## Determining Priority for IBC Inspection Corrective Actions

The following methodology is to be used for assigning timeframes to any IBC inspection corrective actions.

**Process**

* For each strategy consider the benefit to the WHS Management System and what the resource impact might be using the tables below.
* Apply the risk matrix and corresponding timeframes.
* Record this outcome and corresponding timeframe with the corrective action

**Example**

Priority level: Slight x negligible = Category 1

Timeframe: Should align with a Category 1 timeframe (see below)

**Benefit to the system**

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| --- | --- |
| **CATEGORY** | **DESCRIPTION** |
| Transformational | There is an expectation that there will be a transformational benefit to the system; or  One or more core elements of the WHS Management System have not been implemented. |
| Major | There is an expectation that there will be a major benefit to the system. |
| Slight | There is an expectation that there will be a slight benefit to the system. |
| Minor | There is an expectation that there will be a minor benefit to the system. |
| Nil | There is an expectation that there will be no benefit to the system. |

**Resources impact**

Please note that the impact refers to financial; human resources; changes to operational procedures; changes to current or additional training; communication strategies; or formation of projects to manage the change.

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| **CATEGORY** | **DESCRIPTION** |
| Negligible | Negligible impact on resources. |
| Minor | Minor impact on resources. |
| Moderate | Moderate impact on resources. |
| Major | Major impact on resources. |
| Severe | High impact on resources. |

**Priority risk matrix**

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| --- | --- | --- | --- | --- | --- |
|  | **Resource Impact** | | | | |
| **Benefit to the system** | Severe | Major | Moderate | Minor | Negligible | |
| Transformational | 4 | 3 | 2 | 1 | 1 | |
| Major | 4 | 4 | 3 | 2 | 1 | |
| Slight | 4 | 4 | 3 | 2 | 1 | |
| Minor | 5 | 5 | 4 | 2 | 1 | |
| Nil | 5 | 5 | 5 | 5 | 5 | |

**Action timeframes**

Note that all timeframes maybe altered by external requirements/factors or organisational priorities.

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| **CATEGORY** | **ACTION** |
| 1 | **Action required:**   * Schedule immediately. * Where required, consult with the resource owner. * Time frame for completion is 1 - 6 months. |
| 2 | **Action required:**   * Planning to commence immediately. * Where required, consult with the resource. * Time frame for completion is 6 months -1 year. |
| 3 | **Action required:**   * Planning to commence. * The strategy is incorporated into a local WHS action plan and/or WHS Unit staff are allocated to a working party. * Where required, consult with the resource owner. * Time frame for completion is 1-2 years. |
| 4 | **Action required:**   * Project is scheduled for planning. * The strategy is incorporated into a local WHS action plan and/or WHS Unit staff are allocated to a working party and/or formation of a business case (and project manager), or other equivalent action. * Where required, consult with the resource owner. * Time frame for completion is 1-5 years. |
| 5 | **Action required:**   * Add to local WHS action plan. * Where required, consult with the resource owner. * Time frame for completion is 1 year. |

# IBC Inspection Corrective Action Plan

| **Facility inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Inspection date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| --- | --- | --- | --- | --- |
| **Opportunity for Improvement** | **Priority** | **Actions** | **Who** | **Due Date** |
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| **Opportunity for Improvement** | **Priority** | **Actions** | **Who** | **Due Date** |
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