Information Sheet: Schedule of Programmable Events (Safety Calendar)

Purpose

The purpose of this information sheet is to assist a Faculty/Division/School/Branch to complete the Schedule of Programmable Events (SPE or Safety Calendar) in accordance with the Schedule of Programmable Events (Safety Calendar) Health Safety and Wellbeing (HSW) Procedure.

Q1   What is a Schedule of Programmable Events/SPE (Safety Calendar)?

A Schedule of Programmable Events/SPE (referred to throughout this information sheet as a safety calendar) is a documented planning and scheduling process used to enable tracking of time critical HSW activities in an area (Faculty/Division/School/Branch) that are required under:

- Work Health and Safety (WHS) or other legislation
- the University's HSW procedures.

The SPE template provided on the HSW webpage enables the person responsible for maintaining a safety calendar to:

- schedule and monitor the HSW time-critical activities that need to be undertaken throughout each year
- record when activities are completed (e.g. a date or other indicator)
- monitor progress
- identify gaps in compliance.

Q2   Can I use UniSafe to create safety calendar actions?

Yes - UniSafe allows staff to create, assign, and manage actions, and is an effective way to manage your SPE (Safety Calendar). If you do not have action creator function in UniSafe but would like to use UniSafe to manage your SPE, please contact the HSW Team.

Here are some useful guides on using UniSafe to manage your SPE:
HSW Advice – Benefits of SPE using the online safety system
HSW Advice – Creating SPE actions in the online safety system

Q3   Does the Faculty/Division/School/Branch have to use the safety calendar template provided on the HSW webpage?

No. The Faculties/Divisions/Schools/Branches may choose another format provided that the safety calendar meets the requirements outlined in section 3.1 of the Schedule of Programmable Events (Safety Calendar) Procedure.

Q4   I already schedule and monitor safety-critical activities on another system. Do I need to duplicate that information in the safety calendar?

No. If you have any other system within your area which schedules and monitors these activities then you are not required to manage these through the safety calendar. This avoids duplication of documentation. However, you should ensure that the other system is appropriately monitored to ensure that the activities are being completed and identify on your safety calendar the process/system being used for audit purposes/reference.

Q5   Do all areas need to create and maintain a safety calendar?

No. It is possible that there are no safety activities in your area requiring a specific check/action at a specific frequency/time. Check the recommended safety actions outlined in section 3.1 of the Schedule of Programmable Events (Safety Calendar) Procedure.

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Q6   How does the University use and maintain the safety calendar?

The person responsible for maintaining the document (Head of School/Branch or delegate) will:

- determine what HSW activities should form part of the Faculty/Division/School/Branch safety calendar, in consultation with the relevant staff and decide on the best way in which to schedule and monitor that the activities are completed
- nominate who is responsible for maintaining the tailored safety calendar(s)
- determine the frequency of the reviews
- monitor progress against the safety calendar at regular intervals
- report annually to the Executive Dean/Divisional Head identifying any planned activities/actions that were not completed as scheduled (i.e. an exemption report) and the associated corrective actions.

Q7   Where can I find more information on the Schedule of Programmable Events (Safety Calendar) process?

If you would like more information about the SPE (Safety Calendar) process, please contact the HSW Team.

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