create your own Location-specific checklist. The **Hazard Details** or your Hazard Register report should specify inspections or monitoring for some hazards

### Using Tasks with Inspection Checklists

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted*

### SafetyBase Tips and Tricks for managing Inspection Checklists

It is unlikely the checklist will be completed on line, so if critical corrective actions are required, you could use a **Fault Report** file to request action

Attach an electronic document (for Inspections, it may be relevant to attach photographs of issues you find). Use the **Attach Documents** button in the Toolbar at the bottom of your screen while entering data, or afterwards, using the Attach Documents tab. Browse to the document and submit it. The document will download and be available for viewing. If you are completing the Inspection using a tablet or other mobile device, you can take the photograph and attach it immediately

Remember to associate People with this file type, by using the inline button in the Toolbar at the bottom of your screen while entering data, or afterwards, using the tab in the dark grey bar so you can get reports on their safety history