



Work Health and Safety Management System (WHSMS) Handbook

Appendix A Local WHS Plan 2024

School/Service Division	Scholarly Information Services (SIS)	Date as at	15 May 2024
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Authorised by NAME Roxanne Missingham Signature  Date 15 May 2024

Monitored by NAME Tom Foley Signature _____ Date XXX 2024

Monitored by NAME _____ Signature _____ Date _____

Monitored by NAME _____ Signature _____ Date _____

End of Year Review and Monitoring by NAME _____ 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 b) Implementation ANU Wide Health Monitoring Safety management System	<ul style="list-style-type: none"> Implement 85% or greater of the system procedures through WHS Management System Handbook chapters 	a) Achieve 85% or greater implementation of published chapters by end of 2024 A and b) 100% of corrective actions raised completed c) Achieve 65% or greater in the implementation of Health Monitoring Safety Management System	Director Associate Directors Person Managing WHS	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually				
2. Risk Management and Training a) Ongoing implementation of risk management in all aspects of work health and safety	100% on risk assessment training completion across all hazard profiles (Chapter 3.1)	a) Achieve 75% or greater 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 schedule for additional HRA set where applicable</p>	Director Associate Directors Supervisors and staff where applicable	<input type="checkbox"/> June <input checked="" type="checkbox"/> December				
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)	85% 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				

Objectives	Targets	Local Specific Performance Measures (LSPM)	Responsible Staff	Completion by Timeframe	Quarterly Monitoring Comments			
					Q1	Q2	Q3	Q4
c) Improvement of assigned WHS related training completion rate as per Local Training Plan	100% on training completion (Chapter 3.3)	100% completion of the following training programs – monitored via Local training plan <ul style="list-style-type: none"> WHS Committee training – SIS is covered by the Portfolio committee Lock out tagging procedure training Contractor induction <p>Note: not applicable to SIS</p>		<input checked="" type="checkbox"/> June <input checked="" type="checkbox"/> December				
d) COVID Safely Management Chapter	Target Zero illness is caused due to the University's business or undertaking	100% of non-conformances as identified by COVID-19 control adherence.		<input checked="" type="checkbox"/> June <input checked="" type="checkbox"/> December				
3 Incident, inspection & audit management a) Improvement on incident closeout rate, incident investigation quality and workplace inspection completion rate as scheduled	100% of incidents are investigated and closed within the defined timeframe. For incidents levels 2 or 3 (See p. 2-3 in WHSMS 4.3 or Policy ANUP-015813): <ul style="list-style-type: none"> Full Investigations commenced within 5 days and complete within 20 days Incident closeout within 25 days 	100% of incidents are investigated and closeout within the stated timeframe.	Director Associate Directors WHS Officer or delegate	<input type="checkbox"/> June <input checked="" type="checkbox"/> December				
b) Increase local area workplace inspection completion rates as scheduled	100% of workplace inspections across the Division are completed as scheduled. (Chapter 4.1)	100% of low-risk area workplace inspections are conducted at once lease a year	Director Associate Directors WHS Officer or delegate	Annually				
c) Internal audits of WHSMS to verify effectiveness	100% of audits conducted align with local area periodical reporting (Chapter 4.5 – WHS Audit)	100% of scheduled audits completed on time.	Director Associate Directors WHS Officer or delegate	Quarterly				
4. Injury Prevention a) Develop University Wide Injury Prevention and Management	100% of programmed activities are implemented.	75% completion of Ergonomics Pulse module, Manual Handling Pulse and SIS Modules (if appropriate to role) Hazard contingency plan for Asbestos is found in archives	Director Associate Directors Supervisors and staff					

Objectives	Targets	Local Specific Performance Measures (LSPM)	Responsible Staff	Completion by Timeframe	Quarterly Monitoring Comments			
					Q1	Q2	Q3	Q4
<p>Programs, 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 • Completion of Manual Handling Pulse module and the SIS Manual Handling training for staff – as defined appropriate 		<p>collections to be reviewed 2025, ensure awareness in 2024</p> <ul style="list-style-type: none"> • Hazardous Manual Tasks and Ergonomics • Psychosocial Risk Management • Health Surveillance • Disability Awareness and Inclusion Programs 						
<p>5. Leadership Involvement Improvement of leadership understanding of WHS responsibilities and improvement in WHS decision making including WHS management system promotion and compliance</p>	<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>	<p>a) 100% Due Diligence training completion rate b) 60% Leaders pass the Annual WHSMS Management Questionnaire (Leaders' discuss WHSMS Handbook requirements at least 4 times a year in Local WHS Meetings)</p>	<p>Director Associate Directors</p>	<p><input type="checkbox"/> June <input checked="" type="checkbox"/> December</p>				
<p>6. Injury prevention a) Implement Injury Prevention Programs to target specific hazards</p>	<p>a) Reduced number of psychosocial incidents and injuries by incorporating psychosocial safety management and hazard identification part of the local areas' BAU. b) Reduced number of injuries as a</p>	<p>a) 65% of staff attend session by WHS staff on Psychosocial Safety and hazards and implement advice b) 100% of inductions to include advice on manual handling and inform staff of training on intranet. Remind staff of body stressing prevention at 100% of PDRs</p>	<p>Director Associate Directors</p>	<p><input type="checkbox"/> June <input checked="" type="checkbox"/> December</p>				

Objectives	Targets	Local Specific Performance Measures (LSPM)	Responsible Staff	Completion by Timeframe	Quarterly Monitoring Comments			
					Q1	Q2	Q3	Q4
	result of body stressing c) Reduce number of injuries related to being hit by a moving object by incorporating work design risk management programs that identify, assess, control and minimise injuries related to being hit by a moving object.	c) Identify areas where risk of being hit by moving objects occur (such as roads) Design risk management programs for these risks including training and signage.						
7. Standardisation b) Implement minimum standards in WHS practices across all business units of the University	d) Standardisation of Risk management methodology and template e) Enhanced system capability and greater user acceptance for using Figtree	d) 65% of new risk assessments (RA) are transferred to Figtree HRA 100% of existing RA reviewed in 2020 are on the standardised template e) 70% satisfaction level from User Satisfaction Survey on Figtree and ChemWatch (annually)	Director Associate Directors	<input type="checkbox"/> June <input checked="" type="checkbox"/> December				

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	Frequency	Responsible Staff	Records	2024 Month
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	Legal and other requirement reference				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	Budget agreed for 2024 in Sept 2023								Agree for 2025 budget 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												

Contingency and Emergency Arrangements

Activity	Legal and other requirement reference	Frequency	Responsible Staff	Records	2024 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	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	Systems and Equipment – Section 19 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	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	Training to be scheduled in Q1 2024 – formulate rough plan											
Emergency Evacuation Exercise (EEE) • 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		Completed March 28									
Emergency Evacuation Exercise (EEE) • RG Menzies Library Building 2	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												

Emergency Evacuation Exercise (EEE) • WK Hancock Library Building 122		<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records																
Emergency Evacuation Exercise (EEE) • Art and Music Library Building 105		<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records																
Emergency Evacuation Exercise (EEE) • Underhill Archive Repository		<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records															Dec	
Emergency Evacuation Exercise (EEE) • Symonston Repository		<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Half yearly	Chief Wardens SIS Facilities	EEE records EEE participation monitoring records																
Emergency Evacuation Exercise (EEE) • 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																
Local Emergency Control Organisation (ECO) Network review 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	EPC has been formed															
First Aid Kit content check	Work Health and Safety Regulations 2011 (Clth) Section 42 Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 Section 2 & 3	<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																
First Aider Register (Key Personnel Register) An email request will come from WEG in January		Quarterly	WHS Officer/Manager or other delegated persons	Updated first aid register	Jan					End March										
First Aid Assessment per building based: • 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		Feb														
First Aid Assessment per building based: • 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		Feb														
First Aid Assessment per building based: • 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		Feb														
First Aid Assessment per building based: • Law Library Building 5	Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record		Feb															

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First Aid Assessment per building based: • 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	Feb														
First Aid Assessment per building based: • Underhill Archive Repository	Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record	Feb														
First Aid Assessment per building based: • Symonston Repository	Annually	WHS Officer/Manager or other delegated persons in consultation with local First Aid Officers	Completed First Aid Assessment record	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	Feb														
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														

Workplace Inspections					2024													
Locations	Legal and other requirement reference	Frequency	Responsible Staff	Records	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														
RG Menzies Library Building 2		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report														
Art and Music Library Building 105		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report														
WK Hancock Library Building 122		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report														
Underhill Archive Repository		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report														
Symonston Repository		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report														

ARDC Building 101, 9 Liversidge St		Annually in low risk area workplace inspections	Inspectors	Workplace inspection records Corrective actions report													
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Hazard Management

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2024 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		Feb												
Review Safe Work Procedures Procedures for 2024 <ul style="list-style-type: none"> • Signage • SIS Work Health and Safety (WHS) hazard management procedure and guidelines 		In accordance with the review timeframe of the associated risk assessments – Two procedure to be written annually only where required	Local supervisors and affected workers in consultation with WHS Officers/Managers	Reviewed SWPs Static Risk assessment register	Drafts prepared and circulated for staff comment after review by WHS													Dec

Induction and Training

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2024 Month													
					J	F	M	A	M	J	J	A	S	O	N	D		
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														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														Dec
Review WHS Local Training Plan on its relevance		Annually	Service Division Director	Archived Local Training Plan Local WHS Committee minutes														Dec

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Service Division level Induction –			WHS Officers/Managers OR any other delegated positions [Please list] Supervisors	Completed induction record	N/A	N/A	N/A	N/A	N/A	N/A	N/A						
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											

Electrical Safety Management

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2024																	
					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																		
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																		
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																		
Electrical testing and tagging Law Library Building 5		Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate																		
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																		
Electrical testing and tagging Underhill		Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate																		

Archive Repository																	
Electrical testing and tagging Symonston Print Repository		Five years and One year for non-computer	WHS Officer and SIS Facilities	Electrical testing and tagging Conformance Certificate													
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													

Key Meetings

Meetings	Legal and other requirement reference	Frequency	Responsible Staff	Records	2024												
					Month												
					J	F	M	A	M	J	J	A	S	O	N	D	
Local WHS Committee Meetings <i>SIS covered by Portfolio committee – note WHS is an agenda item for LSCC meetings</i>	Work Health and Safety Act 2011 (Clth) Section 78	Quarterly		Meeting minutes		Feb LSCC	SIS All Staff meeting	Apr LSCC									
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

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2024												
					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												
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													

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				Other meeting minutes where there is no Local WHS Committees															
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															
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															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															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															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)					2024														
Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	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															
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															

Hazardous Chemicals Not applicable for SIS

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2024											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D

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

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2024											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D

Safety Devices – Check the Integrity - Not applicable for SIS

Item ID	Location	Frequency	Responsible Staff	Records	2024											
					Month											
					J	F	M	A	M	J	J	A	S	O	N	D

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

Ladders Inspection

Ladders ID	Location	Inspection Frequency	Responsible Staff	Records	2024											
					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
L002 (8 step Bailey brand industrial A frame ladder, less than 2 m, rated for 120KG - steel)	Symonston	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
L003 (Bailey brand handistep, 2 step ladder, less than 1 m,	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

rated for 100kg - plastic)																
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
L006 (8 step Bailey brand industrial A frame ladder, less than 2 m, rated for 120KG - steel)	Law	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	2024												
				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

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

Activities	Legal and other requirement reference	Frequency	Responsible Staff	Records	2024																	
					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																		
Facilities Van maintenance YMG08D		Annually	Fleet	Service log books																		Dec

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	2024																	
					Month																	
					J	F	M	A	M	J	J	A	S	O	N	D						

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

Activities	Frequency	Responsible Staff	Records	2024																		
				Month																		
				J	F	M	A	M	J	J	A	S	O	N	D							

Other

Activities	Frequency	Responsible Staff	Records	2024																		
				Month																		
				J	F	M	A	M	J	J	A	S	O	N	D							