

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: Footscray North P S 4160

Year: 2019

Workplace Manager and/or Management OHS Nominee	Kevin Pycroft	Asbestos Coordinator	Diana Polazzon	Contractor		OHS Committee Chair	Kevin Pycroft
Administration Representative	Elli Strachan	First Aid Officer	Jodie Rasmussen	Health and Safety Representative	Diana Polazzon	Incident Controller	Kevin Pycroft

DEECD 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/weekly		Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft	Kay Willmott/ Kevin Pycroft
	Health & Safety Committee meetings	Quarterly			Kevin Pycroft			Kevin Pycroft			Kevin Pycroft			Kevin Pycroft
	Review contents of OHS Notice Board	Annual		Elli Strachan										
Planning	Conduct/review OHSMS Self Evaluation Tool	Annual											In consultation with HSR	
	Set and monitor measurable OHS goals	Annual & as required		Communicate Goals		Communicate Goals			Communicate Goals			Communicate Goals		Communicate Goals
	Review OHS Activities Calendar and monitor completed action plans	Annual & Monthly		Kevin Pycroft	Monitor	Monitor	Quarterly Review	Monitor	Monitor	Quarterly Review	Monitor	Monitor	Annual Review	Monitor
OHS Risk Management	Review OHS Risk Register	Annual		In consultation with HSR	Review			Review			Review			Review
	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		Kevin Pycroft			Kevin Pycroft			Kevin Pycroft			Kevin Pycroft	
	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									Elli Strachan			
	Update Asbestos Management Plan	Annual		Kevin Pycroft										
	Conduct visual inspections of asbestos containing materials	Quarterly			Elli Strachan/ Diana Polazzon			Elli Strachan/ Diana Polazzon			Elli Strachan/ Diana Polazzon			Elli Strachan/ Diana Polazzon
	Review Chemical Register	Annual								Elli Strachan				
	Engage an Arborist to conduct a tree integrity audit.	Annual & as required												
	Review Traffic Management Plan	Annual		Kay Willmott/ Kevin Pycroft										
	Engage a structural engineer to conduct a shade sail support structure audit	Three yearly or as required												
Induction & Training	Complete an OHS induction of all new employees	Annual & as required		Kevin Pycroft										
	Review OHS Training Planner/Register	Annual & as required		Kevin Pycroft										
Contractor Management	Update Approved Contractor List	Annual & as required									Elli Strachan			
	Contractor induction	Annual & as required								Elli Strachan				
First Aid & Infection Control	Review First Aid Summary Sheet	Annual & as required		Jodie Rasmussen										
	First Aid kit contents inspections	Quarterly		Jodie Rasmussen			Jodie Rasmussen			Jodie Rasmussen			Jodie Rasmussen	
	Review the First Aid Risk Assessment	Annual		Jodie Rasmussen										
Emergency Management	Review the Emergency Management Plan	Annual & as required											Kevin Pycroft	
School Infrastructure and Sustainability	Review the Essential Services List on School Maintenance System	Annual & as required								Kevin Pycroft				
	Review the Schools Asset Management System	Annual & as required												Kevin Pycroft