

## 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:** Katandra Berendale School (interim name) Junior Campus

**Year:** 2023

Workplace Manager and/or Management OHS Nominee	Julia
Team leader/Domain leaders	N/A

Asbestos Coordinator	Julia/ Barbara
First Aid Officer	Jacqui

Contractor	
Health and Safety Representative	Julia/ Nav

OHS Committee Chair	N/A
Incident Controller	Julia

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	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												
	Monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation.	Quarterly & as required	Monitor and removal				Monitor and removal			Monitor and removal		Monitor and removal		
	Procedures for safe storage of flammable materials	Weekly	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor
	Building exits are kept clear of obstructions	Daily												
	Ensure there is access to grounds for emergency vehicles	Monthly												
	Ensure assembly points have access to emergency equipment	Monthly												
	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													
Schedule audiometric (hearing) testing	2 Yearly & as required													
Induction & Training	Complete an OHS induction of all new employees	Annual & as required												
	Review OHS Training Planner/Register	Annual & as required												
Contractor OHS Management	Update Approved Contractor List	Annual & as required												
	Contractor OHS Induction	Annual & as required												
First Aid & Infection Control	Review First Aid Summary Sheet	Annual & as required												
	First Aid kit contents inspections	Quarterly												
	Review the First Aid Risk Assessment	Annual												
Emergency Management	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												

\*Procedures for flammable materials can be found at: <https://www2.education.vic.gov.au/information/health-and-safety/management-systems/chemicals> <https://www2.education.vic.gov.au/ppl/management-systems>