



OHS CYCLIC EVENTS CHECKLIST

January 2018

Tasks by timeframe						
Monthly tasks						
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Responsible person	Supporting information/tools
Ensure all new and existing staff have completed the online OHS induction.	January: February: March:	April: May: June:	July: August: September:	October: November: December:	Safety officer/Supervisors	OHS Induction and Training at Monash University New staff must complete their induction within 4 weeks of commencement. Existing staff must refresh their induction every 3 years. Records can be checked in myDevelopment (accessible via the HR/employment tile in my.monash).
Defibrillators checked	January: February: March:	April: May: June:	July: August: September:	October: November: December:	Defibrillator coordinator	First Aid procedure and associated tools

Quarterly tasks						
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Responsible person	Supporting information/tools
Local OHS committee meetings are held and minutes disseminated to all staff and students.	Date completed:	Date completed:	Date completed:	Date completed:	OHS committee chairs	OHS Roles, responsibilities and committees procedure Local OHS Committees webpage https://www.monash.edu/ohs/support-policy/local-ohs-committee-chairpersons
OHS objectives and targets-progress review	Date completed:	Date completed:	Date completed:	Date completed:	OHS committee chairs	Progress made towards achieving objectives and targets should be reviewed and reported quarterly to Monash OH&S.
OHS noticeboards reviewed and updated	Date completed:	Date completed:	Date completed:	Date completed:	Safety officer	The board should be labelled as "OHS notice board" and dedicated for this purpose. The following must be displayed at all times: <ul style="list-style-type: none"> - Monash OHS policy - "If you are injured poster" noting the contact details of Monash University WorkSafe agent. - University's Issue resolution procedure - List of local area's OHS contacts (Safety officer, elected HSR, First aiders, Emergency wardens)

Twice yearly tasks						
	Semester 1		Semester 2		Responsible person	Supporting information/tools
Workplace inspections undertaken	Date completed:		Date completed:		Safety officer	A physical inspection of the workplace must be undertaken twice a year based on the parameters detailed in the SARAH tool (Checklists & Inspections) and recorded in SARAH.
Trial building evacuations completed	Date completed:		Date completed:		Building warden	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 SARAH .
First aid kits checked and restocked	Date completed:		Date completed:		First Aid coordinator or nominated person	First Aid procedure and associated tools
Annual tasks						
	Year				Responsible person	Supporting information/tools
Annual Faculty/Divisional OHS plan for coming year finalised and disseminated	Date completed:				OHS committee	This must be completed by the end of Q1 to ensure effective implementation
Portable electrical equipment tested and tagged	Date completed:				Safety officer/Manager	Preferred suppliers must be engaged http://www.intranet.monash/finance/our-services/buy/test-tag Some equipment may require more frequent testing. Refer to OHS information sheet https://www.monash.edu/ohs/info-docs/safety-topics/building-management/electrical-safety-ohs-information-sheet

OHS training needs analysis	Date completed:				Supervisors/Safety officer	OHS Induction and training at Monash University Guide to OHS Training
Self-audit questionnaire completed	Date completed:				Safety officer/HOD	OHS Audit Procedure Self Audit questionnaire
3 yearly tasks						
	Year				Responsible person	Supporting information/tools
Risk assessments reviewed	Date reviewed:				Staff and students conducting the task. Safety officers can assist.	These must be reviewed at least every 3 years or if there is a change in the process or following an incident. Risk management procedure and tools (WHS Risk module in SARAH)
First aid assessment/s reviewed	Date reviewed:				First Aid coordinator or nominated person	This must be reviewed at least every 3 years or if there are changes to the area's staff numbers, activities or location(s). First Aid procedure https://www.monash.edu/_data/assets/pdf_file/0018/147114/first-aid.pdf First Aid tools https://www.monash.edu/ohs/info-docs/safety-topics/first-aid