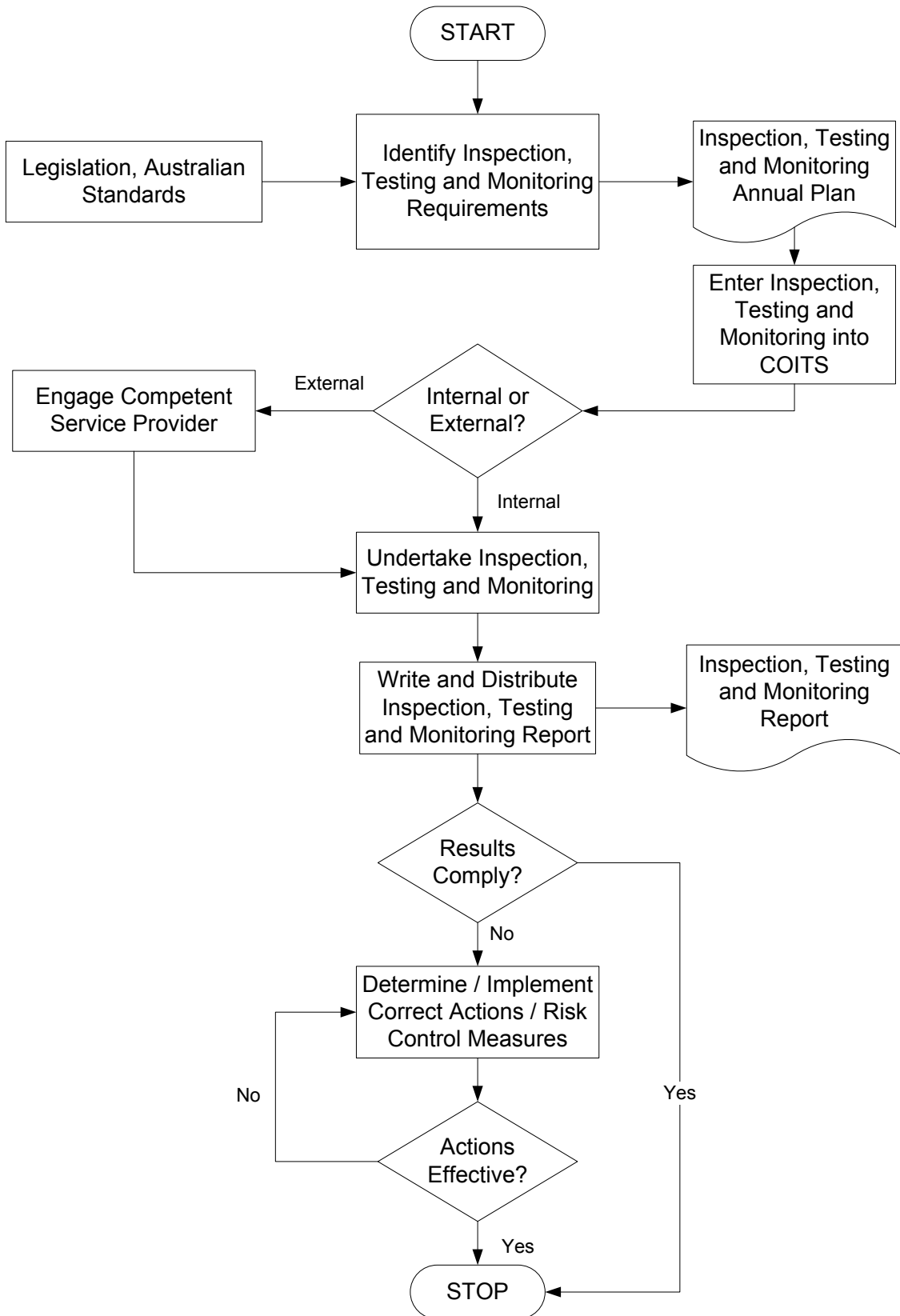


INSPECTION, TESTING AND MONITORING

1.0 SUMMARY / FLOWCHART



2.0 RESPONSIBILITY

Organisational Level	Health and Safety Responsibilities
Level 1 (<i>General Manager, Group Directors</i>)	Provide adequate resources to ensure that that appropriate procedures for inspection and testing are developed, maintained and reviewed, and to verify their effectiveness.
	Ensure ITM Annual Plans are documented for all necessary Sections and Units. Units that work in the field and report to one Section Manager at a permanent site are not required to have individual ITM annual plans.
	Group Directors will monitor ITM reporting from Section Managers to ensure recommendations and corrective actions are acted on in a timely manner. Where corrective actions are not acted on in a timely manner, the Group Director will take the necessary action to have the corrective action completed.
	Provide adequate financial and human resources to ensure that environmental and personal monitoring requirements are identified, and undertaken by competent persons.
Level 2 (<i>Section Manager, Unit Manager / Unit Co-ordinator, Project Manager</i>)	Ensure the contents of ITM Annual Plans are entered into COITS.
	Ensure ITM tasks / activities are conducted as per the ITM annual plan.
	Ensure Supervisors with responsibilities in maintaining COITS and attending to ITM tasks / activities have the necessary training and knowledge to implement the ITM plan successfully.
	Forward reports of ITM tasks / activities, including recommendations for corrective actions, to relevant Managers.
	In consultation with Managers and Supervisors, set timeframes, based on risk, for the implementation of control measures resulting from identified system failures during ITM tasks / activities.
	Develop and implement control measures in consultation with workers to limit exposure to noise.
	Engage competent persons to undertake a noise assessment / survey at the frequency specified within the relevant ITM Plan or when sources of possible excessive noise emission are identified.

	Engage competent persons to undertake environmental and personal monitoring in accordance with this procedure and the ITM Annual Plan.
Level 3 (<i>Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator</i>)	Identify the items of plant and equipment that require inspection and/or testing as specified within legislation or Australian Standards, and arrange for these inspections and/or tests to be undertaken by competent persons.
	Identify the person responsible for each of the ITM tasks / tasks / activities.
	Identify the frequency of ITM activities based on identified risk. It may be necessary to conduct a risk assessment to determine the frequency of inspections, testing and monitoring activities.
	Ensure records are available for the training and competency required for persons to conduct inspections, testing and monitoring.
	Ensure records of ITM activities are maintained in accordance with the requirements of this procedure, relevant legislation and Australian Standards, and the requirements of P04 Document Control and Safety Records Management.
	Identify the date scheduled for the activity and enter the required inspections, tests and monitoring activities into COITS.
	Provide the WHS Risk Unit with a copy of the ITM Annual Plan.
	Include in ITM annual plans the monitoring of workers compliance with Safe Work Instructions.
	Forward reports of ITM tasks / activities, including recommendations for corrective actions, to managers and WHS Committee Chairs in accordance with reporting procedures.
	Ensure workplace specific checklists are developed, when required.
	Implement control measures from deficiencies identified in an ITM activity, ensuring they are effective and have not introduced further hazards.
	Develop and implement control measures in consultation with workers to limit exposure to noise.
Notify management when potential exposure to a substance, chemical or noise has resulted in adverse	

	health effects to workers under their supervision.
Level 4 (<i>Team Member, Operator Attendant, Trainee, Apprentice</i>)	Participate in and cooperate with inspection, testing and monitoring activities in accordance with WHS Management System requirements.
Level 5 (<i>Volunteer, Contractor, Other</i>)	Participate in and cooperate with inspection, testing, monitoring in accordance with WHS Management System requirements.
WHS and Risk Unit	Keep the ITM Annual Plan template updated, taking into account the Annual Plans supplied by Section Supervisors.
	Provide assistance to Managers in preparing their ITM Annual Plans.
	Identify the legislation, Australian Standard, Code of Practice, Policy, Procedure or Guideline requiring the ITM task.
	Ensure COITS has the necessary fields for Supervisors which reflect those tasks / activities required to be conducted in ITM Annual Plans.

3.0 PURPOSE & SCOPE

3.1 PURPOSE

- 3.1.1 The purpose of this procedure is to ensure that any inspections, testing and monitoring of SCC managed and controlled buildings, structures, and plant, and the work environment are carried out in accordance with SCC's requirements and relevant legislative requirements, including those specified within relevant Codes of Practice, Australian Standards, and recommendations made by manufacturers or suppliers.
- 3.1.2 This procedure describes processes for environmental and/or personal monitoring in the event of a worker or workers being exposed to or suspected of being exposed to hazards that are known to cause chronic health effects in humans.

3.2 SCOPE

- 3.2.1 This document applies to all inspections, testing, and monitoring activities undertaken within SCC.
- 3.2.2 Inspections and testing include inspections of the workplace, plant (including leased or hired), motor vehicles, electrical installations, electrical articles, emergency equipment, and safety equipment.
- 3.2.3 Monitoring in this context relates to the work environment and personal monitoring of individual workers health and well-being.

Examples of monitoring include the monitoring of airborne dust or gases using specialised equipment.

4.0 PROCEDURE

4.1 IDENTIFICATION OF INSPECTION, TESTING AND MONITORING REQUIREMENTS

- 4.1.1 Inspection and testing requirements will be identified through the review and monitoring of the content of legislative and other requirements, including manufacturer and supplier recommendations.
- 4.1.2 The identification of requirements will be informed by the processes described within P03 Safety Legal Requirements.

4.2 DEVELOPING INSPECTION, TESTING AND MONITORING ANNUAL PLANS

- 4.2.1 The ITM Annual Plan template documenting mandatory ITM tasks / activities that impact on all or some Groups will be available on the WHS Intranet site. This template also lists other known ITM requirements.
- 4.2.2 Each Section or Unit within SCC is required to tailor the ITM Annual Plan template to suit the needs of relevant sites.
- 4.2.3 In developing the ITM Annual Plan it will be necessary for each section to identify those items of plant, processes and/or environmental conditions that require inspection, testing and monitoring.
- 4.2.4 Inspection, testing and monitoring may not be required on each occasion. A 'Yes' or a 'No' is to be inserted into the second column of the ITM Annual Plan to indicate if an inspection and/or test and/or monitoring activity is required. This completed template is to be filed in TRIM to demonstrate that all tasks / activities have been considered. The completed Annual Plan can then be prepared with those items relevant to the Section/Unit.
- 4.2.5 Units that are attached to permanently fixed operational sites will require an ITM Annual Plan. Sites requiring an ITM plan include, but are not limited to, Depots, Leisure Centres; Water Treatment Plants; Waste Depots and Transfer Stations; Animal Shelters; SCC's Administration Buildings; the individual Sections/Units/spaces within those buildings will be the responsibility of that Section/Unit.
- 4.2.6 To assist in identifying what needs to be included in the ITM Annual Plan, it may be necessary to refer to Policies, Procedures, Guidelines, Safe Work Instructions and COITS relevant to the Section/Unit.
- 4.2.7 The process requiring inspection and/or testing and/or monitoring is to be entered into the first column of the template. Only those rows that require information are to be completed. Rows not requiring information are to be deleted.

- 4.2.8 Where inspection, testing and monitoring activities require more than one position to carry out the inspection, testing or monitoring activity, additional rows can be inserted into the ITM Annual Plan identifying the responsible positions.
- 4.2.9 Daily inspection, testing and monitoring activities are not required to be entered into COITS. Where a system exists for daily checks to be recorded, that system is to be followed and the necessary documentation retained as per the P04 Document Control and Safety Records.
- 4.2.10 Results of inspection, testing and monitoring tasks / activities are to be recorded, and retained, as detailed in the ITM Annual Plan. Retention of records is to be in accordance with P04 Document Control and Safety Records.
- 4.2.11 Inspection, testing and monitoring activities required to be conducted as part of Group/Section projects developed during the year are not required to be entered in the ITM Annual Plan. If such activities are required, an end date is required and they are to be recorded in individual project management plans.
- 4.2.12 Where it is identified that inspection, testing and monitoring activities could be coordinated by the Facilities or Asset Management Unit or another Section of SCC, the Supervisor responsible for that item or process is to contact the relevant Manager or other section of SCC and confirm implementation of the necessary inspection, testing and monitoring processes.

4.3 CERTIFICATION AND COMPETENCY FOR TESTING AND INSPECTION

- 4.3.1 Any person, whether SCC worker or external service provider, who inspects, tests or monitors plant, any aspect of the work environment, processes or chemicals, must be able to demonstrate that they have the required certification and competency for the service they provide.
- 4.3.2 Workers engaging contractors need to obtain and record relevant records confirming contractor competency, certification and/or licensing.
- 4.3.3 Persons undertaking workplace inspections will complete training relevant to the nature of the inspection to be undertaken.
- 4.3.4 Training will be provided to workers required to perform Inspection, Testing and Monitoring activities in accordance with applicable legislation and in accordance with P09 Safety Training.

4.4 EQUIPMENT CERTIFICATION

- 4.4.1 Any equipment used for testing or monitoring must be calibrated in accordance with the manufacturer's specifications.

- 4.4.2 Records of calibration will be obtained from the person undertaking the testing or monitoring activity, and these records will be filed and maintained, in accordance with the P04 Document Control and Safety Records.
- 4.4.3 Calibrated equipment will be stored appropriately to prevent damage and to ensure the equipment maintains its accuracy.

4.5 INSPECTION, TESTING AND MONITORING RECORDS

- 4.5.1 Each Section will be responsible for the maintenance and security of relevant inspection, testing and monitoring records, and will use P04 Document Control and Safety Records procedure to guide how records are maintained.
- 4.5.2 Inspection and test results will be made available to the Manager of the area concerned and those who were present during the inspection, testing or monitoring activity.

4.6 COMMUNICATION TO STAKEHOLDERS

- 4.6.1 Corrective Actions will be actioned by the person/position nominated in the Inspection, Testing and Monitoring Annual Plan.
- 4.6.2 Inspection, testing and monitoring results will be reviewed to ensure relevance, currency and whether corrective action is required from any non-conformances found during the ITM process.

5.0 REFERENCES & ASSOCIATED DOCUMENTS

- 5.1 WHS Act 2011
- 5.2 WHS Regulations 2011
- 5.3 Managing the Risks of Plant in the Workplace: Code of practice 2014
- 5.4 Managing Noise and Prevention Hearing Loss at Work: Code of practice 2011
- 5.5 Work Health and Safety Consultation, Coordination and Cooperation: Code of practice 2011
- 5.6 Labelling of Workplace Hazardous Chemical: Code of practice 2015
- 5.7 National Self-Insurer OHS Audit Tool 2014
- 5.8 AS/NZS 1269.1 Measurement and assessment of noise emission and exposure
- 5.9 AS/NS 1269.3 Occupational noise management – hearing protector program
- 5.10 AS/NZS 1269.4 Occupational noise management – Auditory assessment
- 5.11 AS1851 Routine service of fire protection systems and equipment
- 5.12 AS/NZS 2293 Emergency Escape Lighting and Exit Signs

- 5.13** AS 1666.2 Wire Rope Slings – care and use
- 5.14** AS 1891 Industrial Fall Arrest Systems and Devices
- 5.15** AS 2317 Collared Eye Bolts
- 5.16** AS 3775 Chain Slings
- 5.17** AS 3777 Shank Hooks & Large Eye Hooks
- 5.18** AS 4497.2 Round Slings Synthetic Fibre- Care and use
- 5.19** AS 1353.2 Flat synthetic webbing slings – care and use
- 5.20** AS/NZS 3760 In-service safety inspection and testing of electrical equipment
- 5.21** AS 4839 The safe use of Portable and Mobile Oxy-fuel Gas Systems
- 5.22** P20.F01 Inspection, Testing and Monitoring (ITM) Plan – Template
- 5.23** P20.F02 Workplace Inspection Checklist

APPENDIX 1 DEFINITIONS

Inspection	The term inspection is not defined in AS/NZS4801:2001 or the National Audit Tool (NAT). The term inspection in SCC is taken to mean: “observations of work environment, equipment used, or reported hazards and may be done with or without an inspection checklist”. The inspection may be generic or it may be specific to assess a particular risk or part of the WHS management system.
ITM Plan	Inspection, Testing and Monitoring Plan
Monitoring	The term monitoring is not defined in AS/NZS4801:2001 or the NAT. The term monitoring in this context relates to the work environment and personal monitoring of individual workers health and well-being. Examples of monitoring include the monitoring of airborne dust or gases using specialised equipment.
National Audit Tool (NAT)	Defines the criteria that SafeWork use within their jurisdiction to assess WHS management systems of self-insurers.
Plant	Includes any machinery, equipment or appliance
Testing	The term testing is not defined in AS/NZS4801:2001 or the NAT. The term testing is taken to mean: “use of standardised tests, including the use of specialist equipment, to check equipment, mobile plant operation, process control, performance and effectiveness”.