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|  | HEalth & safety CYCLIC EVENTS CHECKLIST HEALTH & SAFETY REVIEW SCHEDULE |

# Faculty/Graduate School/Division

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| Faculty/Graduate School/Division: | Faculty of Science |
| Department/Unit: | School of Physics |

# Tasks by time frame

***NB: Area Supervisory Person (A.S.P.s), Radiation Protection Officer (RPO), Area Representative Person (ARP), Safety Officer (SO)***

| Two-monthly Tasks [2019] | | | | | | | |
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| Tasks | Date 1 | Date 2 | Date 3 | Date 4 | Date 5 | Date 6 | Person Responsible |
| EHS Objectives & Targets | 7th Mar | 2nd May | 18th Jul | 5th Sep | 5th Dec |  | Safety Committee & Faculty EHS  Manager |
| EHSC Meetings & Minutes | 11th Mar |  | 3rd Jul |  | 18th Nov |  | Melaku Alemu |
| Incident Reporting Action Plan | 7th Mar | 2nd May | 18th Jul | 5th Sep | 5th Dec |  | Safety Committee / Melaku Alemu |

| Quarterly Tasks | | | | | |
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| Tasks | Date 1 | Date 2 | Date 3 | Date 4 | Person Responsible |
| Spill Kit Inspections | **\_ \_ \_ \_ \_ \_** | 5th Jun 2019 | \_ \_ \_ \_ \_ \_ | 18th Nov 2019 | A.S.P.s |
| Laboratory Environment / Safety Insp | 18th Mar2019 | 4th July 2019 | 22nd Aug | 18th Nov 2019 | A.S.P.s |
| Plant Assessment & Inspection | \_ \_ \_ \_ \_ \_ | 13th May 2019 | \_ \_ \_ \_ \_ \_ | 18th Nov 2019 | A.S.P.s |
| Radiation Badge Monitoring | March | May | Aug | Nov | RPO [Colin] |
| Radiation Facilities Inspections | \_ \_ \_ \_ \_ \_ | May | \_ \_ \_ \_ \_ \_ | Nov | RPO with A.S.P.s |
| SFTWS Safety Inspection | NA | NA | NA | NA | Science Faculty Workshop, A.S.P |
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| Twice Yearly Tasks | | | |
| --- | --- | --- | --- |
| Tasks | Date 1 | Date 2 | Person Responsible |
| Laboratory Environment / Safety Insp | 18th March 2019 | 22nd Aug 2019 | A.S.P.s |
| PC 2 Lab Inspection | N.A. | N.A. | N.A. |
| PPE Register | 8th May 2019 | 3rd Sep 2019 | ARPs/ASPs +Safety Committee |
| First Aid Kit Inspections | 21th March 2019 | 3rd Sep 2019 | Receptionist |
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| Yearly Tasks | | |
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| Tasks | Date | Person Responsible |
| Annual EHS Objectives & Targets | 13th November 2019 | Safety Committee Chairman |
| Autoclave Servicing Report | N.A | N.A |
| Biohazard / Laminar Flow Hoods | Set by PC&S | Set by PC&S |
| Chemical Inventory Update | November 2019 | ARPs / ASPs + SO |
| EHS Noticeboard Review | May 2019 | SO & Chief Warden |
| EHS Training Needs Analysis | May 2019 & as required | Supervisors and Managers |
| Emergency Evacuation Drill | May 2019 | Chief Warden & SO |
| Emergency Personnel list (Floor Warden) | April 2019 | Chief Warden & SO |
| First Aid Listing & Noticeboard Notices | 21st November 2019 | EO and/or SO |
| Health Monitoring Review | 21st November 2019 | Managers and Manager |
| Off Campus Activities Review | 21st November 2019 | Supervisors and Managers |
| Out of Hours Contact Information | July 2019 | ARP’s / ASP’s |
| *Poisons Permit Renewal* | *No scheduled poisons exist in Physics* | *\_ \_ \_ \_ \_* |
| Records Archiving & Disposal | 26th November | EO of Safety Team |
| Restricted Access Reviewed | 26th November | ARPs / ASPs / SO |
| Safe Work Procedures | 26th November | ARPs / ASPs |
| Revue of relevant legislation and Australian Standards | December 2019 | Faculty Safety Precinct East Manager  Facilities and Operations |
| Radiation monitor recalibration (1 main unit) | Oct 2019 | Radiation Protection Officer |
| Oxygen depletion monitor calibration (2 units | Oct 2019 | Pelletron Engineer/PCS |
| Laser & Radiation Source Manifest Review | Nov 2019 | Radiation Protection Officer (RPO) |
| Risk Register Review | Dec 2019 | SOs & Committee Chair |
| Prepare Cyclic Events Checklist for following year | Dec 2019 | Safety Officer (SO) |
| Prepare EHS Management Plan for following year | 19th November 2019 | Safety Committee |
| First Aid Assessment | 19th November 2019 | S0 + Chief Warden |
| MSDS Review | November 2019 | ARPs and ASPs |
| HSR appointment / training | as required | Safety Committee |
| Office/ Environment / Safety Insp | 18th March 2019 | A.S.P.s |

| Two Yearly Tasks | | |
| --- | --- | --- |
| Tasks | Date | Person Responsible |
| AQIS Permit Renewal | Not Applicable | Not Applicable |
| Contract & Service Agreements | Not Applicable | P.&C. S |
| Risk Assessments Review | 4th May 2020 | A.R.P’s & A.S.P’s |
| MSDS Review |  |  |

| Three Yearly Tasks | | |
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| Tasks | Date | Person Responsible |
| Environment Aspects Review | 7th May 2021 | Enviro Advocate + SO + Chair |
| Manual Handling Assessment | 7th May 2021 | ARPs/ASPs and SO |
| Noise & Audiometric Testing | As Requested | SO / O.H. Nurse |
| HSR Training Renewal (or refresher) | 2017 (continued appointment) | OH&S Representative |

| four Yearly Tasks | | |
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| Tasks | Date | Person Responsible |
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| Five Yearly Tasks | | |
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| Tasks | Date | Person Responsible |
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