

WORKPLACE IMPROVEMENT WALK SYSTEM (WI WALK) PROCEDURE

1. INTRODUCTION

Charles Sturt Campus Services Limited (CSCS) has an obligation under Commonwealth and State WH&S legislation to provide a safe work environment for all staff members. As an adjunct to these requirements, CSCS requires staff members to report all WH&S issues to management for investigation by the relevant groups or persons.

2. SCOPE

This procedure applies to all CSCS employees within all the locations the company operates.

3. PURPOSE

The purpose of the CSCS Workplace Improvement Walk system is to provide a formal process to identify workplace hazards and potential risks in an endeavor to improve workplace and environmental safety.

4. SAFETY GUIDELINES

A training workshop on the WI Walk will be conducted for all employees.

5. PROCEDURE

PROCESS STEP 1

Check the roster and attend the meeting with Management to organize a suitable time and location for the WI Walk.

PROCESS STEP 2

Obtain the WI Walk pack from your Supervisor or selected representative.

The pack contains the following documents:

- Cover page
- WI Walk Policy
- WI Walk Procedure
- Hazard Checklist
- Hazard Report Form

PROCESS STEP 3

Proceed to the selected location of your WI Walk and use the Hazard Checklists to complete your WI Walk. Use the prompts to look for any potential dangers, hazards or risks.

If you find a potential hazard or risk, tick the appropriate box on the Checklists and use the comments section to explain your selections. Further, fill in the Hazard Report Form.



PROCESS STEP 4

Once you have completed your WI Walk, return the completed forms to your Supervisor who will investigate and action accordingly.

For further information on other relevant policies, procedures or forms please refer to the [CSCS website](#).