

## HSW Cyclic Events Checklist

This checklist has been developed to assist you in tracking your area's progress and reporting at Local HSW Committee meetings.

Monthly			
Task	Verification		Information and Resources
Ensure all new and existing staff have completed the mandatory online HSW induction.	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> March <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun	<input type="checkbox"/> July <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	<a href="#">HSW Induction and Training Procedure</a> <a href="#">Staff OHS Induction Portal</a>
Ensure all new staff, students, visitors and contractors have completed Local Area HSW Inductions(s)	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> March <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun	<input type="checkbox"/> July <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	<a href="#">Contractor Management Procedure</a> <a href="#">Local Area HSW Induction Checklists</a> <a href="#">HSW Induction and Training Procedure</a>
Conduct monthly maintenance inspections of defibrillators <i>(applicable only if the area has purchased unit/s)</i>	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> March <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun	<input type="checkbox"/> July <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	<a href="#">Defibrillators</a> <a href="#">First Aid Procedure</a>

Quarterly			
Task	Verification		Information and Resources
Ensure local HSW Committee meetings are conducted quarterly	Q1 Date:  Q2 Date:	Q3 Date:  Q4 Date:	<a href="#">Local HSW Committee</a> <a href="#">Terms of Reference</a>
Review and update the Faculty/Divisional HSW Strategic Plan quarterly	Q1 Date:  Q2 Date:	Q3 Date:  Q4 Date:	<a href="#">Local HSW Committee</a> <a href="#">HSW Strategic Objectives 2024-2026</a>

Biannually			
Task	Verification		Information and Resources
Ensure Workplace Inspections are conducted at the required frequency	<i>Inspection 1 date:</i>	<i>Inspection 2 date:</i>	<a href="#">OHS Management of Work Areas Procedure. Audits, Monitoring and Inspections</a> <a href="#">OHS Management of Work Areas Procedure</a> Findings from inspections must be recorded in <a href="#">SARAH</a> .
Ensure Emergency Response Exercises (trial evacuations) are conducted at the required frequency	<i>Evacuation 1 completed date:</i>	<i>Evacuation 2 completed date:</i>	<a href="#">Emergency Management Procedure</a> <a href="#">Emergency and Fire Safety</a> Trial evacuations must be recorded in <a href="#">SARAH</a> .
Ensure First Aid kits are checked and restocked as required	<i>Date checked:</i>	<i>Date checked:</i>	<a href="#">First Aid Procedure</a>
Review and update Chemical Register(s)	<i>Date completed:</i>	<i>Date completed:</i>	<a href="#">Chemwatch</a> <a href="#">Chemwatch Procedure</a>

Annually		
Task description	Verification	Information and Resources
Conduct an annual review of the Faculty/Divisional HSW Strategic Plan and develop proposed goals for the coming year	<i>Date completed:</i>	<a href="#">Local HSW Committee</a> <a href="#">HSW Strategic Objectives 2024-2026</a>
Review the current Faculty/Divisional Risk Register	<i>Date of review:</i>	<a href="#">OHS Risk Management Procedure</a> <a href="#">OHS Management System</a>
Ensure an OHSMS Self-Assessment is completed as appropriate	<i>Date completed:</i>	<a href="#">OHS Monitoring and Performance Evaluation Procedure</a> <a href="#">Audit, Monitoring and Inspections</a>
Review local HSW Committee Terms of Reference (ToR)	<i>Date completed:</i>	<a href="#">Local HSW Committee</a>
Review Emergency Response Plan(s) (ERP) to ensure that all information is current.	<i>Date of review:</i>	<a href="#">Emergency and Fire Safety</a> <a href="#">Emergency Management Procedure</a>

Every 3 years		
Task description	Verification	Information and Resources
First Aid Assessment(s)	<i>Date of assessment:</i>	<a href="#">First Aid</a> <a href="#">First Aid Procedure</a>