



WHS planning – sample safety calendar

Work Health and Safety Directorate

WHEN	TASK	PERSON(S) RESPONSIBLE	ANTICIPATED DATE FOR COMPLETION	COMPLETED
Daily	General housekeeping Visual playground check Visual electrical cords and equipment check General maintenance and safety check Hazards reported when identified	All employees and others undertaking work		
Weekly	Room/office clean up incl. egress and exits clear	All employees	Friday weekly	
	Machine guards have been inspected	IA teachers/HT	Friday weekly	
Monthly	First Aid supplies checked	First Aid Officer	2nd Tues monthly	
	Kitchen/equipment clean up	As per employee responsibilities	2nd Tues monthly	
Per Term	HS committee meetings (2 per term or as per consultation arrangement)	HS Chairperson	Tues Wk 4 Tues Wk 8	
	Routine hazard identification and assessment	HS Committee	Tues Wk 3	
	Risk management planning	Executive	Fri Wk 9	
	Workplace inspection	Executive	Fri Wk 9	
	Analysis of time lost through HS issues	Executive	Fri Wk 9	
Per Semester	Emergency evacuation policy reviewed and procedures practised	Executive	Mar 14 th Aug 16 th	
	First Aid compliance	First Aid Officer	June 20 th Nov 21 st	
Annually	Emergency procedures reviewed	Principal	Apr 14 th	
	Emergency contact numbers updated	Executive	Feb 21 st	
	Student behaviour support plans formed or updated	Executive	As required	
	Health care plans and student medical information updated	Executive	Feb 21 st	
	Safety induction completed for new employees and others undertaking work	Principal/Executive	Week 1, as necessary	
	Excursion compliance reviewed	Principal	Week 1	
	CSIS audit, (labelling, storage, SDS, training register, Chemical Register)	HS committee	June 20 th	
	Fire extinguishers inspection	Executive	June 21 st	

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	Gas bottle/heaters inspection	Executive	June 21 st	
	Inspection by maintenance contractor	Contractor	As advised	
	WHS training needs of employees identified (e.g. CPR, Emergency Care, First Aid, CSIS) and training register maintained	HS committee in consultation with all employees and others undertaking work	Nov 21 st New employees Term 1	
	Review of health & safety risks	HS committee	Nov 21 st	
	WHS self assessment tool completed	HS committee in consultation with all employees and others undertaking work	Nov 21 st	
	Employee and executive survey	HS committee in consultation with all employees	Nov 21 st	