



Work Health and Safety Management System (WHSMS) Handbook

Appendix A Local WHS Plan [2022]

School/Service Division	Scholarly Information Services (SIS)	Date as at	
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Authorised by NAME Roxanne Missingham Signature  Date 10 February 2022

Monitored by NAME Heather Jenks Signature _____ Date _____

Monitored by NAME Heather Jenks Signature _____ Date _____

Monitored by NAME Heather Jenks Signature _____ Date _____

End of Year Review and Monitoring by NAME Heather Jenks Signature _____ Date _____

End of Year Review Comment

Note: the Review of Local WHS Plan progress must be conducted by the School Directors or Service Division Directors.

Part A. Implementation of University WHS Plan

Objectives	Targets	Local Specific Performance Measures (LSPM)	Responsible Staff	Completion by Timeframe	Quarterly Monitoring Comments			
					Q1	Q2	Q3	Q4
1. Management System a) Effective implementation of the University's WHS Management System b) Ongoing compliance with WHS legislations, approved Codes of Practice and Australian Standards	<ul style="list-style-type: none"> Implement 85% or greater of the system procedures through WHS Management System Handbook chapters 	a) Achieve 85% implementation with corrective actions to reach Green in the following year b) Achieve 100% implementation by the end of 2022	Director Associate Directors	<input checked="" type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually	31 March	30 June	30 Sept	15 Dec
2. Risk Management and Training a) Ongoing implementation of risk management in all aspects of work health and safety	100% on risk assessment completion across all hazard profiles (Chapter 3.1)	a) Achieve 85% completion of risk assessments in these fields: <ul style="list-style-type: none"> Hazardous chemical activities Hazardous plant/equipment New plant/equipment pre-purchase risk assessment Confined spaces Hazardous noise Hazardous light <p>Note: not applicable to SIS</p>	Director Associate Directors Supervisors and staff	<input type="checkbox"/> June <input checked="" type="checkbox"/> December				Not Applicable
Chapter 3.2 WHS Induction, Training and supervision b) Improvement of knowledge on WHS Management System and Risk Management via training	100% on training completion (Chapter 3.2)	Completion of the following training programs – monitored via Local training plan <ul style="list-style-type: none"> University WHS Induction WHS Management System for Managers & Supervisors ANU WHS Risk Management training 		<input type="checkbox"/> June <input checked="" type="checkbox"/> December				15 Dec
c) Improvement of assigned WHS related training completion rate as per Local Training Plan	100% on training completion (Chapter 3.3)	Completion of the following training programs – monitored via Local training plan <ul style="list-style-type: none"> WHS Committee training – SIS does not require a formal WHS committee 		<input type="checkbox"/> June <input checked="" type="checkbox"/> December				15 Dec

Objectives	Targets	Local Specific Performance Measures (LSPM)	Responsible Staff	Completion by Timeframe	Quarterly Monitoring Comments			
					Q1	Q2	Q3	Q4
		<ul style="list-style-type: none"> Lock out tagging procedure training Contractor induction <p style="color: red;">Note: not applicable to SIS</p>						
<p>3 Incident, inspection & audit management</p> <p>a) Improvement on incident closeout rate, incident investigation quality and workplace inspection completion rate as scheduled</p>	<p>100% of incidents are investigated and closed within the defined timeframe.</p> <p>For incidents levels 2 or 3 (See p. 2-3 in WHSMS 4.3 or Policy ANUP-015813):</p> <ul style="list-style-type: none"> Full Investigations commenced within 5 days and complete within 20 days Incident closeout within 25 days 	<p>100% of incidents are investigated and closeout within the stated timeframe.</p>	<p>Director</p> <p>Associate Directors</p> <p>WHS Officer or delegate</p>	<p><input type="checkbox"/> June</p> <p><input checked="" type="checkbox"/> December</p>				15 Dec
<p>b) Increase local area workplace inspection completion rates as scheduled</p>	<p>100% of workplace inspections across the Division are completed as scheduled. (Chapter 4.1)</p>	<p>100% of low-risk area workplace inspections are conducted at once lease a year</p>	<p>Director</p> <p>Associate Directors</p> <p>WHS Officer or delegate</p>	<p>Annually</p>				15 Dec
<p>c) Internal audits of WHSMS to verify effectiveness</p>	<p>100% of audits conducted align with local area periodical reporting (Chapter 4.5 – WHS Audit)</p>	<p>100% of scheduled audits completed on time.</p>	<p>Director</p> <p>Associate Directors</p> <p>WHS Officer or delegate</p>	<p>Quarterly</p>	<p>Mar</p>	<p>Jun</p>	<p>Sept</p>	<p>Dec</p>
<p>4. Injury Prevention</p> <p>a) Develop Injury Prevention Programs, Campaigns or Initiatives to target specific hazards that lead to best practice in the Higher Education industry</p> <ul style="list-style-type: none"> Completion of Ergonomics Pulse module for all staff 	<p>75% of programmed activities are implemented.</p>	<p>Completion of Ergonomics Pulse module, Manual Handling Pulse and SIS Modules (if appropriate to role)</p> <ul style="list-style-type: none"> Hazardous Manual Tasks and Ergonomics Psychosocial Risk Management Health Surveillance Disability Awareness and Inclusion Programs 	<p>Director</p> <p>Associate Directors</p> <p>Supervisors and staff</p>					15 Dec

Objectives	Targets	Local Specific Performance Measures (LSPM)	Responsible Staff	Completion by Timeframe	Quarterly Monitoring Comments			
					Q1	Q2	Q3	Q4
<ul style="list-style-type: none"> Completion of Manual Handling Pulse module and the SIS Manual Handling training for staff – as defined appropriate 								
<p>5. Leadership Involvement</p> <p>Improvement of leadership understanding of WHS responsibilities and improvement in WHS decision making including WHS management system promotion and compliance</p>	70% leadership and management positions understand their WHS responsibilities and are involved in WHS decision making and in WHS management system promotion and compliance	<p>The key areas to be focused on are:</p> <ul style="list-style-type: none"> Completion rate of Due Diligence Training Leaders/Management understanding their responsibilities and actions required under WHS Management System and discussed at All-Staff meeting and Library Executive Meetings Leaders discussion on WHS Management System requirements in Local WHS Committees 	<p>Director</p> <p>Associate Directors</p>	<input type="checkbox"/> June <input checked="" type="checkbox"/> December				15 Dec
<p>6. Standardisation</p> <p>a) Implement minimum standards in WHS practices across all business units of the University</p>	<ul style="list-style-type: none"> Standardisation of Risk management methodology and template Standardised infrastructure identification and labelling Enhanced system capability and greater user acceptance for using Figtree 	<ul style="list-style-type: none"> 100% of risk assessments (RA) are on the template 100% testing and tagging complete <p>Support from WHS/WEG on usage of Figtree when required</p>	<p>Director</p> <p>Associate Directors</p>	<input type="checkbox"/> June <input checked="" type="checkbox"/> December				15 Dec
<p>7. Community Wellbeing</p> <p>a) Maintain COVIDSafe Operation across all functions and roles</p>	<ul style="list-style-type: none"> COVID-19 Control Adherence Inspection Compliance Rate COVID-19 Control Adherence Inspection Corrective Action Assignment 	<ul style="list-style-type: none"> 100% completion of COVID-19 monthly Reports 100% compliance with WEG COVID-19 inspections 100% of corrective actions to be addressed No overdue corrective actions for COVID-19 	<p>Director</p> <p>Associate Directors</p> <p>Supervisors and staff</p>	<input checked="" type="checkbox"/> June <input checked="" type="checkbox"/> December	Jun			Dec

Objectives	Targets	Local Specific Performance Measures (LSPM)	Responsible Staff	Completion by Timeframe	Quarterly Monitoring Comments			
					Q1	Q2	Q3	Q4
	<ul style="list-style-type: none"> Provide timely information and instructions for COVID-19 operation 							

Part B. Plan for Schedulable Activities (PSA)

The PSA should include all WHS activities that the School/Service Division undertakes which are required to be scheduled and monitored in the current year.

Delete the activities that are not applicable from this template and add others specific to the local area to ensure a locally tailored PSA. The list of activity categories is not exhaustive.

LEGEND

Unshaded date	Activity scheduled date
Date	Activity completed and the completion date
Date	Activity missed but rescheduled/corrective action assigned
Date	Activity missed and not dealt with

General - FOR ALL LOCAL AREAS

Resources

Activity	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Allocate WHS specific budget for improving work health and safety under your control	NAT 3.1.1	Annually in the budget allocation round	Service Division Directors	WHS specific account R 20370 Spending record of the code: as required													Agreed for 2023 as required
Review the qualification, experience and skills of positions to implement the University WHSMS against WHS Officers Capability Framework	NAT 3.1.1	2-Yearly	Service Division Directors	Review document First Quarterly Due Diligence Report each year			22 Mar 2022										

Contingency and Emergency Arrangements

Activity	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Contingency Plan See Chapter 3.1 Hazard Management for details SIS only requires contingency plans for situations covered in the Emergency flipchart booklet. We adhere to the University guidelines for these situations	Work Health and Safety Regulations 2011 (clth) 37, 40, 43, 74 & 80 AS 1851 Maintenance of Fire Protection Systems and Equipment – Section 19	Annually – at least 1 topic	WHS Officer/Manager or other delegated persons in consultation with relevant supervisors and workers	Contingency Plan document													
Contingency Plan Testing Note This is in addition to the fire evacuation exercise See contingency plan above	Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 Section 6	Annually At least 1 topic per year	WHS Officer/Manager or other delegated persons in consultation with relevant supervisors and workers	Contingency Plan testing questionnaire/ document													
Emergency Plan and Procedure Review Waiting for EPC training	Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 Section 6	Annually	Facility & Services And Chair, Emergency Planning Committee	Reviewed emergency plans and procedures													
Emergency Evacuation Exercise (EEE) <ul style="list-style-type: none"> JB Chifley Library Building 15 	Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 Section 9	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records	19 Jan												
Emergency Evacuation Exercise (EEE) <ul style="list-style-type: none"> Art and Music Library Building 105 	Work Health and Safety (Confined Spaces) Code of Practice 2015 Section 6	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records			Toby McFadden in SoAD advised 18 Oct that drill will not take place until Q1 2022										
Emergency Evacuation Exercise (EEE) <ul style="list-style-type: none"> WK Hancock Library Building 122 	Section 6	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records	Dec 2021 Requested waiting on scheduling	14 Feb											
Emergency Evacuation Exercise (EEE) <ul style="list-style-type: none"> Law Library Building 5 		<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records													3 Dec
Emergency Evacuation Exercise (EEE) <ul style="list-style-type: none"> RG Menzies Library Building 2 		<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records	Dec 2021 Requested waiting on scheduling		1 Mar										
Emergency Evacuation Exercise (EEE)		<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records													

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<ul style="list-style-type: none"> Underhill Archive Repository 																			
Emergency Evacuation Exercise (EEE) <ul style="list-style-type: none"> Hume Repository Storage, 1 Arnott Plc Hume 		<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records						20 May									
Emergency Evacuation Exercise (EEE) <ul style="list-style-type: none"> ARDC Building 101, 9 Liversidge St 		<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records						13 May									
Local Emergency Control Organisation (ECO) Network review Waiting for EPC training Review if additional wardens are required or training is required	WHSMS Handbook Chapter 3.5 Emergency Management	<input type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens OR WHS Officer/Manager or other delegated persons in consultation with other wardens or Emergency Planning Committee (EPC)	Archived Emergency Warden Register, if applicable Email communications between Chief Warden and School Directors/Service Division Directors															
First Aid Kit content check	Work Health and Safety Regulations 2011 (Clth) Section 42	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	First aid officers or designated First Aid contractors	First aid kit check record Invoice from first aid kit contractor on the check performed or items replaced							28 Jun								
First Aider Register (Key Personnel Register) An email request will come from WEG in January	Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 Section 2 & 3	Monthly	WHS Officer/Manager or other delegated persons	Updated first aid register	30 Jan														
First Aid Assessment per building based: <ul style="list-style-type: none"> JB Chifley Library Building 15 		Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record		28 Feb													
First Aid Assessment per building based: <ul style="list-style-type: none"> Art and Music Library Building 105 		Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record		28 Feb													
First Aid Assessment per building based: <ul style="list-style-type: none"> WK Hancock Library Building 122 		Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record		28 Feb													
First Aid Assessment per building based: <ul style="list-style-type: none"> Law Library Building 5 		Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record		28 Feb													
First Aid Assessment per building based: <ul style="list-style-type: none"> RG Menzies Library Building 2 		Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record		28 Feb													
First Aid Assessment per building based: <ul style="list-style-type: none"> Underhill Archive Repository 		Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record		28 Feb													

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First Aid Assessment per building based: • Hume Repository Storage, 1 Arnott Plc Hume		Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record	28 Feb												
First Aid Assessment per building based: • ARDC Building 101, 9 Liversidge St		Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record	28 Feb												
If the AED is owned locally and not managed by F&S AED Check – visual inspection	WHSMS Handbook Chapter 3.4 First Aid	Monthly	F&S	Record in AED notebook													
If the AED is owned locally and not managed by F&S AED Pad Replacement		In accordance with manufacturer's recommendations	F&S	Tax invoice of the change													
If the AED is owned locally and not managed by F&S AED Battery Replacement		In accordance with manufacturer's recommendations	F&S	Tax Invoice of the change													
Designated Resting Area inspection • Menzies Library		Annually in low risk area workplace inspections	Authorised Inspector and the designated Advanced First Aider	Workplace inspection record Tax invoice for replacement Corrective actions taken	Jan												
First aid room inspection and maintenance N/A		Annually in low risk area workplace inspections	N/A														

Workplace Inspections

Locations	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022													
					Month													
					J	F	M	A	M	J	J	A	S	O	N	D		
JB Chifley Library Building 15	Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 Section 4.3	Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report						Jun								
Art & Music Library Building 105		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report				Apr										
GW Hancock Building 122		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report										Oct				
Law Library Building 5		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report		Feb												
RG Menzies Library Building 2		Annually in low risk area	Inspectors	Workplace inspection records	Jan													

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		workplace inspections		Corrective actions report													
Underhill Archive Repository		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report							Jul						
Hume Repository Storage, 1 Arnott Plc Hume		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report					May								
ARDC Building 101, 9 Liversidge St		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report			Mar										
DA Brown		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report		Feb COVID delay											

Hazard Management

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Annual Risk Profile Review to try to reduce	Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 Section 4.3	Annually in December	Service Division Directors In discussion with WHS Officers/Managers or other delegated positions	Annual Risk Profile Review submitted to WEG Annually reviewed hazard register		Feb											
Review Static Risk Assessments in accordance with residual risk rating	WHSMS Handbook 3.1 Hazard Management	<input type="checkbox"/> 6-monthly (Residual risk Extreme) <input type="checkbox"/> Annually (Residual risk High) <input type="checkbox"/> 2-yearly (Residual risk Medium) <input checked="" type="checkbox"/> 3-yearly (Residual risk Low)	Local supervisors and affected workers in consultation with WHS Officers/Managers	Static Risk Assessment Review schedule Static Risk assessment register	Next due 2024												
Review Safe Work Procedures Procedures for 2022		In accordance with the review timeframe of the associated risk assessments – Two procedure to be written annually	Local supervisors and affected workers in consultation with WHS Officers/Managers	Reviewed SWPs Static Risk assessment register						Jun							Dec
<ul style="list-style-type: none"> Lift outage Emergency Flip Chart 																	

Induction and Training

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	

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Monitoring WHS Local Training Plan on training completion	Work Health and Safety Act 2011 (Clth) Section 19	Quarterly	Person managing the WHS Local Training Plan	Quarterly archived Local Training Plan			Mar			Jun			Sep			Dec
Monitor WHS Local Training Plan to identify gaps and resolve the gaps	Work Health and Safety Regulations 2011 (Clth) Section 39	Quarterly	Service Division Director WHS Officer	Quarterly archived Training Plan Local WHS Committee minutes			Mar			Jun			Sep			Dec
Review WHS Local Training Plan on its relevance		Annually	Service Division Director	Archived Local Training Plan Local WHS Committee minutes												
Service Division level Induction – Being created			WHS Officers/Managers OR any other delegated positions [Please list] Supervisors	Completed induction record												
Reminder to discuss WHS performance and development in the PDR process		Twice a year	Service Division Directors This responsibility can be delegated to School Managers, General Managers, Team Managers or other Management positions	Email sent to all supervisors Materials displayed at WHS Notice Boards Minutes of meetings where most supervisors in the Service Division attend		Feb					Jul					
Supervision Checks for Tier 3 Work Safely Proficiency Training Not applicable	NA	Annually	Supervisors or delegates	Supervision check records												

Electrical Safety Management

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Electrical testing and tagging JB Chifley Library Building 15	Work Health and Safety Regulations 2011 (Clth) Section 150 & 151	Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate													Computers due 2025
Electrical testing and tagging Art and Music Library Building 105	Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 , particularly section 3.2	Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate													Computers due 2025
Electrical testing and tagging GW Hancock Library Building 122		Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate													Computers due 2025
Electrical testing and tagging Law		Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate													Computers due 2025

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Library Building 5																			
Electrical testing and tagging RG Menzies Library Building 2		Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate	11 Jan														Computers due 2025
Electrical testing and tagging Underhill Archive Repository		Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate	5 Jan														Computers due 2025
Electrical testing and tagging Hume Repository Storage, 1 Arnott Plc Hume		Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate	11 Jan														Computers due 2025
Electrical testing and tagging ARDC Building 101, 9 Liversidge St		Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate	11 Jan														Computers due 2025

Key Meetings

Meetings	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D
Local WHS Committee Meetings	Work Health and Safety Act 2011 (Clth) Section 78	Quarterly		Meeting minutes		Feb		Apr		Jun		Aug		Oct		Dec
Emergency Planning Committee <i>Awaiting training session</i>		Annually		Meeting minutes												
Authorised Inspectors – Community of Practice		Half yearly		N/A												

Reports and Reviews – Safety Management System Documents

2022

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Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Traffic Light Status Report Review	Work Health and Safety Act 2011 (Clth) Section 19 Due Diligence	Quarterly	Draft by WHS Officers/Managers or any other appropriate positions Authorised by School Directors or Service Division Directors	Submitted Traffic Light Report	Jan			Apr			Jul			Oct			
Traffic Light Status Report Validation		Quarterly	WEG WHS Consultants	No objective evidence required													
Corrective Action Report Review		Quarterly	Service Division Directors In consultation with WHS Committee members	Local WHS Committee Minutes Other meeting minutes where there is no Local WHS Committees			Mar			Jun			Sep				Dec
Incident Review		Quarterly	Service Division Directors In consultation with WHS Committee members	Local WHS Committee Minutes Other meeting minutes where there is no Local WHS Committees			Mar			Jun			Sep				Dec
Incident Trend Analysis Review and develop local strategies		Annually	Service Division Directors In consultation with WHS Committee members														Dec
Audit Result Review		Quarterly	Service Division Directors In consultation with WHS Committee members	Local WHS Committee Minutes Other meeting minutes where there is no Local WHS Committees			Mar			Jun			Sep				Dec
Local WHS Plan Monitoring		Quarterly	WHS Officers/Managers or Local Human Resources Managers where the area has no WHS Officers/Managers	Quarterly archived Local WHS Plan			Mar			Jun			Sep				Dec
Local WHS Plan Monitoring and Review		Monitoring Quarterly Annual Review	Service Division Directors In consultation with WHS Committee members	Local WHS Committee Minutes Other meeting minutes where there is no Local WHS Committees Completed Local WHS Plan			Mar			Jun			Sep				Dec
Gap Analysis to WHSMS Handbook		Annually	WHS Officers/Managers or other delegated positions where the area has no WHS Officers/Managers The outcome can be reported to Local WHS Committees for discussions	Gap analysis document, if available Local WHS Committee Meeting minutes													Dec

Risk Specific - FOR AREAS WHICH THESE APPLY

Personal Protective Equipment (PPE)

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Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Inspect PPE to ensure PPE are maintained, repaired or replaced as needed	Work Health and Safety Regulations 2011 (Clth) Section 44	Half-yearly	Authorised Inspector and Local Manager or supervisor or delegate	Workplace Inspection record PPE maintenance, repair records and/or replacement invoice			Mar							Sep			
Review PPE provision to ensure all PPE used in local areas are derived as a control from a risk assessment	WHSMS Handbook 3.1 Hazard Management	Annually	WHS Officers/Managers	Risk assessment where the PPE is identified										Sep			

Hazardous Chemicals

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Check if chemical register is up-to-date If not, update chemical registers Not Applicable	Work Health and Safety Regulations 2011 (Clth) Section 344, 346 and Schedule 7	Quarterly	WHS Officers/Managers or other delegated positions In consultation with supervisors of activities involving hazardous chemicals	Updated chemical register													
Check the validity of printed Safety Data Sheet (SDS) (within 5 years), if applicable Not Applicable If no printed SDS, then this activity does not apply	Work Health and Safety Regulations 2011 (Clth) Section 344	Annually in early November	Supervisors of activities involving hazardous chemicals In consultation with workers using hazardous chemicals	Workplace inspection template													
Peroxidisable chemical testing for chemicals which can form peroxides in storage Not Applicable	WHSMS Handbook 3.7 Chemical Safety Management	<input type="checkbox"/> Monthly <input type="checkbox"/> 3-monthly <input type="checkbox"/> Half yearly	Local supervisors or delegated staff who need to work with peroxidisable chemicals	Testing record register													

Hazardous Plant Equipment – Inspection and Maintenance Schedule **Not applicable for SIS**

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Review safe guard requirements for hazardous plant/equipment Ensure if you introduce safe guard, it must be identified as a control on corresponding risk assessment Not Applicable	Work Health and Safety Regulations 2011 (Clth) Section 208, 209	2-Yearly	Local supervisors and WHS Officer/Manager	Reviewed risk assessment Email communication Review outcome Corrective action report													

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Safe guard inspections Detailed descriptions refer to Handbook Chapter Plant Safety Management Not Applicable		Frequency depending on the frequency of use and force towards the guards Below are some example frequencies but local areas must determine their own <input type="checkbox"/> Half Yearly <input type="checkbox"/> Annually <input type="checkbox"/> 2-Yearly <input type="checkbox"/> 3-yearly <input type="checkbox"/> 5-yearly <input type="checkbox"/> Other frequencies	Supervisors of activities involving plant equipment, laboratory/workshop managers, Research Support Officers In consultation with WHS Officers/Managers or other delegated positions	Safe guarding inspection checklist										
Review emergency stops – sign posted and not obstructed Not Applicable	Work Health and Safety Regulations 2011 (Clth) Section 211	In workplace inspections	Authorised Inspectors	Workplace inspection template Email communication Corrective action report										
Air extraction system Not Applicable	Work Health and Safety Regulations 2011 (Clth) Section 213			Maintenance records										
Laminar Flows Not Applicable	Work Health and Safety Regulations 2011 (Clth) Section 213			Maintenance records										
Biological cabinets Not Applicable	Work Health and Safety (Managing Risks of Plant in the Workplace) Code of Practice 2015			Maintenance records										
Fume cupboards Not Applicable	Work Health and Safety (Managing Risks of Plant in the Workplace) Code of Practice 2015			Maintenance records										

Safety Devices – Check the Integrity -																
Item ID	Location	Frequency	Responsible Staff	Records	2022											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D
Interlocks																
Not Applicable		Depending on usage and risk <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly		Workplace inspection records Corrective actions taken												
Emergency Stops																
Not Applicable				Inspection records Corrective actions taken												
Other Safety Devices																
Elevator emergency telephone in all lifts	Chifley, Hancock, Menzies, Law	Quarterly	WHS Inspector Authorised inspectors	Inspection records Corrective actions taken	Lifts in Chifley and Menzies due for replacement			Phones often out – messaging in place			Phones often out – messaging in place			Lifts replacement delayed		
Duress button	Hume Repository x 5	Quarterly	WHS Inspector Authorised inspectors or delegated staff member	Inspection records Corrective actions taken												

Duress button	JB Chifley Library x 3	Quarterly	WHS Inspector Authorised inspectors or delegated staff member	Inspection records Corrective actions taken													
Duress button	WK Hancock Library x 1	Quarterly	WHS Inspector Authorised inspectors or delegated staff member	Inspection records Corrective actions taken													
Duress button	Acton Underhill x 2	Quarterly	WHS Inspector Authorised inspectors or delegated staff member	Inspection records Corrective actions taken													
Duress button	Art & Music Library x 1 – To be installed Q1 2022	Quarterly	WHS Inspector Authorised inspectors or delegated staff member	Inspection records Corrective actions taken													

Steel Racking Inspection – Not applicable SIS

Steel Racking ID	Location	Inspection Frequency	Responsible Staff	Records	Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Not Applicable		Annual		Inspection record													

Ladders Inspection

Ladders ID	Location	Inspection Frequency	Responsible Staff	Records	2022												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
L001 (8 step Bailey brand industrial ladder, less than 2 m, rated for 120KG - steel)	Chifley	Every time used per working at heights instructions	SIS Facilities WHS Inspectors	Inspection record	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions
L002 (8 step Bailey brand industrial A frame ladder, less than 2 m, rated for 120KG - steel)	Hume	Every time used per working at heights instructions	SIS Facilities WHS Inspectors	Inspection record	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions
L003 (Bailey brand handistep, 2 step ladder, less than 1 m, rated for 100kg - plastic)	Menzies	Every time used per working at heights instructions	SIS Facilities WHS Inspectors	Inspection record	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions

L004 (6 step OX brand industrial A frame ladder, less than 2 m, rated for 150KG - steel)	Menzies	Every time used per working at heights instructions	SIS Facilities WHS Inspectors	Inspection record	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions
L005 (8 step Bailey brand industrial A frame ladder, less than 2 m, rated for 120KG - steel)	Menzies	Every time used per working at heights instructions	SIS Facilities WHS Inspectors	Inspection record	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions
L006 (8 step Bailey brand industrial A frame ladder, less than 2 m, rated for 120KG - steel)	Hancock	Every time used per working at heights instructions	SIS Facilities WHS Inspectors	Inspection record	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions	Every time used per working at heights instructions

WHS Signs

Activities	Frequency	Responsible Staff	Records	2022												
				Month												
				J	F	M	A	M	J	J	A	S	O	N	D	
Review local WHS related signs on relevance and physical appearance Remove, repair or replace signs as appropriate	As a part of the Workplace Inspections ➤ Low risk areas - once a year ➤ High risk areas - twice a year	Authorised Inspectors	Inspection records and comments – Recorded as part of the annual building inspections													

Hazardous Noise Management – **Not applicable SIS**

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	Month											
					J	F	M	A	M	J	J	A	S	O	N	D
Audiometric testing for workers who are required to use hearing protections Not Applicable	Work Health and Safety Regulations 2011 (Cith) Section 58	2 Yearly		Audiometric testing record [confidential]												
Audiometric testing for workers who are exposed to situations specified in WHSMS Handbook Chapter 3.13 Part 3.13.2.4 Not Applicable	Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015	6 monthly		Audiometric testing record [confidential]												

Registration eg. University owned vehicles; Pressure Equipment; Firearms; Forklift etc

2022											
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Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	Month											
					J	F	M	A	M	J	J	A	S	O	N	D
Roxanne's car maintenance YNB77W	Work Health and Safety Regulations 2011 (Clth) Section 264-288D, Schedule 5	Annually	Fleet	Service log books					11 May 2021							
Facilities Van maintenance YMG08D		Annually	Fleet	Service log books											30 Nov 2021	

Licence eg. High Risk Work Licence; Forklift Licence; Prohibited & Restricted Carcinogens etc **Not applicable SIS**

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2022 Month											
					J	F	M	A	M	J	J	A	S	O	N	D
High Risk Work Licence Not Applicable	Work Health and Safety Regulations 2011 (Clth) Section 81-112, Schedule 3	Annually														
Forklift Licence Not Applicable		Annually		Renewed licence												
Restricted & Prohibited Carcinogens Not Applicable		Annually		Renewed licence												
S8 and S9 Not Applicable				Renewed licence												

University or Local WHS Programs, if applicable, for reminding purposes

Activities	Frequency	Responsible Staff	Records	2022 Month												
				J	F	M	A	M	J	J	A	S	O	N	D	
			Email communications													

Other

Activities	Frequency	Responsible Staff	Records	2022 Month												
				J	F	M	A	M	J	J	A	S	O	N	D	