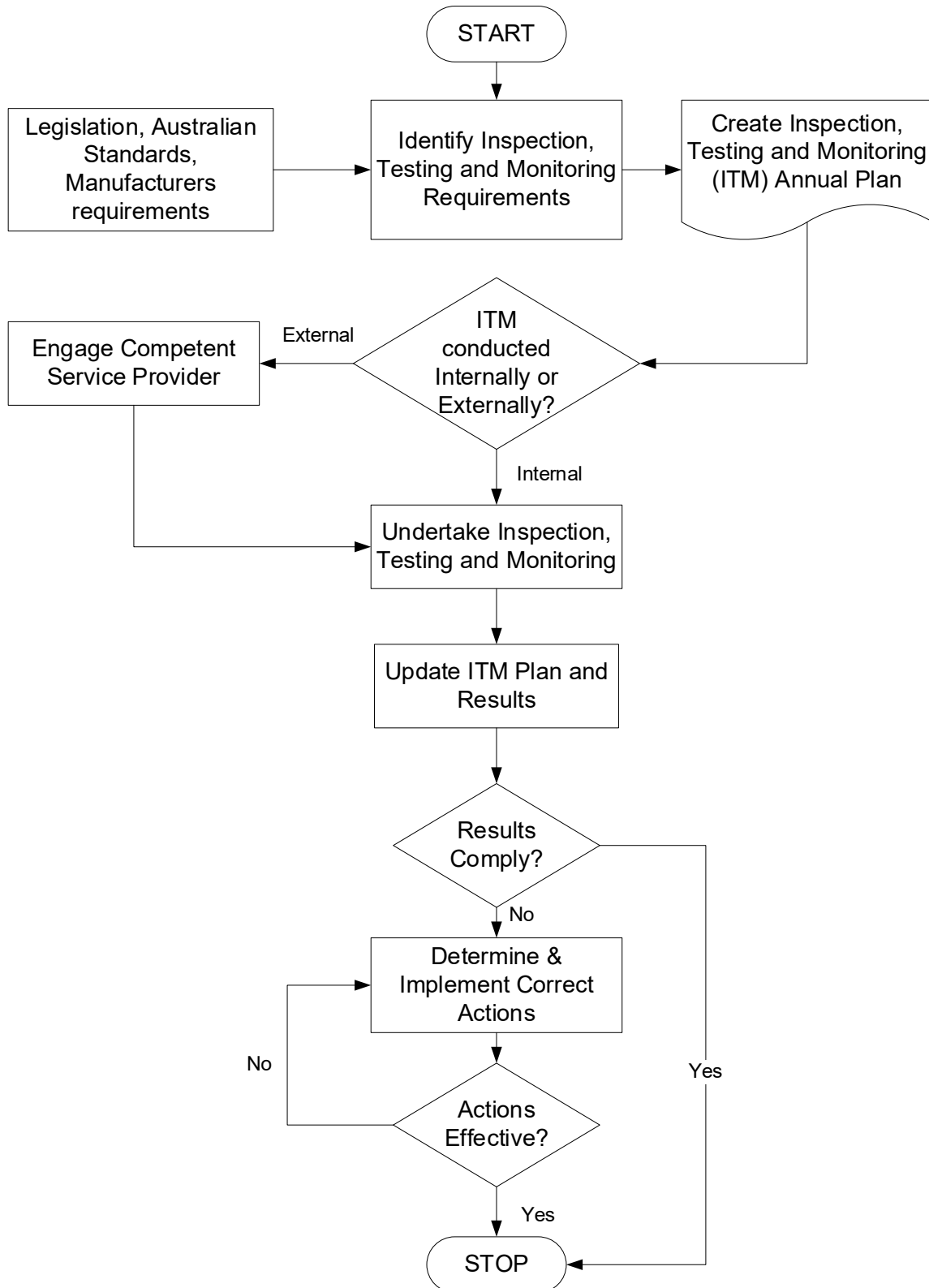


INSPECTION, TESTING AND MONITORING

1.0 SUMMARY / FLOWCHART



2.0 RESPONSIBILITY

Organisational Level	Health and Safety Responsibilities
Level 1 (<i>CEO, Director</i>)	Provide adequate resources to ensure that that appropriate procedures for inspection and testing and monitoring are developed, maintained, and reviewed, and to verify their effectiveness.
	Directors will monitor reports to ensure ITM plans are in place, adequate and effective
	Provide adequate financial and human resources to ensure that environmental and personal monitoring requirements are identified and undertaken by competent persons.
Level 2 (<i>Department Manager, Unit Manager / Unit Co-ordinator, Project Manager</i>)	Ensure annual ITM Plans are completed annually for required areas.
	Ensure items that require inspection, testing and monitoring, as specified within legislation, Australian Standards, manufacturers requirements or as listed in the ITM template and are undertaken by competent persons.
	Ensure the contents of annual ITM Plans are entered into Asset database where the asset is over \$5,000.
	Ensure ITM tasks / activities are conducted as per the annual ITM plan.
	Ensure corrective actions are acted on in a timely manner.
	Identify the position responsible for creating the ITM plan
	Identify the position responsible for conducting the Inspection, testing and monitoring
	As required - in consultation with stakeholders, set timeframes, based on risk, for the implementation of control measures resulting from identified system failures during ITM tasks / activities.
Level 3 (<i>Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator</i>)	If not already included in the ITM plan template, identify the frequency of ITM activities based on the Australian Standard, legislation or manufacturers requirement.
	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 Asset database and the ITM Plan in OneCouncil as practical, if greater than \$5,000
	Include in ITM annual plans the monitoring of workers compliance with safety procedures.
	Update the ITM Plan with any additional items identified in workplace inspections.
	Implement control measures from deficiencies identified in an ITM activity.
	Lodge an incident or hazard report when potential exposure to a substance, chemical or noise has resulted in adverse health effects to workers.
Level 4 (<i>Team Member, Operator Attendant, Trainee, Apprentice</i>)	Participate in and cooperate with inspection, testing and monitoring activities in accordance with this procedure.
Level 5 (<i>Volunteer, Contractor, Other</i>)	Participate in and cooperate with inspection, testing and monitoring activities in accordance with this procedure.
WHS Team	Identify the legislation, Australian Standard, Code of Practice, Policy, Procedure or Guideline requiring the ITM task.
	Maintain the ITM Plan template to ensure currency.
	Ensure workplace specific inspection templates include a prompt for items requiring inspection, testing and monitoring.

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 Council managed and controlled buildings, structures, and plant, and the work environment are carried out in accordance with Council requirements and relevant legislative requirements, including those specified within relevant Codes of Practice, Australian Standards, and recommendations made by manufacturers or suppliers.

3.2 SCOPE

- 3.2.1 This document applies to all inspections, testing, and monitoring activities undertaken within Council.
- 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 TYPES OF INSPECTION TESTING AND MONITORING

4.1.1 The following table includes examples of the different types of inspection, testing and monitoring that will be required where relevant. The frequency will be dictated by either legislation, standards, manufacturer requirements or as per level of risk. For a comprehensive list, refer to Council's [Inspection Testing and Monitoring Register Template](#).

Test Equipment	Emergency Equipment	Plant	Work Environment
<ul style="list-style-type: none"> Breathalyzers Oxygen Monitors Sound Level Meters Temperature Monitors 	<ul style="list-style-type: none"> Emergency Diagrams Emergency Procedures Guide External Defibrillator Eye Wash Stations Fire Emergency Equipment (extinguishers, signage, alarms, doors etc) First Aid Provisions Lighting Safety Showers Signage 	<ul style="list-style-type: none"> Electrical Equipment Ladders Lifts Lifting accessories e.g. slings, shackles, anchor points etc Lifting equipment e.g. cranes, hoists etc Mechanical aids Personal Protective Equipment (i.e. Hard Hats, Harnesses, Respirators etc.) Pressure Vessels Powered Mobile Plant 	<ul style="list-style-type: none"> Air Quality Chemical management High Risk Work Licences Noise exposure

4.2 WHS MANAGEMENT SYSTEM REQUIREMENTS

4.2.1 The identification of requirements will be informed by the processes described within P03 Safety Legal Requirements.

4.2.2 P20.F02 Workplace Inspections Checklist includes a prompt to incorporate plant, process or substance into the ITM plan that may not have been previously considered.

4.3 DEVELOPING INSPECTION, TESTING AND MONITORING ANNUAL PLANS

4.3.1 [For guidelines on creating an ITM plan in OneCouncil, click here to see ITM – Plan Creation – Quick Reference Guide.](#)

- 4.3.2 ITM plans are to be created in the ITM OneCouncil form which provides the user the ability to schedule activities for inspection testing and monitoring, receive reminder emails about their scheduled activity and maintain activity outcomes.
- 4.3.3 Once the plan is established and saved, automatic reminders will be sent out from OneCouncil to remind the users of upcoming activities.
- 4.3.4 Teams 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 Shelter; Council's Administration Buildings, Shoalhaven Entertainment Centre, Shoalhaven Regional Gallery, Ulladulla Civic Centre, workshops and the WHS Team, the individual Sections/Units/spaces within those buildings will be the responsibility of that Section/Unit.
- 4.3.5 Respective Departments or Teams within Council are required to use the OneCouncil form to create the ITM Annual Plan. This form lists all locations and items from the ITM template to suit the needs of relevant sites.
- 4.3.6 In developing the ITM Annual Plan it will be necessary for each department to identify those items of plant, processes and/or environmental conditions that require inspection, testing and monitoring. Items that are not relevant to the area does not need to be added to the form.
- 4.3.7 The [ITM Annual Plan template](#) documenting ITM tasks / activities that impact on all or some parts of Council is available on the Digital Workplace. This template also lists other known ITM requirements and is only to be used as a guide of equipment that may require testing and not to create a plan in.
- 4.3.8 ITM Annual Plans are to be completed annually by March each year in OneCouncil.
- 4.3.9 Results of inspection, testing and monitoring tasks / activities are to be recorded in the ITM plan in OneCouncil
- 4.3.10 The Trim file is 43455E: PERSONNEL MANAGEMENT - Work Health & Safety - Inspection Testing & Monitoring (ITM) Annual for any related documents.
- 4.3.11 Daily inspection, testing and monitoring activities are not required to be entered into the Asset database. Where a system exists for daily checks to be recorded, that system is to be followed.
- 4.3.12 Inspection, testing, and monitoring activities required to be conducted as part of Department or Team 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.
- 4.3.13 Where it is identified that inspection, testing and monitoring activities could be coordinated by Facilities or Asset Management or another team of Council, the Supervisor responsible for that item or process is to

contact the relevant Manager or other section of Council and confirm implementation of the necessary inspection, testing and monitoring processes.

4.4 CERTIFICATION AND COMPETENCY FOR TESTING AND INSPECTION

- 4.4.1 Any person, whether Council 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.
- 4.4.2 Workers engaging contractors need to obtain and record relevant records confirming contractor competency, certification and/or licensing.
- 4.4.3 Persons undertaking workplace inspections will complete training relevant to the nature of the inspection to be undertaken.
- 4.4.4 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.

4.5 EQUIPMENT CERTIFICATION

- 4.5.1 Any equipment used for testing or monitoring must be calibrated in accordance with the manufacturer's specifications.
- 4.5.2 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.
- 4.5.3 Calibrated equipment will be stored appropriately to prevent damage and to ensure the equipment maintains its accuracy.

4.6 INSPECTION, TESTING AND MONITORING RECORDS

- 4.6.1 All ITM plans are to be recorded in OneCouncil, any supplementary documents or Inactive Plans can be saved in 43455E: PERSONNEL MANAGEMENT - Work Health & Safety - Inspection Testing & Monitoring (ITM) Annual in the respective sub folder in accordance with the current year. Inspection and test results will be referenced in the ITM Plan.
- 4.6.2 Each Department will be responsible for the maintenance of relevant inspection, testing and monitoring records, and will use P04 Document Control and Safety Records procedure to guide how records are maintained.

4.7 COMMUNICATION TO STAKEHOLDERS

- 4.7.1 Corrective Actions will be actioned by the person/position nominated in the Inspection, Testing and Monitoring Annual Plan.

4.7.2 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 Regulation 2017
- 5.3** Managing the Risks of Plant in the Workplace: Code of practice
- 5.4** Managing Noise and Prevention Hearing Loss at Work: Code of practice
- 5.5** Work Health and Safety Consultation, Coordination and Cooperation: Code of practice
- 5.6** Labelling of Workplace Hazardous Chemical: Code of practice
- 5.7** AS/NZS 1269.1 Measurement and assessment of noise emission and exposure
- 5.8** AS/NS 1269.3 Occupational noise management – hearing protector program
- 5.9** AS/NZS 1269.4 Occupational noise management – Auditory assessment
- 5.10** AS1851 Routine service of fire protection systems and equipment
- 5.11** AS/NZS 2293 Emergency Escape Lighting and Exit Signs
- 5.12** AS 1666.2 Wire Rope Slings – care and use
- 5.13** AS 1891 Industrial Fall Arrest Systems and Devices
- 5.14** AS 2317 Collared Eye Bolts
- 5.15** AS 3775 Chain Slings
- 5.16** AS 3777 Shank Hooks & Large Eye Hooks
- 5.17** AS 4497.2 Round Slings Synthetic Fibre- Care and use
- 5.18** AS 1353.2 Flat synthetic webbing slings – care and use
- 5.19** AS/NZS 3760 In-service safety inspection and testing of electrical equipment
- 5.20** AS 4839 The safe use of Portable and Mobile Oxy-fuel Gas Systems
- 5.21** P20.F01 Inspection, Testing and Monitoring (ITM) Plan – Template
- 5.22** P20.F02 Workplace Inspection Checklist
- 5.23** P04 Document Control and Safety Records
- 5.24** [Digital workplace for Inspection Testing and Monitoring](#)

APPENDIX 1 DEFINITIONS

Inspection	The term inspection is not defined in AS/NZS4801:2001 or the National Audit Tool (NAT). The term inspection in Council 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.
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”.