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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safetydeveloping and maintaining a cyclic events checklist |

# UNIVERSITY TEMPLATE

The University template for a Faculty/Graduate School/Division cyclic events checklist is located on the University Health & Safety website at: [Management System](http://safety.unimelb.edu.au/management/monitor)

This template can be used in its entirety to complete Faculty/Graduate School/Division cyclic events checklists or can be modified to suit the unique requirements of a Faculty/Graduate School/Division.

# 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:

[Health & Safety: Cyclic events review schedule checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0009/1813815/cyclic-events-checklist.docx)

## 2.2 Health and safety cyclic events

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

The scheduling frequency will be influenced by:

* legal requirements;
* local procedures; and
* level of health and safety risk associated with a task or activity.

Please note:

Cyclic events are routine scheduled processes that ensure a Faculty/Graduate School/Division health and safety requirements are maintained.

They do 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.

# CYCLIC EVENTS CHECKLIST PROCESS

## 3.1 Faculty/Graduate School/Division Name

Complete the name of the Faculty/Graduate School/Division 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 Faculties/Graduate Schools/Divisions that have a number of departments that individually manage their health and safety requirements.

## 3.2 Scheduling tasks – Legal requirements

Please note:

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

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. Examples include:

* permits (scheduled poisons)
* licenses (high risk activities – forklift)

## 3.3 Scheduling tasks – Local procedures

Local procedures can determine the frequency of some cyclic events. For example the University of Melbourne *OHS representations and committees procedure* states that meetings must be held at least quarterly. Faculties/Graduate Schools/Divisions adopting this minimum requirement would schedule the meetings under the “Quarterly Tasks” table.

However there may be a Faculty/Graduate School/Division that schedules these meetings more frequently. For example health and safety meetings that are held every second month would be included in the “Two Monthly Tasks” table.

## 3.4 Scheduling tasks – Level risk associated with the task

University of Melbourne procedures indicate that health and safety 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 2017* [Vic]).

Typically the frequency of these cyclic events will be based on a hazard’s level of health and safety risk. 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.

For example, a local area may have laboratories that use high risk chemicals and therefore review these risk assessments on an annual basis. The review for these risk assessments would be recorded on the cyclic events checklist as a yearly process. On the other hand an office area may have a number of low risk activities that are reviewed triennially. The review for these risk assessments would be recorded on the cyclic events checklist as a three yearly process.

# DOCUMENT CONTROL

On completion of the cyclic events checklist, ensure that the document is appropriately controlled. In the footer at bottom of the document template the sections highlighted in yellow should be updated as follows:

* “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 Health and Safety Business Partner or another employee tasked with health and safety administrative responsibilities. It should be authorised by the management representative of the Faculty/Graduate School/Division who is responsible for health and safety within the Faculty/Graduate School/Division.

For further information refer to the University [Management System - Monitor](http://safety.unimelb.edu.au/management/monitor) or contact your [Health & Safety Business Partner](https://safety.unimelb.edu.au/people/community/local-contacts).