# Pre-start System and Equipment Check Policy and Procedures

HiFlex Physio

**Purpose and Scope**

To ensure that the environment is safe for all people who access all sites.

To ensure our systems are safe for all to use.

To meet the requirements of the Work Health and Safety Act 2011.

To comply with our requirements as Person Conducting and Business or Undertaking (PCBU).

**Policy**

Workplace inspections help prevent incidents, injuries and illnesses so HiFlex Physio staff will undertake a review of the workplace environment, using inspections help to identify and record hazards for corrective action. Our health and safety committee may be used to help plan, conduct, report and monitor inspections.

**Procedure**

HiFlex Physio staff are required to conduct routine inspections of equipment and the environment. HiFlex Physio sites must use the relevant checklist to inspect the equipment and the environment.

Tick off each item to determine whether the site's equipment and environment is safe and meet the WHS requirements.

Completed checklists are to be given to, and signed off by, the WHS Officer and recorded and reported if required to the Officer and /or PCBU. Any improvements will need to be actions in continuous improvement

**Equipment should be checked at least twice per week**

Equipment is inspected to identify:

- Signs of wear
- Breakages
- Loose parts
- Securely attached to the floor

Environment is inspected, daily, to identify:

- Air conditioning working
- Noise levels – sound system (e.g. music) at an appropriate level (not too loud)
- Area clear of dust
- Trips and falls
    - Equipment put away on shelving
    - Cords are covered

- Protrusions
- Clear pathways
- Height of equipment (hitting head, or body due to height or location)

Electrical System check

- Annual safety check
- Cords – no fraying, breakages, exposed wiring (minimum of weekly)
- Air conditioners – annual cleaning
- Nature of maintenance requirement is assessed and referred to the WHS officer or supervisor

Quarantining and reporting faulty equipment

- Turn off equipment immediately, if safe to do so
- Tag and quarantine the equipment
- Attach tag properly
- Inform manager, supervisor or WHS Officer of the problem
- File a report

Maintenance is planned and scheduled in consultation with affected work areas to minimise disruption to the site

- Carry out routine maintenance
- Routine maintenance on equipment is carried out according to workplace procedures
- Maintenance activities are reported to WHS Officer
- Records are kept of all maintenance by WHS Officer

Complete maintenance tasks

- Equipment is returned to operating order
- Relevant personnel are notified of maintenance completion
- Housekeeping standards are maintained
- Work is conducted in accordance with workplace environmental guidelines

## Version Control & Document History

| Date | Summary of modifications | Version |
|---|---|---|
| 12 June 2019 | Version 1.0 produced for Precision Group (Australia) | 1.0 |
| 18 January 2022 | Version 1.1 produced with the following modifications:<br><br>• Addition of the Quarantining and reporting faulty equipment section | 1.1 |