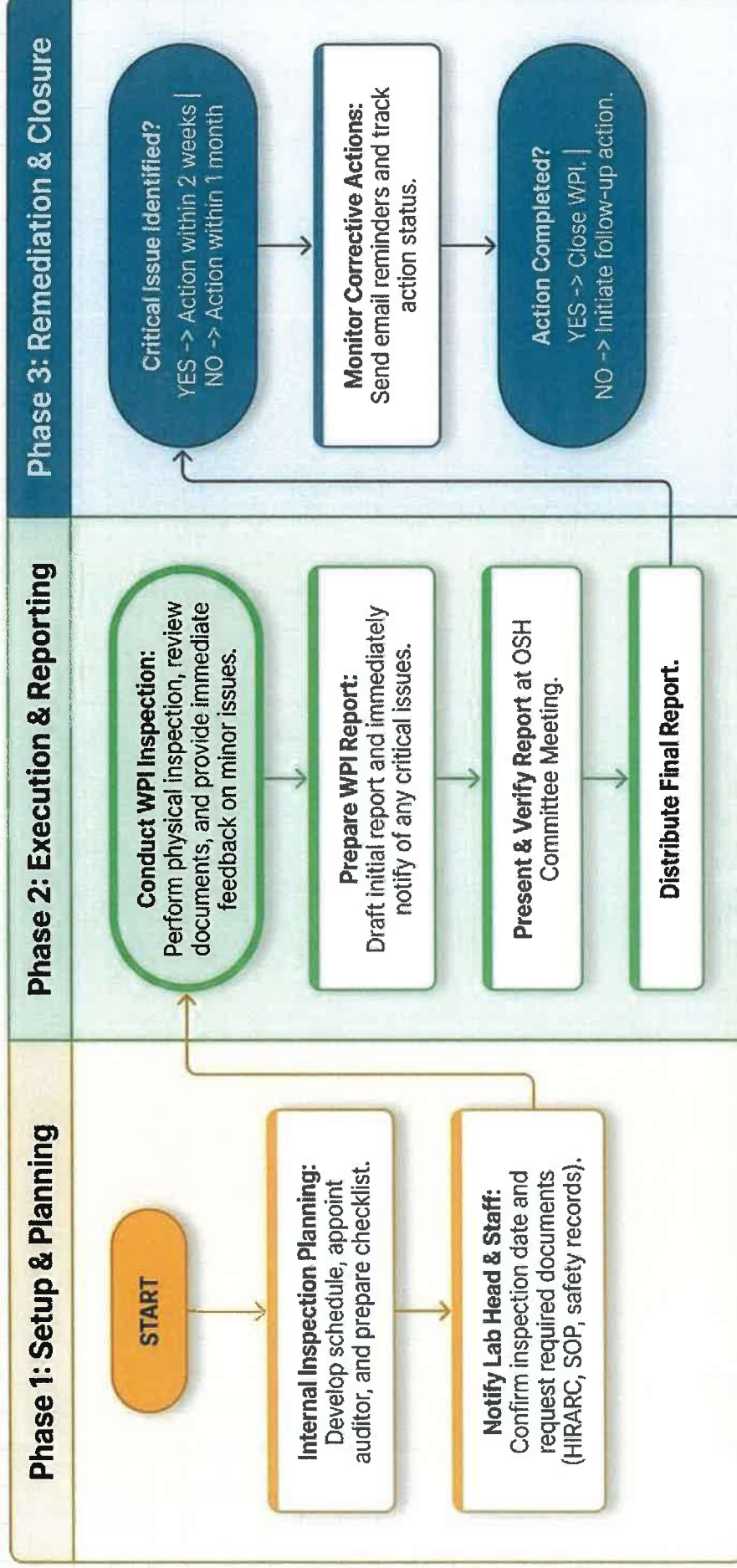


Navigating the Workplace Inspection Process

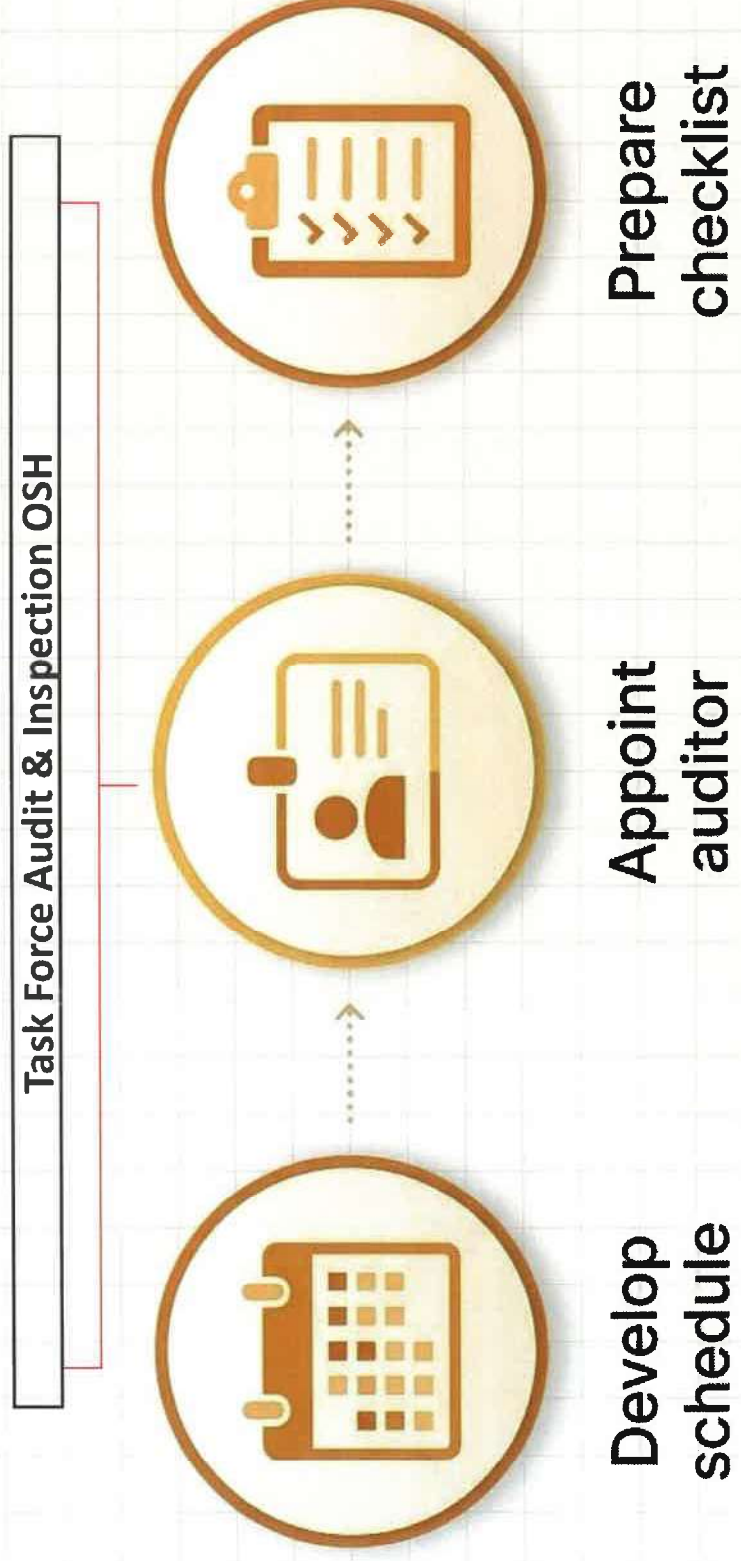
A visual guide to responsibilities, timelines, and corrective actions for laboratory heads, safety officers, and appointed auditors.



The Three Phases of a Workplace Inspection



Phase 1 begins with planning and auditor appointment



Lab heads must prepare key safety documents before the visit



**Confirm
inspection date**

Task Force Audit &
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- HIRARC (Hazard Identification, Risk Assessment and Risk Control)
- SOP (Standard Operating Procedures)
- Safety records

Head of laboratory & Lab Staff or PIC Unit

Phase 2: Physical Inspection

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Head of laboratory & Lab Staff
or PIC Unit

Perform
physical
inspection



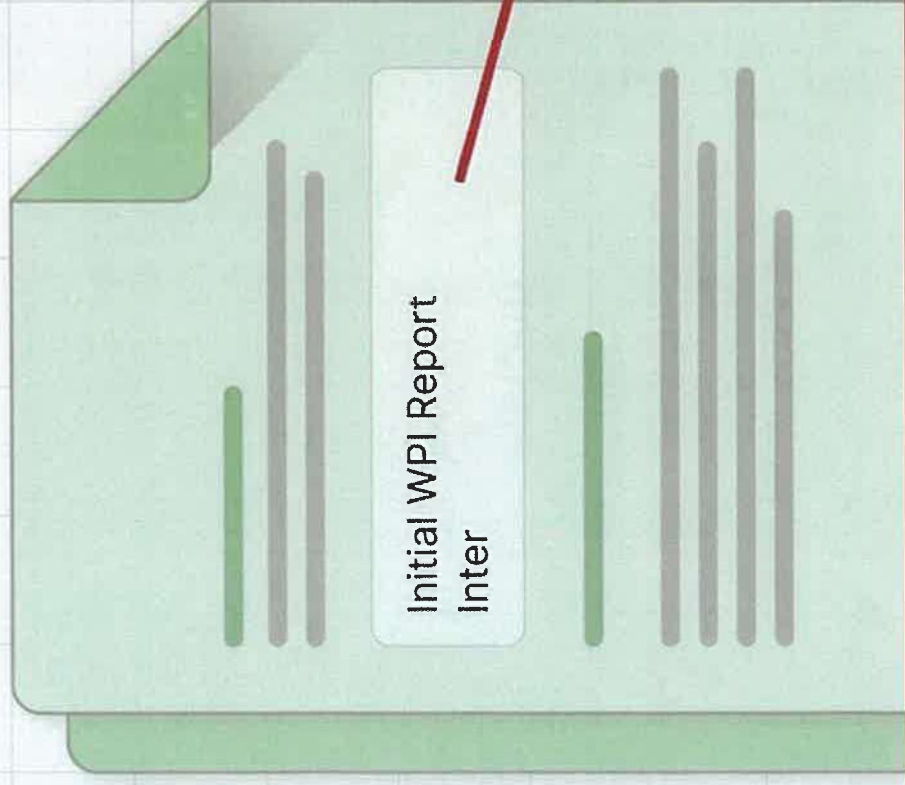
Review
documents

Task Force Audit &
Inspection OSH

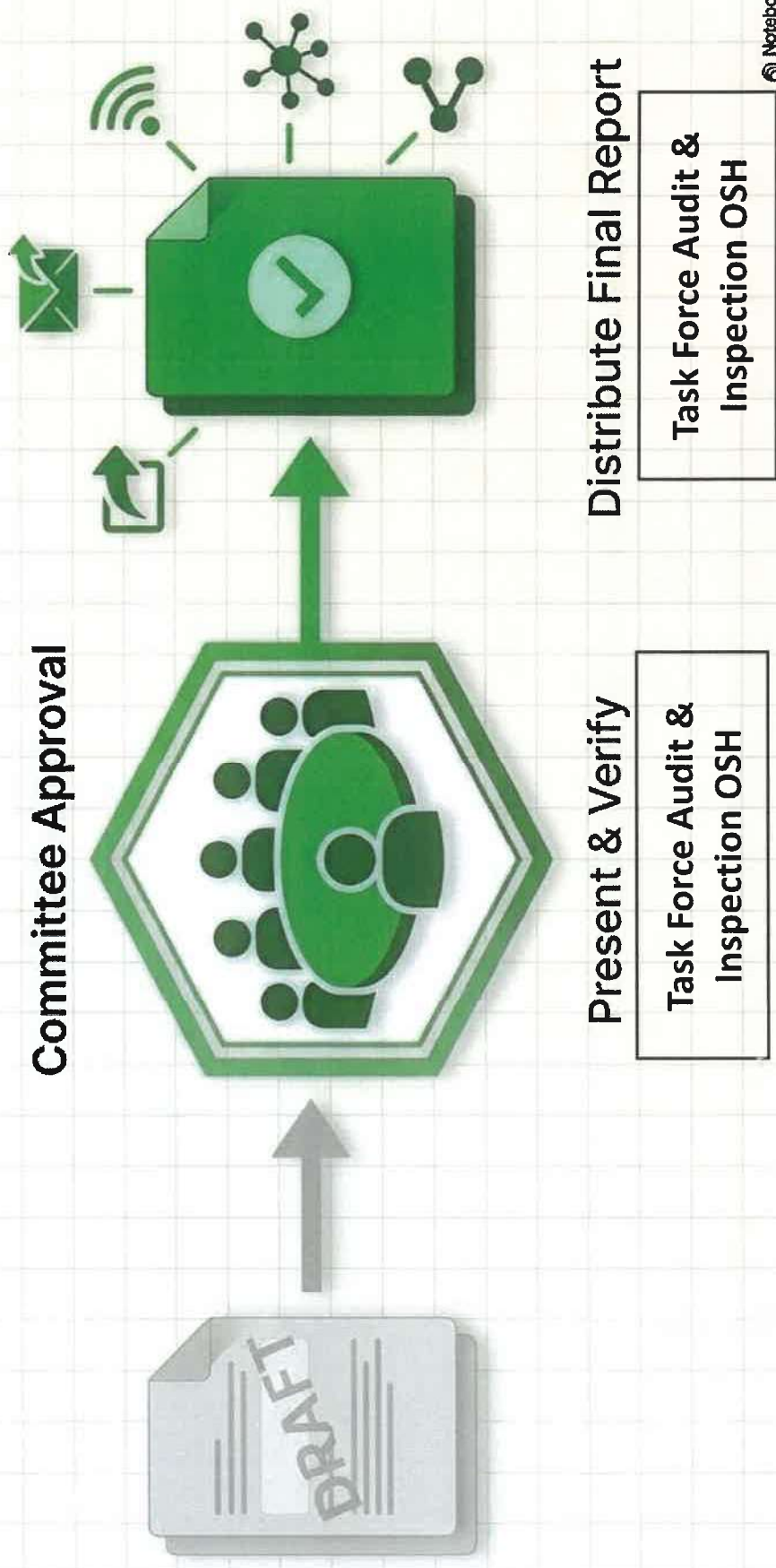
Provide immediate
feedback on minor issues

Head of laboratory & Lab Staff or
PIC Unit

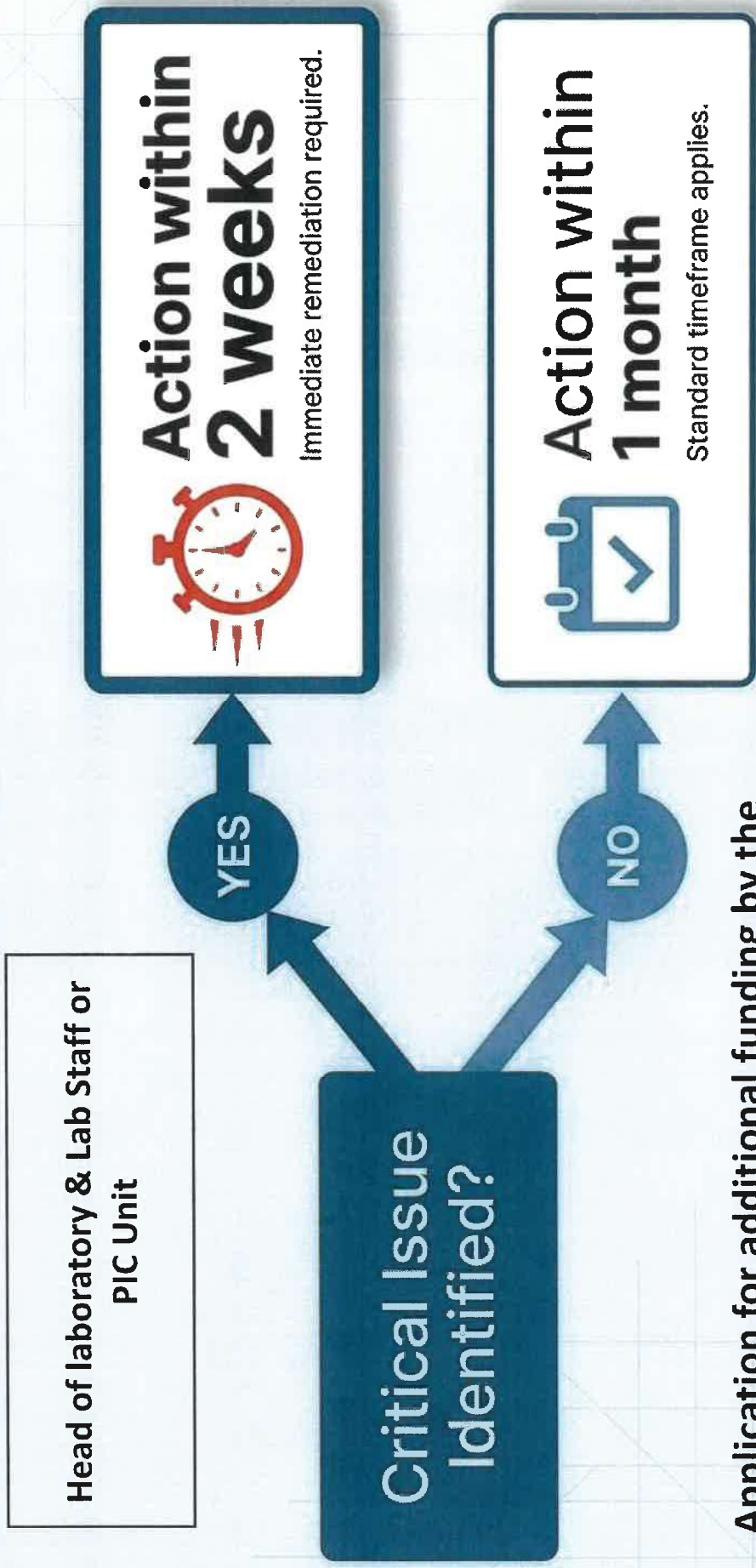
Draft the initial report and flag critical issues immediately



The OSH Committee verifies and distributes the final report



Corrective action timelines depend entirely on issue severity



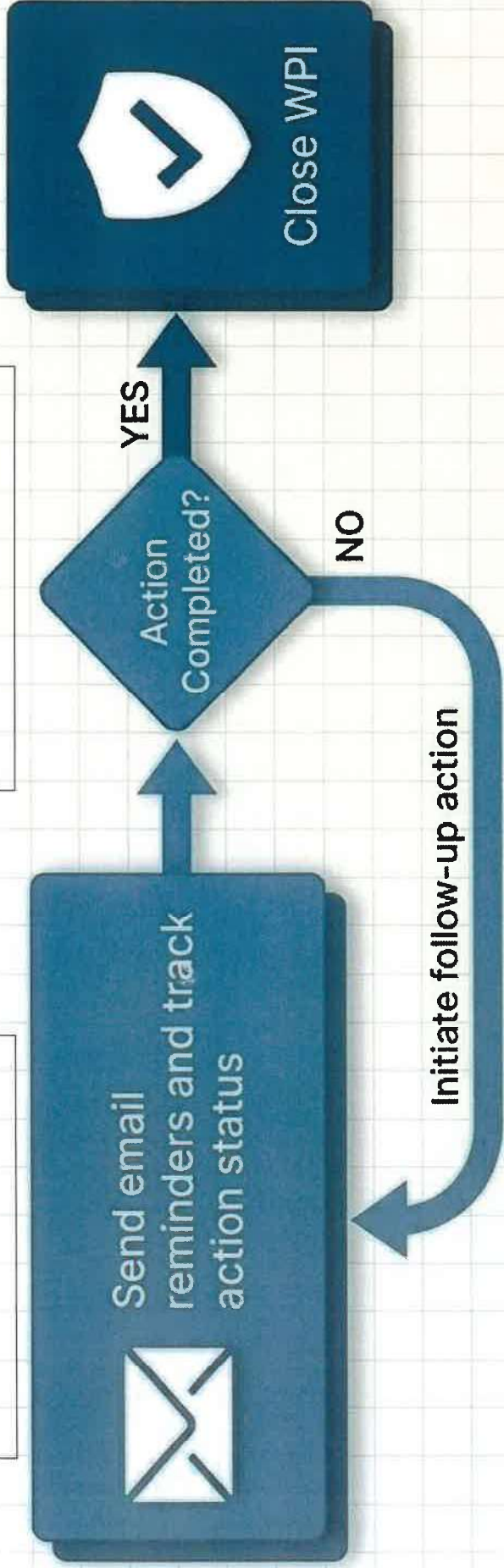
Head of Laboratory & Lab Staff or
PIC Unit

Application for additional funding by the
Head of Laboratory or Unit PIC.

Monitor corrective actions until the inspection is formally closed

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Inspection OSH

Head of laboratory &
Lab Staff or PIC Unit



Follow-up actions will be carried out up to two times only. If the required actions are still not completed, a Special Meeting will be convened to identify the issues. The meeting will involve the Dean, TDPIP Chair, Head of TF, HSEA representative, Laboratory Manager, Workers' Representative, Employer's Representative, and the Head of Laboratory.

Based on the outcome of the meeting, if the required actions are still not implemented, a final decision will be made to close and seal the laboratory.

Quick Reference Guide for Auditors and Auditee

Auditor Actions

- ✓ Develop schedule & prep checklist.
- ✓ Conduct physical inspection & document review.
- ✓ Provide immediate feedback on minor issues.
- ✓ Present report to OSH Committee.
- ✓ Track statuses and send email reminders.

Auditee Deliverables

- ✓ Confirm inspection dates.
- ✓ Provide HIRARC, SOP, and Safety Records.
- ✓ Resolve Critical Issues (2 Weeks).
- ✓ Resolve Non-Critical Issues (1 Month).