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|  | Form 5: **WHS WORKPLACE INSPECTION ACTION SHEET** |
| Version: 2.0June 2022 | Next Form Review:June 2025 |

**Name of School/Section/Work Unit:** .............................................................................................................................................................................................

This form is intended to document appropriate actions for **ALL** WHS issues (hazards) identified during the completion of a Workplace Inspection Checklist. If the "Responsibility of" field involves rectification by another area, you will need to initiate a review date, to ensure that action is taken and not overlooked.

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| **Identified Problem** | **Priority Status \*** | **Location** | **Required Action** | **Responsibility of** | **Date to be Resolved** | **Action Taken** | **Review Date** |
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**\*** *Priority Status:* **P1 Serious or potentially fatal hazards** which need to be resolved immediately, regardless of the impact on the operations of the section or school **P2-5** Other problems **P**rioritised **2-5**, which should be dealt with as quickly as possibly, in view of existing budgetary restraints.

 **P6** **E**asily **R**esolved problems requiring no expenditure to be approved, which should be resolved immediately.

***Date of Inspection(s):****...........................................................................* ***Date of Report:****.....................................................................*

***Print Name:****..........................................................................................* ***Signature:****.............................................................................*

***Please forward a copy of your completed Action sheet to*** ***safety@csu.edu.au***

***Privacy Statement***

The personal information you provide on this form is protected by the *Privacy and Personal Information Protection Act 1998 (NSW).*

You are required to provide this information to assist in fulfilment of yours and the University's Occupational Health Safety and Welfare responsibilities. Details of these responsibilities are set out in the policies contained in the University's Administrative Manual and the *Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulations 2011 (NSW)*.

Access to the information you provide is available to yourself and those persons authorised to access the information in the course of their duties to the University.