

1. UNIVERSITY TEMPLATE

The University template for a Budget Division (Faculty) Cyclic Events Checklist is located on the University EHS website at:

http://www.pb.unimelb.edu.au/ehs/riskmanagement/wp_insp_cyclic_events.php3

This template can be used in its entirety to complete Budget Division (Faculty) or Department Cyclic Events Checklists or can be modified to suit the unique requirements of a Budget Division or a Department.

2. EHS CYCLIC EVENTS OVERVIEW

2.1 Introduction

These instructions are designed to help you to develop a Cyclic Events Checklist from the University Cyclic Events Checklist template. You can also refer to the examples that have been developed to assist in this process and include:

- **Cyclic Events Checklist: Administrative Area EHS Review Schedule:**

This sample checklist includes EHS processes that are common to most Budget Divisions (Faculties)

- **Cyclic Events Checklist: Biological Laboratory EHS Review Schedule:**

This sample checklist includes EHS processes that are common to Faculties that have biological laboratories and need to be considered in addition to the *Administrative* processes.

- **Cyclic Events Checklist: Chemical Laboratories EHS Review Schedule:**

This sample checklist includes EHS processes that are common to Faculties that have chemical laboratories and need to be considered in addition to the *Administrative* processes.

- **Cyclic Events Checklist: Workshop EHS Review Schedule:**

This sample checklist includes EHS processes that are common to Budget Divisions (Faculties) that have workshops and need to be considered in addition to the *Administrative* processes.

The sample cyclic events checklists are located on the University website at:

http://www.pb.unimelb.edu.au/ehs/riskmanagement/wp_insp_cyclic_events.php3

2.2 EHS Cyclic events

EHS cyclic events are those processes/tasks that occur at regular scheduled times and are required in order to meet legislative and/or University of Melbourne EHS requirements.

The scheduling frequency will be influenced by:

- legal requirements;
- local procedures; and
- level of OHS risk or environmental impact associated with a task or activity.

Please note: cyclic events should be seen as routine scheduled processes that ensure a Budget Division (Faculty) or Department EHS Management system is being maintained. They should not replace unscheduled reviews and processes that are required where systems of work are altered and may impact on the environment and the health and safety of staff and students.

3. EHS CYCLIC EVENTS CHECKLIST PROCESS

3.1 Budget Division (Faculty) Name

Complete the name of the Budget Division (Faculty) in the “Information” section of the Cyclic Events Checklist. This can be further broken down into Departments where appropriate. For example this may be applicable for large complex Budget Divisions (Faculties) that have a number of departments that individually manage their EHS requirements.

3.2 Scheduling Tasks – Legal Requirements

Identify tasks/processes that are regulated through legislation (this may include State, Federal or Local Government) and allocate their frequency on the Cyclic Events Checklist according to the legal requirements. Normally these processes involve:

- registration of plant (high pressure vessels, lifts)
- registration/certification of specific activities (importing biologicals)
- permits (scheduled poisons)
- licenses (car, boat, firearms, high risk activities – forklift)
- trade waste agreements

PLEASE NOTE:

The scheduling of these cyclic events is prescribed by law and cannot be altered through risk assessment.

3.3 Scheduling Tasks – Local procedures

Local procedures can determine the frequency of some cyclic events. For example the University of Melbourne EHS Manual EHS Committees procedure states that meetings must be held at least quarterly. Budget Divisions (Faculties) adopting this minimum requirement would schedule the meetings under the “Quarterly Tasks” table.

However there may be a Budget Division (Faculty) that schedules these meetings more frequently. For example EHS meetings that are held every second month would be included in the “Two Monthly Tasks” table.

3.4 Scheduling Tasks – Level of OHS Risk or Environmental Impact Associated with the Task

University of Melbourne procedures indicate that EHS processes to control hazards or impacts must be undertaken but normally the frequency is not prescribed. This is also applicable to numerous hazards controlled by legislation (eg Occupational Health and Safety Regulations 2007).

Typically the frequency of these cyclic events will be based on a hazard's level of OHS risk or environmental impact. The higher the risk or impact associated with a hazard the more frequent the cyclic event. Conversely the lower the risk or impact associated with a hazard the less frequent the cyclic events.

Some examples include:

- Risk Assessments
 - manual handling
 - chemicals
 - plant
 - work stations
 - first aid
- Training
 - roles and responsibilities
 - inductions
- Emergency equipment and backup
 - first aid kits
 - spill kits
 - first aiders

4. DOCUMENT CONTROL

On completion of the Cyclic Events Checklist, ensure that the document is controlled. In the table at bottom of the document include the:

- "date" when the Cyclic Events Checklist was authorised;
- "version" number of the Cyclic Events Checklist;
- position title of the person who "authorised" the Cyclic Events Checklist; and
- "next review date" of the Cyclic Events Checklist.

The Cyclic Events Checklist is normally managed by the local EHS Coordinator. It should be authorised by the management representative of the Faculty/Budget Division who is responsible for health and safety within the Faculty/Budget Division.

5. MORE INFORMATION AND ASSISTANCE

Consult your EHS Adviser or Manager in the EHS Unit: refer <http://www.pb.unimelb.edu.au/ehs/ehs/general/contact.php3>