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|  | Health & Safety  Cyclic events Review Schedule checklist |

# Faculty/graduate school/Division

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| Faculty/Graduate School/Division: |  |
| Department/Unit: |  |

# Tasks by time frame

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| Two-Monthly | | | | | | | |
| **Cyclic event** | **Date 1** | **Date 2** | **Date 3** | **Date 4** | **Date 5** | **Date 6** | **Person Responsible** |
| Emergency e-stop |  |  |  |  |  |  |  |
| Plant guarding inspection |  |  |  |  |  |  |  |
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| Quarterly | | | | | |
| **Cyclic event** | **Date 1** | **Date 2** | **Date 3** | **Date 4** | **Person Responsible** |
| Health and safety meeting minutes |  |  |  |  |  |
| First aid kit supplies |  |  |  |  |  |
| Radiation badge collection and replacement |  |  |  |  |  |
| Spill kits review |  |  |  |  |  |
| PPE supplies and inventory |  |  |  |  |  |
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| Twice Yearly Tasks | | | |
| **Cyclic event** | **Date 1** | **Date 2** | **Person Responsible** |
| Workplace inspection |  |  |  |
| Health & Safety noticeboard review |  |  |  |
| Working in isolation information |  |  |  |
| Pressure vessel maintenance (autoclave) |  |  |  |
| Fume cupboard maintenance and testing |  |  |  |
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| yearly Tasks | | |
| **Cyclic event** | **Date** | **Person Responsible** |
| Annual Health & Safety objectives and targets review (management plan) |  |  |
| Health & Safety training needs analysis |  |  |
| Health & Safety risk register |  |  |
| Records archiving and disposal |  |  |
| Emergency response staff review (Chief Warden, Deputy, floor wardens, first aiders) |  |  |
| Emergency response resources review (eg floor wardens’ caps, vests, torch batteries) |  |  |
| Evacuation drill |  |  |
| Electrical testing and tagging program |  |  |
| Review induction checklists for new staff |  |  |
| Health monitoring review |  |  |
| Internal audit corrective action plans |  |  |
| Driver’s license review |  |  |
| Off-campus activities review |  |  |
| Review Health & Safety monitoring equipment register |  |  |
| Review currency of Computer Workstation Self-Assessment for all staff |  |  |
| Review currency of First Aid Risk Assessment |  |  |
| Inspect material handling equipment (eg stepladders, trolleys) |  |  |
| Chemical inventory review |  |  |
| Safety Data Sheet (SDS) review |  |  |
| Poisons permit |  |  |
| Scheduled carcinogens notification for use |  |  |
| OGTR certification and audit |  |  |
| Hazardous waste storage and removal review |  |  |
| Biohazard/laminar flow cupboards |  |  |
| Store samples review / disposal |  |  |
| Review OHS monitoring equipment |  |  |
| Oxygen and other gas detectors service and calibration |  |  |
| Stored chemical samples review |  |  |
| Inspection emergency shower/eyewash |  |  |
| Inspection dangerous goods cabinets |  |  |
| Forklift registration (for public roads) |  |  |
| Lifting equipment inspection and maintenance |  |  |
| Crane inspection and maintenance |  |  |
| Plant maintenance |  |  |
| Inspection steel storage/pallet racking |  |  |
| Inspection emergency shower/eyewash |  |  |
| Inspection dangerous goods cabinets |  |  |
| Health monitoring review |  |  |
| Restricted access reviewed |  |  |
| Boat registration |  |  |
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| Two yearly Tasks | | |
| **Cyclic event** | **Date** | **Person Responsible** |
| Contracts and service agreements |  |  |
| Review the currency of procedures, eg Standard Operating Procedures (SOPs) |  |  |
| Review the currency of building emergency procedures, including evacuation diagrams. |  |  |
| Audiometric testing (as required) |  |  |
| Plant risk assessment review |  |  |
| Chemical risk assessment review |  |  |
| Manual handling risk review |  |  |
| AQIS permit renewal |  |  |
| Autoclave inspection – external |  |  |
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| ThREE yearly Tasks | | |
| **Cyclic event** | **Date** | **Person Responsible** |
| First aid risk assessments |  |  |
| Manual handling risk assessments review |  |  |
| Work station self-assessment review |  |  |
| Training review – Chemical management, PPE, Manual handling, Biological hazards |  |  |
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| Four yearly Tasks | | |
| **Cyclic event** | **Date** | **Person Responsible** |
| Autoclave inspection - internal |  |  |
| Autoclave inspection – pressure relief valve |  |  |
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| Five yearly Tasks | | |
| **Cyclic event** | **Date** | **Person Responsible** |
| Firearms license review |  |  |
| High risk licence renewal |  |  |
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**HOW TO USE THIS FORM**

**This form is fully editable to enable the user modifications that are applicable to area.**

* Scheduled cyclic events have been included in the relevant frequency table.
* Additional lines have been included for cyclic events not listed in a frequency table.
* Cyclic events not relevant to the work environment should be deleted.
* Where appropriate some listed cyclic events may be listed in another frequency table (for example risk assessment reviews).
* Rows can be added or deleted.

Note: When using this form, the version control (in yellow) must be updated to be relevant to the area.

For further information refer to the [Health & Safety: Developing and maintaining a cyclic events checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/1813820/developing-and-maintaining-a-cyclic-events-checklist.docx), contact your [Health & Safety Business Partner](https://safety.unimelb.edu.au/people/community/local-contacts).

For use in conjunction with [Health & Safety: Workplace monitoring and inspection requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/2110278/workplace-monitoring-and-inspection-requirements.docx).

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