INSPECTION PROCEDURE FLOW CHART

STAGE 1 - SELECT INSPECTION

INSPECTION PROCEDURE FLOW CHART

STAGE 2 – PLAN AND PREPARE

INSPECTION PROCEDURE FLOW CHART

STAGE 3 – CONDUCT INSPECTION

Assess likely personal risks encountered at visit and take appropriate precautions
Step 3.1

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Contact DH and explain/confirm inspection agenda
Step 3.2

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Arrange to contact employee/safety representatives at an early stage of the visit
Step 3.3

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Proceed with the inspection applying the chosen inspection technique
Step 3.4

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If a risk of serious personal injury is identified apply the Enforcement Decision Making procedure
Step 3.4

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Assess information obtained and determine when inspection objectives have been met
Step 3.4

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Judge managements control of H&S risks and their capability to promptly deal with deficiencies found
Step 3.4

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When appropriate, use the Enforcement Decision Making procedure to determine likely enforcement action
Step 3.5

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Inform DH of the inspection findings
Step 3.6

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Inform the employee/safety representatives of the outcome
Step 3.7

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Go to STAGE 4

INSPECTION PROCEDURE FLOW CHART

STAGE 4 – REPORT, RECORD AND FOLLOW UP