


OHS CYCLIC EVENTS CHECKLIST

<INSERT YEAR>

Tasks by timeframe				
MONTHLY				
	Month	Date	Responsible person	Supporting information/tools
<p>Ensure all new and existing staff have completed the Monash online OHS induction.</p> 			Performance Managers/Supervisors	<p>OHS Induction and Training Procedure</p> <p>New staff must complete the online OHS induction within 4 weeks of commencement. Existing staff must refresh every 3 years. Visitors are required to complete the online OHS induction if their stay is anticipated to be more than 21 days. Records can be checked in your area's OHS Dashboard.</p>
Maintenance of defibrillators (if your area has purchased unit/s)			Defibrillator Coordinator	<p>First Aid Procedure</p> <p>Defibrillator Monthly Checklist</p>

Quarterly tasks						
	Quarter 1 (Jan-Mar)	Quarter 2 (Apr-Jun)	Quarter 3 (Jul-Aug)	Quarter 4 (Oct-Dec)	Responsible person	Supporting information/tools
Local OHS Committee Meetings					OHS Committee Chairs	OHS Roles, Responsibilities and Committees Procedure Local OHS Committees webpage OHS Communication Procedure
Faculty/Divisional OHS Strategic Objectives Action Plan review and document progress made towards achieving strategic objectives in S.A.R.A.H.					OHS Committee Chairs	OHS Roles, Responsibilities and Committees Procedure OHS Committee Meeting Agenda

Biannual tasks				
	Semester 1	Semester 2	Responsible person	Supporting information/tools
Review area's Chemical Register	Date completed:	Date completed:	Chemwatch Administrator/Local Administrator(s)	Chemwatch Procedure
Workplace Inspections * (Inherent level of risk of work area is medium or high)	Date completed:	Date completed:	Safety Officer	OHS Management of Work Areas Procedure * A physical inspection of the workplace must be undertaken in accordance with the OHS Management of Work Areas Procedure and recorded in the S.A.R.A.H Checklist and Inspections module. Quick Guide for submitting a Workplace Inspection Report in S.A.R.A.H
Emergency Response Exercise * (Trial building evacuations)	Date completed:	Date completed:	Building Warden	Emergency Management Procedure * For building types that require two drills per year - refer to the building classification section in the Emergency Management Procedure . One evacuation to be held in each semester and at least one to be conducted under student load. Evacuations must not be scheduled during exam periods. Completed evacuations must be recorded in the S.A.R.A.H Checklist and Inspections module. Quick Guide for submitting an Emergency Building Evacuation Report in S.A.R.A.H.
First Aid kits checked and restocked	Date completed:	Date completed:	First Aid Coordinator	First Aid Procedure

Annual tasks			
	Year	Responsible person	Supporting information/tools
Faculty/Divisional OHS Strategic Objectives Action Plan for coming year is finalised	Date completed:	OHS Committee	Monash University Occupational Health & Safety Objectives: 2021-2023 This must be entered in S.A.R.A.H. by the end of Q1 to ensure effective implementation
OHSMS Self-Assessment Tool	Date completed:	Safety Officer	OHSMS Management Review Procedure This must be completed in S.A.R.A.H. using the Checklist and Inspections module.
Review Faculty/Divisional Risk Register *	Date completed:	OHS Committee	OHS Risk Management Procedure *This must be reviewed at least annually, but can be updated more frequently if additional risks are identified.
Review Emergency Response Plan (ERP)	Date completed:	Building Warden	Emergency Management Procedure Note: Check to ensure that all ERP information is current.
Emergency Response Exercise * (Trial building evacuations)	Date completed:	Building Warden	Emergency Management Procedure * For building types that require one drill per year - refer to the building classification section in the Emergency Management Procedure . One evacuation to be held in each semester and at least one to be conducted under student load. Evacuations must not be scheduled during exam periods. Completed evacuations must be recorded in the S.A.R.A.H. Checklist and Inspections module. Quick Guide for submitting an Emergency Building Evacuation Report in S.A.R.A.H.

Portable electrical equipment or items connected to an electrical supply must be tested and tagged	Date completed:	Operational Manager/Supervisor	Electrical Safety Procedure
Workplace Inspections * (Inherent level of risk of work area is low)	Date completed:	Safety Officer	OHS Management of Work Areas Procedure * A physical inspection of the workplace must be undertaken in accordance with the OHS Management of Work Areas Procedure and recorded in the S.A.R.A.H Checklist and Inspections module. Quick Guide for submitting a Workplace Inspection Report in SARAH
Overall OHS Training Needs Analysis (TNA) for the area to ensure annual budget available		Head of area	OHS Roles, Responsibilities and Committees Procedure
Individual OHS Training Needs Analysis (TNA) <ul style="list-style-type: none"> On commencement of performing work Annual as part of My Plan 		Performance Manager/Supervisor	OHS Induction and Training Procedure Training Needs Analysis Checklist

Every three years			
	Year	Responsible person	Supporting information/tools
Review Terms of Reference (ToR)	Date reviewed:	OHS Committee Chair	OHS Roles, Responsibilities and Committees Procedure ToR Template
Review Risk Assessments	Date reviewed:	Risk Owner. Safety Officers can assist.	OHS Risk Management Procedure Must be reviewed at least every 3 years or if there is a significant change to the process/activity or following an incident Quick guide: Reviewing Risk Assessments
Review First Aid Assessment	Date reviewed:	First Aid Coordinator	First Aid Procedure This must be reviewed at least every 3 years or if there are changes to the area's staff numbers, activities or location(s). Send completed signed form to the Occupational Health Nurse via email . First Aid Assessment Form