

Policy Hierarchy link	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety Policy		
Responsible Officer	Director, UNSW Safety and Sustainability		
Contact Officer	Manager, UNSW Health & Safety		
Superseded Documents	OHS312 Inspection, testing and monitoring procedures; V5.3		
File Number	2016/00369		
Associated Documents	HS030 Inspection Testing and Monitoring Schedule Form HS327 Plant & Equipment Procedure HS048a Workplace HS Inspection Checklist – Offices, General Labs & Workshops HS048b Workplace HS Inspection Checklist – Specific Laboratories HS729 Laboratory Review Form		
Version	Authorised by	Approval Date	Effective Date
5.4	Director, UNSW Safety and Sustainability	21 March 2016	21 March 2016

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1. Purpose and Scope

The purpose of the HS Inspection, Testing, and Monitoring (ITM) Procedure is to identify any new hazards that may have arisen in the workplace, to ensure that risk controls are working, and that plant conforms to regulatory requirements. It is also to ensure that workplace and personal monitoring occurs for specific hazards where required.

This procedure applies to all workers, students, contractors and visitors at UNSW workplaces. This procedure refers to potentially hazardous processes, plant and working environments. The procedure sets out a planned system of ITM as part of UNSW's HS Management System (HSMS).

2. Definitions

Program – a system of procedures or activities that has a specific purpose.

Plant includes any machinery, equipment (including scaffolding), appliance, implement or tool and any component or fitting thereof or accessory thereof.

3. Procedure

3.1 Inspection, Testing and Monitoring (ITM) Program

UNSW has a health and safety Inspection, Testing and Monitoring (ITM) program that is made up of the following components:

- Legislative requirements
- Inspection, Testing and Monitoring Schedules
- Maintenance and service records
- Workplace Inspections Checklists
- Corrective Action procedure

3.2 Inspection, Testing and Monitoring Schedules

Each work area needs to develop an “HS030 Plant Register and Inspection Testing and Monitoring Schedule” which identifies what items of equipment need to be tested, the relevant legislation and/or standards that apply to that equipment, and the frequency of testing. The frequency for testing will be determined by:

- The level of risk;
- Relevant legislation, Australian Standards, Codes of Practice;
- Manufacturer’s recommendation (as per operating manual or other material provided by the manufacturer)

3.2.1 Engineering controls are regularly inspected and tested to ensure their integrity.

Engineering controls, including safety devices need to be regularly inspected and tested to ensure their integrity, effectiveness and correct operation. Examples of these types of engineering controls may include the following (not exhaustive):

- fume cupboards,
- biosafety cabinets,
- gas detection systems,
- machinery guards,
- emergency stop buttons,
- local exhaust ventilation
- and pressure relief devices.

3.2.2 Inspection, measuring and test equipment related to health and safety monitoring is identified, calibrated, maintained and stored.

Inspection, measuring and test equipment related to health and safety monitoring needs to be identified, calibrated, maintained and stored according to specifications in relevant standards. Records of calibration need to be kept. Refer to the UNSW HS091 Health Monitoring Guideline for further information on health monitoring

Examples of this type of equipment includes:

- Pressure regulators,
- Sound level meters,
- Oxygen monitors
- and radiation monitors.

3.2.3 Examples of specific categories of plant and equipment to be included in ITM:

Examples of Emergency management equipment (list not exhaustive):

- Emergency and fire protection equipment,
- Exit signs

- Alarm systems must be inspected, tested and maintained as per legislative requirements.
 - Smoke detectors,
 - Fire extinguishers,
 - Sprinklers,
 - Fire hoses,
 - Emergency lighting,
 - Evacuation warning devices,
 - Spillage containment materials,
 - Duress alarms,
 - Safety showers,
 - Eye washes,
 - and first aid kits.
- ** NOTE: Schools / units may have other specialist areas which are not included on this list **
- Plant and equipment associated with building infrastructure and grounds need to be inspected, tested and maintained at regular intervals. Examples of such plant and equipment may be the following (list not exhaustive);
 - Boilers,
 - Pressure vessels,
 - Pumps,
 - Lifts,
 - Lifting equipment e.g. cranes, hoists, forklifts
 - Lifting equipment accessories e.g. slings, shackles, attachment points and chains.
 - Air conditioning,
 - and cooling towers.
 - Electrical appliances need to be inspected, tested and maintained according to the WHS regulation 2011, as amended and Australian standards. Examples of Electrical appliances used in hostile environments may include (list not exhaustive);
 - Refrigerators,
 - Freezers,
 - Kitchen appliances,
 - Computers,
 - Monitors,
 - Photocopiers,
 - Heaters,
 - Stirrers,
 - Balances,
 - and centrifuges.
 - Personal protective clothing and equipment must be maintained according to the relevant Australian Standard, or manufacturer's recommendation e.g. disposable respirator filters.
 - Certain high risk activities require licenses, such license should be included on the ITM and periodically checked to ensure they are still current and valid as required under the WHS Act and Regulations 2011. Activities which require licenses are:
 - asbestos removal
 - demolition work
 - specific activities related to explosives and fireworks
 - high risk work licenses for:
 - forklifts

- scaffolding
- rigging
- dogging
- cranes
- hoists
- pressure equipment such as boilers, turbines and steam engines
- reach stacker.

** Refer to WorkCover NSW website for further information**

- Certain types of plant and equipment as well as designs for certain types of plant and equipment need to be registered with WorkCover. Where registrable plant and / or registrable designs are required, details should be included on the ITM to ensure records are periodically checked and updated where necessary. Please refer to **HS728 Plant design Guideline** for further details on plant design and **HS327 Plant and Equipment Procedure** for details on registrable plant.

3.3 Persons carrying out workplace ITM must be suitably skilled, qualified, trained or experienced

Personnel conducting inspection and testing are to be suitably skilled, qualified and/or trained so that they are competent to complete the inspection and testing requirements. In most cases these competencies will be outlined in legislation, codes of practice or Australian Standards.

3.4 Workplace HS Inspections are scheduled and conducted regularly

Formal workplace HS Inspections are scheduled and conducted by the School or Unit (Level 3) HS committees. The frequency of inspections is based on the level of risk determined by the local work area and the schedule is developed on an annual basis. These inspections are conducted using workplace specific checklists, designed to address the hazards in the particular work area. The people involved in the inspection would include member/s of the HS Committee, and may also include a representative from the local area or an expert in the work area being inspected. Click on links below for examples of different types of checklists:

- Office/dry laboratory checklist
- Laboratory checklist

Other inspections may occur as a result of an incident report, an incident investigation, a hazard report, or a change to the workplace such as laboratory decommissioning or cessation of a research project. In order to meet compliance requirements, supervisors are required to conduct inspections of the workplace in their area of responsibility at a frequency based on risk

3.5 HS systems review by Laboratory Supervisor

Laboratory supervisors should carry out an HS system review periodically to check on the following:

- Adherence to Safe Work Procedures
- The effectiveness of risk control measures
- Laboratory documents and records are completed and up to date

3.6 Consultation occurs during workplace inspections

Personnel carrying out workplace inspections are required to seek input and involvement from those who work in the area, about the hazards in their workplace and the hazards of particular items of equipment.

3.7 Responsibility for inspection testing and monitoring

- Facilities Management is responsible for plant and equipment associated with building infrastructure and grounds, including engineering controls. It is also responsible for emergency and fire protection equipment.
- Schools and units are responsible for the plant and equipment they use in their day-to-day operations not included in the FM responsibility. This also includes inspection, measuring and test equipment related to health and safety, electrical appliances, spillage containment materials, duress alarms, safety showers, eye washes, and first aid kits and personal protective clothing and equipment.
- Supervisors or plant custodians are responsible for monitoring conformance of plant operators to the documented safe working procedures.
- Level 3 HS committees and representatives are responsible for conducting workplace inspections. Please refer to the UNSW HS Consultation Procedure for a description of HS Consultation structures.

3.8 Maintain records

- A record is kept using a plant schedule and necessary inspection report(s) / records, which includes relevant details of inspections, testing, maintenance, repair and alteration of plant and equipment. Refer to the UNSW Plant and Equipment Procedure and associated Inspection, testing and Monitoring form.
- Reports on health and safety inspections, testing & monitoring, including recommendations for corrective action, are produced and forwarded to senior management and employee representative(s) as appropriate.
- Each School/Unit is responsible for appointing and defining the responsibilities of a person or persons for the keeping of ITM records.

3.9 Corrective Action Procedure

All outstanding corrective actions relating to ITM are recorded on the corrective action register with responsibility for the corrective action identified and documented. These will be tracked at HS Committee meeting and tracked until completed.

Where action has not occurred within the allocated timeframes the matter will be escalated to the appropriate level of management.

3.10 Review and evaluate

Review, evaluation and verification of inspection, testing and monitoring measures shall occur in accordance with the UNSW HSMS Review Procedure.

4. Associated Documents

- WHS Act 2011 & WHS Regulation 2011
- The Building Code of Australia (BCA)
- HS Risk Management Program
- Corrective Action Procedure
- HS Purchasing Guideline
- Plant and Equipment Procedure
- HS Training Procedure
- HSMS Review Procedure
- Document Control Procedure
- Record Procedure
- Personal Protective Clothing and Equipment Guideline
- Applicable Australian Standards, including AS3760 - In-Service Safety Inspection and Testing of Electrical Equipment,
- ASNZS2243 Safety in Laboratories (series)
- Plant and equipment manufacturer's requirements and specifications
- *Code of Practice: Managing electrical risks at the workplace*
- *Code of Practice: Managing risks of plant in the workplace*

5. Review & History

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1 to 3	Director Risk Management Unit	Oct 2002 to June 2004	Oct 2002 to June 2004	New document
2	Director Human Resources	May 2003	May 2003	Document modifications not recorded
3	Director Human Resources	June 2004	June 2004	Document modifications not recorded
0.1		1 November 2006	1 November 2006	All sections changed. Consultation draft.
4.0	Director Human Resources	7 June 2007	7 June 2007	Personal protective clothing and equipment added. Laboratory decommissioning example added. Verification added. Reference to Laboratory Decommissioning and Project Cessation Checklist and Personal Protective Clothing and Equipment Guideline added
4.1	Acting HS Manager	23 October 2009	23 October 2009	Modified wording Modified wording, and format changes Swapped order of sections & modified wording in 4.4 New section
5.0	Director Human Resources	19 November 2010	19 November 2010	Added ITM schedule in appendix
5.1	HS Manager	6 July 2011	6 July 2011	Updated ITM schedule in appendix
5.2	HS Manager	19 February 2013	19 February 2013	ITM Schedule removed from appendix Information on the need to include Licenses and registrable plant on the ITM included in section 3.2.3 Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the

				document identifier from OHS to HS in accordance with WHS legislation review
5.3	Director, UNSW Safety and Sustainability	30 April 2014	30 April 2014	Reviewed for administrative updates
5.4	Director, UNSW Safety and Sustainability	21 March 2016	21 March 2016	Reviewed for administrative updates. Document references updated.