

OHS Activities Calendar

Instructions (click here)

For assistance, call the OHS Advisory Service on 1300 074 715 or click here to send an email

Workplace Name: CCS & OPTIONS

Year: 2019

Workplace Manager and/or Management OHS Nominee	Bernadette Bowling
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Team leader/Domain leaders	TBA
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Asbestos Coordinator	TBA
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First Aid Officer	TBA
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Contractor	TBA
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Health and Safety Representative	TBA
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OHS Committee Chair	TBA
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Incident Controller	TBA
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Department OHSMS Element	Activity	Minimum Frequency of Action	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Communication & Consultation	Meetings with OHS as a standing agenda item (if required)	Monthly												
	Health & Safety Committee meetings (if required)	Quarterly												
	Review contents of OHS Notice Board	Annual												
Planning	Conduct/review OHSMS Self Evaluation Tool	Annual									In consultation with HSR			
	Set and monitor measurable OHS goals	Annual & as required		Communicate Goals		Review Progress			Review Progress			Set goals in consultation with employees and HSR		Review Progress
	Review OHS Activities Calendar and monitor completed action plans	Annual & Monthly		Annual Review	Monitor	Monitor	Quarterly Review	Monitor	Monitor	Quarterly Review	Monitor	Monitor	Quarterly Review	Monitor
OHS Risk Management	Review OHS Risk Register	Annual		In consultation with HSR										
	Conduct workplace inspections	Quarterly			In consultation with HSR			In consultation with HSR			In consultation with HSR			In consultation with HSR
OHS Hazard Management	Practice emergency drills	Quarterly												
	Conduct electrical equipment testing & tagging	Annual												
	Review Risk Management Forms and Safe Work Procedures (e.g. plant and equipment, manual handling, chemicals etc.)	2 Yearly & as required												
	Update Asbestos Management Plan	Annual												
	Conduct visual inspections of asbestos containing materials	Quarterly												
	Review Chemical Register	Annual												
	Engage an Arborist to conduct a tree integrity audit.	Annual & as required												
	Review Traffic Management Plan	Annual												
	Engage a structural engineer to conduct a shade sail support structure audit	Three yearly or as required												
	Engage a maintenance specialist or structural engineer to conduct Playground/basketball structural audit	Annual												
Induction & Training	Schedule audiometric (hearing) testing	2 Yearly & as required												
	Complete an OHS induction of all new employees	Annual & as required												
Contractor OHS Management	Review OHS Training Planner/Register	Annual & as required												
	Update Approved Contractor List	Annual & as required												
First Aid & Infection Control	Contractor OHS Induction	Annual & as required												
	Review First Aid Summary Sheet	Annual & as required												
	First Aid kit contents inspections	Quarterly												
Emergency Management	Review the First Aid Risk Assessment	Annual												
	Review the Emergency Management Plan	Annual & as required												
School Infrastructure and Sustainability	Review the Essential Services List on School Maintenance System	Annual & as required												
	Review the Schools Asset Management System	Annual & as required												