**Completed by:** Melaku Alemu **Area:** School of Physics **Date:** 20 November 2019

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| **Item** | **Measure/KPI** | **Questions** | **Responses** | **Comments (optional)** |
| **Evacuation drill** | Held in the last 12 months | What is the date (month and year will suffice) of when the last emergency evacuation drill was conducted? | 25/10/19 | There was an emergency evacuation drill on the 25th of October 2019. |
| **First aid risk assessment** | Reviewed within the last 3 years | What is the date on the current version of the first aid risk assessment? | 26/10/18 | The current date for the First aid risk assessment is the 26th of October 2018. The next review is in 2021. |
| **Emergency response staff list** | Updated within the last 12 months | What is the date on the current version of the emergency response staff list (chief warden, wardens, first aiders)? | 21/06/19 | The current date for the Emergency response staff list is the 21st of June 2019. The next review is in June 2020. |
| **First aider training** | Completed by all | How many first aiders are overdue for training? | 1 | All first aiders have completed their training in December 2018. One is enrolled for refresher. |
| **Emergency warden training** | Completed by all | How many wardens are overdue for training? | Completed | All Wardens have completed their training on the 21st of June 2019.  (Chief Warden has been selected, trained and posted) |
| **Risk Register** | Reviewed within the last 12 months | What is the date on the current version of the risk register? | 21/12/2018 | The next review for the Risk register is in December 2019. |
| **Workplace inspections** | Completed within the last 6 months | What is the date (month and year will suffice) of when the last workplace inspections were carried out? | March 2019 | The last workplace Inspections were carried out in March 2019. The next review is in September 2019. |

Return to Bryan McGowan [bmc@unimelb.edu.au](mailto:bmc@unimelb.edu.au) by 31st October 2019