2025 Safety Calendar (Example)

 Refer to the[Schedule of Programmable Events (Safety Calendar) Procedure](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/schedule-of-programmable-events-handbook-chapter) to identify those HSW activities required or consult the [HSW Advisory Team](https://www.adelaide.edu.au/hr/hsw/hsw-advice) for guidance.

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| **School/Branch/Area:** Faculty of XYZ | **Date:**  6/1/2025 | **As at:** 13/1/2025 |

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| **Frequency** | **Task** | **Records** | **Person(s) Responsible** | **Anticipated Date(s) for Completion** | **Completed** |
| Twice yearly | Conduct a chemical spill contingency test. | Exercise debrief reports | Jane Smith (Chief Warden for XYZ building) | 1 - 12/03/20252 - 10/09/2025 |  |
| Annually | Complete a First Aid Assessment for high-risk labs in the building. | First Aid Assessment template | John Smith (Lab Supervisor) in consultation with the HSW Team | 28/02/2025 |  |
| Checked Annually | Ensure local occupational first aider’s certification has >3 months of validity. Organise retraining where required.  | Training certificates provided by Recognised training organisationsSSO Records | Occupational first aider | 13/02/2025 |  |
| Checked Annually | Ensure local first aid kit restocked.  | Servicing note in first aid kit. | Occupational first aider | 13/02/2025 |  |
| Within 3 months of new staff member commencing, then at least every 2 years | Audiometric Testing - Schedule/arrange testing for relevant staff/workers requiring testing (i.e. under the WHS Legislation or the Risk Assessment) | Audiometric testing results | John Smith | 03/03/2025 |  |
| Annually | Inspect [plant/equipment name] 1 | Inspection record | John Smith | 21/11/2025 |  |
| Annually | Book annual maintenance for [plant/equipment name] 2 | Service record | John Smith | 21/11/2025 |  |
| Annually | Book annual test for [plant/equipment name] 3 |  Test record | John Smith | 21/11/2025 |  |
| Annually | Organise testing and tagging of electrical equipment not covered on the faculty-managed program. | Testing records | Lab Supervisors | 3/03/2025 |  |
| Annually | Chemicals - Gas regulator and manifold scheduled maintenance | Testing records | John Smith | 28/02/2025 |  |
| Annually | Chemicals - Liaise with the HSW team and lab supervisors to verify that the Chemical Registers are up to date. | Chemical register | John Smith | 13/01/2025 |  |
| Twice yearly | Registrations – Check all faculty vehicles have >6 months registeration remaining and that servicing records are up-to-date. Extend vehicle registration and book servicing where necessary. | Registration papers and other vechicle documentation | John Smith | 13/01/20257/07/2025 |  |
| Annually | Permits - Check the Controlled substances permits (S8,S9) in Laboratory 1.2 are current | Controlled substances permit | John Smith | 01/07/2025 |  |
| Annually | Licences – Check the high risk work licence for Sam Jones, Fred Brown are current with >3 months of certification remaining. | High risk work licence documentation. | John Smith | 13/02/2025 |  |

*Add/remove rows as required*