

# Workplace Inspection Actions Management

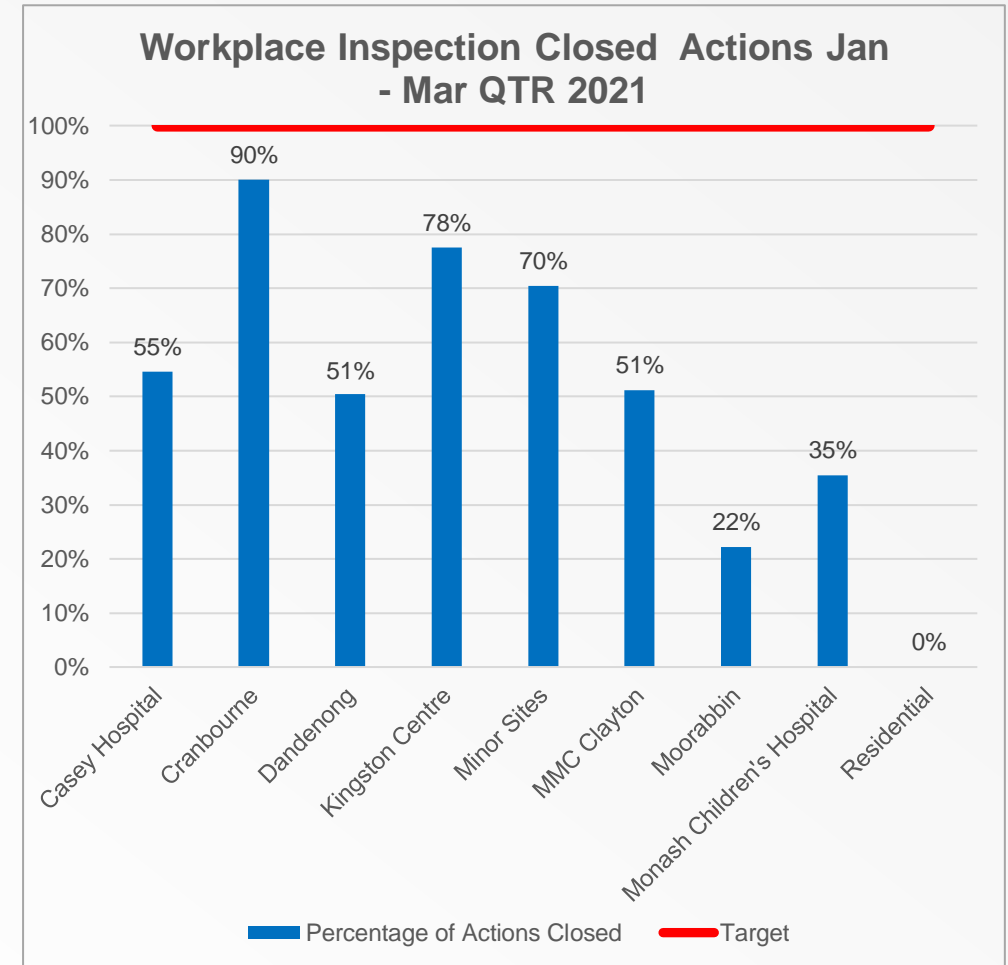
Cath Jeffries – Director Health and Safety



# Where we are at?

1. High percentage of Workplace Inspection actions from previous quarters not closed out
2. Open actions not always within immediate control of managers (e.g. infrastructure upgrades or actions relating to site etc.)
3. Board directive to improve compliance with the close out of actions
4. Revised 2021-22 target relating to closure of actions

**100% completion of all Workplace Inspections each quarter with 100% completion of all actions by due date**



# Top 10 Open Actions – all sites

Open actions report is now available on the safety intranet. Updated weekly.


Question	Count of Open Actions
Has a workstation assessment been conducted? A Workstation Ergonomic Risk Management Form/Self Assessment is available on PROMPT	161 (8%)
Has all electrical equipment been tested and tagged as per the requirements?	155 (8%)
Has there been an OVA risk assessment completed in the last 12 months?	153 (8%)
Are hallways and walkways clear of stored items?	73
Are all curtains in good working order and not torn?	70
Are out of service tags easily accessible?	61
Are floors free from the risk of slip, trip and falls?	61
Are workstations set up to reduce ergonomic issues?	59
Does the areas chemical stock currently match the chemical register in ChemAlert?(Complete the Stockholding Inventory Inspection and update the stockholdings in ChemAlert. Visit the Safety Intranet for instructions)	50
Are items stored at appropriate levels based on their weight and frequency of use? (e.g. below shoulder height)	48



# Top 10 Open Actions – all sites

## OVA Risk Assessment Open Action??

From August – OVA Risk Assessment Guideline and template will be circulated with instructions for completion by end September all departments




**OHS Guideline - Completing an OVA Risk Assessment**

**TARGET AUDIENCE and SETTING**

All Monash Health Employees

**GUIDELINE**

**Purpose**  
The purpose of the Occupational Violence and Aggression Risk Assessment



**OHS Occupation Violence and Aggression Risk Assessment**  
Implementation Tool

**Part A – ASSESSMENT INFORMATION**

The Occupational Violence and Aggression Risk Assessment Implementation Tool should be used to evaluate areas or activities in order to assess the potential for an injury to occur. For further information please refer to the *OHS Risk Management Procedure*. This Risk Assessment is prepared in accordance with [WorkSafe's](#) guide for employers 'Prevention and Management of violence and aggression in health services' and 'OVA incident investigation tool'.

<b>ASSESSMENT DATE:</b>		<b>SITE:</b>	
<b>AREA/ DEPARTMENT:</b>		<b>NAME OF ASSESSOR/S:</b>	



# Open Action Report

## Workplace Inspections in Protect

[OHS Home](#) | [Workplace Inspections](#) | [Injury Management](#) | [OHS Committee](#)  
[Healthy Opportunities](#) | [Occupational Violence & Aggression \(OVA\)](#) | [Contra](#)

[Click here or on the icon to access Protect](#)

### Reports

The [Workplace Inspections Summary](#) report provides an overview of inspection completion rates and status by quarter.

An Open Actions report is also available to provide insight into open actions. This report will be updated weekly:

- [Open Actions Report 010721.xlsx](#)

### Quick Use Guides

[Accessing Protect](#)

[Assigning a Workplace Inspection](#)

[Completing a Workplace Inspection](#)

[Closing out actions](#)

### Other Resources

[Frequently Asked Questions](#)

[Training](#)

Site	Area	Inspection Location	Record ID	Inspection Date	Manager ID	Manager	Question Description	Response	Observations	Action Undertaken	Action Due Date	Action Completed Date	Action Status
Casey Hospital	Ground	Ward D	3716	15/09/2020	601933	Jennifer Docherty	Does the OHS notice board have the corre	No	Ward D is a Flexed Ward	NULL	31/12/2020	NULL	Overdue
Casey Hospital	Ground	Ward D	6333	18/06/2021	370681		Does the OHS notice board have the corre	No	Prepare notice board as	NULL	30/09/2021	NULL	Not Overdue
Casey Hospital	Ground - Expansion	DSU	4102	11/12/2020	510045	Rebecca Woodley	Does the OHS notice board have the corre	No	OHS Rep nominations cu	NULL	31/03/2021	NULL	Overdue
Casey Hospital	Ground - Expansion	ED + Short Stay	5497	15/03/2021	388335	Renee Treloar	Does the OHS notice board have the corre	No	Needs updated Safety A	NULL	30/06/2021	NULL	Overdue
Casey Hospital	Ground - Expansion	Spiritual Care - Social W	6362	24/06/2021	603164	Michael Splaws-Ne	Does the OHS notice board have the corre	No	Could we have it reviewe	NULL	30/09/2021	NULL	Not Overdue
Casey Hospital	Level 1	Birth Unit	2656	31/08/2020	623186	Annie Peters	Does the OHS notice board have the corre	No	minutes update	NULL	30/12/2020	NULL	Overdue
Casey Hospital	Level 5	TLE	6312	15/06/2021	618965	Rebecca Woodley	Does the OHS notice board have the corre	No	TLE post-incident review	NULL	30/09/2021	NULL	Not Overdue



# Actions requiring support to close

## Line Manager

- Escalates actions outside of their control with relevant manager
- Agree next steps
- Action remains “open” in Protect system
- Manager updates Protect date and action fields with decisions and closes action

**Manager** Works with line manager to agree on next steps and decisions



OHS Workplace Inspection Procedure – Updated procedure available on Prompt from next week



# Action Closure Target Re-cap

## Current

- 100% completion of all Workplace Inspection actions **by the end of next quarter**

## New

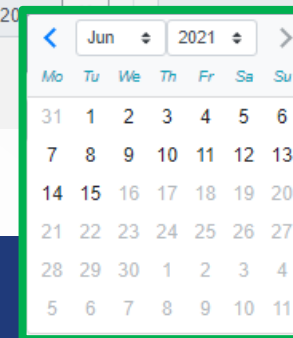
- 100% completion of all Workplace Inspection actions **by the due date**



# Functionality changes to measure new target – from August

- **Current rules for action due dates**
  - Due dates for actions default to end of next quarter (as per current target)
- **Change in development - provide functionality for managers to set a suitable due date**
  - Remove restrictions on date picker so suitable due date can be set by manager
  - A default action due date may still be allocated initially (e.g. 30 days from when action was raised)
  - Date can then be modified to suit

General									
→	Question	Answers	Observations/Suggested Solutions	Answered Date	Action undertaken/comment	Action Due Date	Action Completed Date	File	History
	Does the OHS notice board have the correct items on display?  - OHS Policy, Issue Resolution Flowchart, Minutes from any	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	test	27-05-2021		30-09-2021			





# Governance to monitor closure of open actions

## Safety Team

- Open Action Report insights site safety committees, Monash Health Executive Committee (MHEC) and Board

## Site Safety Committees

- The chair of each site safety committee will review all open actions for the site to promote / support closure monthly
- The chair to identify actions for site involvement

## DCOs

- DCOs to follow departments to ensure closure of actions and review appropriateness of action due dates



# Next Steps

## Site Safety Committees

- Safety Advisors to share these slides
- Review Open Action Report from next meeting for Site
- Chair to assess any overall Site issues for action

## Line Managers

- Review Open Actions Report on Protect – escalate open issues where needed
- Close out completed actions

## Safety Team

- From August instructions provided on how to amend a close out date
- Monthly MHEC reporting open action summary

