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| **SCHEDULE OF PROGRAMMABLE EVENTS (SPE) [INSERT YEAR]** |

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| **School/Branch/Area** |  | **Date** | **As at:**  |

**Check the SPE includes all HSW activities that the School/Branch is required to manage and control this year.**

(See appendix A of the[HSW Handbook chapter](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/schedule-of-programmable-events-handbook-chapter) for additional guidance and references to the legislation, or contact the [HSW Team](https://www.adelaide.edu.au/hr/hsw/hsw-advice))

Note if any of the following activities are:

* monitored using another database/system; and
* any gaps in compliance can be identified

then do not duplicate this information in the SPE.

Delete the activities that are not applicable from this template so that it is tailored to the School/Branch area covered by this SPE.

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| **LEGEND** | **X** | **= Event due date yet to be scheduled**  | **Unshaded and date** | **= Event programmed & proposed date** |
|  | **[date]** | **= Event completed & date held** | **Unshaded and red text** | **= Event missed** |
|  | **~~[date]~~** | **= Event has been rescheduled** |  |  |

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| **CONTINGENCY ARRANGEMENTS**  |
| **(e.g. A test of an emergency system or procedure or equipment, where the process/equipment/SOP needs to be tested for effectiveness. This may include an assessment of the staff awareness of the contingency arrangements in place.)**Note, this is in addition to the 2 x Building Emergency Evacuation Exercises co-ordinated by Service Delivery Branch (Security) |

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|  | **20XX** |
| **CRITERIA TO BE SCHEDULED** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| [Insert name of SOP, procedure, contingency to be tested] | [Determined by the Fac/Div/ School/Branch based on risk.] | HSWO in consultation with relevant staff | Exercise debrief reportsTraffic light report |  |  |  |  |  |  |  |  |  |  |  |  |

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| **FIRST AID** |

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| First Aid Assessment completed | Annually | Designated First Aider in consultation with the local HSWO | First Aid Assessment template |  |  |  |  |  |  |  |  |  |  |  |  |

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| **WORKPLACE MONITORING (SAFETY REVIEW)** |

Applicable to workplaces undertaking one or more tasks where the “inherent” risk rating has been assessed as “high” or “very high”. (The Inherent risk is the risk before the implementation of control measures.)

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| **K ASSESSMENT AND SOP REVIEW** | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| Determine which workplaces or activities to review across each quarter of the year, focusing on areas of greatest risk or highest safety concern as the priority areas.  | Planning annuallyConducted quarterly | Faculty Executive Manager/ Research Technical Services Manager and Faculty HR Manager or Head of Branch  | Statement of outcomesCorrective actions (where applicable) |  |  |  |  |  |  |  |  |  |  |  |  |

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| **SCHEDULE OF PROGRAMMABLE EVENTS (SPE) [INSERT YEAR]** |

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| **TRAINING PLAN REVIEW (IF APPLICABLE)** |  |

(Required where Level 2 (instruction) and Level 3 (Training) has been identified and requires recording/monitoring.)

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
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| Appropriate instruction and/or training is identified against each employee based on their role and responsibility and recorded on a Training Plan/Log book | Progressivelyupdated | Head of School/BranchLocal HSW TeamSupervisors | Training Plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Monitor the Training Plan(s) or equivalent tracking tool(s) for the Faculty/Division/School/Branch to ensure that level 2 and level 3 instruction and training has been completed as scheduled. | Checked quarterly (as a minimum) |  | Training proficienciesTraining certificates provided by Recognised training organisations |  |  |  |  |  |  |  |  |  |  |  |  |

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| **HEALTH AND SAFETY TRAINING (LOCALLY SET-UP/CO-ORDINATED TRAINING.** |  |

(Applicable where the School/Branch area schedules, in-house group sessions for Level 2 or Level 3 training e.g. First Aid training provided by a Registered Training Organisation.)

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
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| [Insert name of session(s)] | [Determined by the School/Branch/Area] |  | Training proficienciesTraining certificates provided by Recognised training organisations |  |  |  |  |  |  |  |  |  |  |  |  |

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|  **NOISE – AUDIOMETRIC TESTING** |  |

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| **Schedule/arrange testing for relevant staff/workers requiring testing (i.e. under the WHS Legislation or the Risk Assessment)** | Within 3 months of person commencing then at least every 2 yrs |  | Audiometric testing results |  |  |  |  |  |  |  |  |  |  |  |  |

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|  **MAINTENANCE AND INSPECTION OF PLANT/EQUIPMENT** |  |

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|  | **20XX** |
| **ITEM OF PLANT/****EQUIPMENT** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
|  | Annually |  | Inspection Record |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Annually |  | As above |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Annually |  | As above |  |  |  |  |  |  |  |  |  |  |  |  |

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|  **ELECTRICAL SAFETY – TESTING AND TAGGING** |  |

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| **Testing and tagging of equipment**  | Annually |  | Testing records |  |  |  |  |  |  |  |  |  |  |  |  |

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|  **HAZARDOUS CHEMICALS** |  |

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| Gas regulator and manifold scheduled maintenance | Check items due annually |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Where printed, check Safety Data Sheets are current (i.e. dated within 5 years) | Check items due annually |  | Safety Data Sheets |  |  |  |  |  |  |  |  |  |  |  |  |
| Check that the Chemical Register is up to date. | Decemberannually |  | Chemical Register |  |  |  |  |  |  |  |  |  |  |  |  |

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| **REGISTRATIONS e.g. Firearms, University vehicles, Radiation equip** |  |

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
|  | Annually |  | Registration |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Annually |  | As above |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Annually |  | As above |  |  |  |  |  |  |  |  |  |  |  |  |

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| **LICENCES e.g. High Risk Work licences, diving/boating, controlled substances** |  |

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
|  | Annually |  | Licence |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Annually |  | As above |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Annually |  | As above |  |  |  |  |  |  |  |  |  |  |  |  |

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| **DIV/FAC HEALTH AND SAFETY COMMITTEE** |  |

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| **Division/Faculty H&S Committee Meetings** | Quarterly | SecretaryDiv/Fac Committee | Meeting ScheduleMinutes |  |  |  |  |  |  |  |  |  |  |  |  |

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| **ANNUAL STOCK TAKE OF FIREARMS AND AMMUNITION** |  |

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|  | **20XX** |
| **ACTIVITY** | **WHEN** | **WHO** | **RECORDS** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| **Stock take** | Annually | Firearms Officer | [HSW Handbook Firearms Safety Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/firearms-safety-management-handbook-chapter) Appendix B) |  |  |  |  |  |  |  |  |  |  |  |  |