

Schedule of Programmable Events (Safety Calendar) using UniSafe

Changes made to Unisafe mean that areas can now use it to manage the safety related activities required by [SPE HSW Procedure](#).

The purpose of a Safety Calendar is to ensure that

- all HSW activities are planned for and conducted in accordance with the requirements of the relevant legislation and the University's processes.
- To have in place a clear, authorised, and resourced plan of HSW activities for each Faculty/Division/Branch which enables the Executive Dean/Head of Division/Head of School/Branch to monitor progress against the plan.

Advantages of using UniSafe for a Safety Calendar

The HSW Advisory team monitor and manage all reporting out of UniSafe. So if an Area decides to use UniSafe for their Safety calendar, HSW Advisory will manage all reporting to Heads of School/Branch which demonstrates monitoring of progress against the Safety Calendar. This is an issue that areas routinely fail when audited.

The HSW Advisory Team provide monthly Actions Reports to the person assigned the action and the relevant Head of School/Area . Overdue Actions are reported quarterly to Executive Deans/Heads of Division and HSW Committee's.

Converting your SPE items into UniSafe Action

This is a simple process as all of the information you will need is contained in the SPE Template (see here [Word Doc/Excel](#)). Just remember that

- The Due Date can be easily changed so if you know the month you want an activity to occur, simply pick the last day of the month when you assign the action.
- The Person you assign the action needs to be the person responsible for the action or the person who will coordinate and ensure the action is complete. An action must be assigned to a person.
- The Action Summary and Description is the Activity listed on the SPE. You should only record 1 activity per action entered into UniSafe. This way it can be closed when complete.
- Make sure you pick "SPE" as the action source.
- The action Priority is not a mandatory field and can be left blank.
- Frequency and records required fields are mandatory for SPE actions.

A step-by-step guide to creating, updating (if you want to move the due date), uploading evidence and closing actions can be found using the links

- [Guidance for supervisors creating actions in the online safety system](#)
- [Guidance for supervisors uploading supporting documentation and closing action in the online safety system](#)

HSW Advice	SPE Using UniSafe	Effective Date:	January 2023	Version 1.0
Authorised by	HSW Advisory Manager	Review Date:	August 2025	Page 1 of 1
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