

IMPLEMENTATION

Aim

Health, Safety and Wellbeing (HSW) activities that are required under the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#), [WHS Regulations 2012 \(SA\)](#), other relevant legislation, and the [HSW Handbook](#), are planned for and undertaken by the responsible University personnel.

1 Objectives

- 1.1 To ensure that HSW activities are planned for and conducted in accordance with the requirements of the relevant legislation and the University's processes.
- 1.2 To have in place a clear, authorised and resourced plan of HSW activities where required for a faculty/division/branch which enables the Executive Dean/Head of Division/Head of School/Branch to monitor progress against assigned actions in the plan.

2 Scope and application

2.1 Inclusions

This process applies to all faculties/divisions of the University of Adelaide.

2.2 Exclusions

Nil.

2.3 Application

Where an activity is scheduled, implemented, and monitored using another formal process, it is not necessary to duplicate the information as part of the faculty/division [safety calendar](#) (refer to definitions) where that process meets the requirements of this procedure. However, the faculty/division [safety calendar](#) should identify the process/system being used for audit purposes/reference.

Note: if there are no branch activities requiring a specific safety check/action at a specific frequency/time, to meet the requirements of the WHS legislation (or other legislation) and/or University's procedures contained in the [HSW Handbook](#), then a [safety calendar](#) or other system of recording scheduled HSW events is not required.

3 Process: Planning for safety

Person Responsible	Actions
3.1 Head of School/Branch (Noting Faculty Offices are treated as a Branch where the Head is the Executive Director) (or delegate)	<input type="checkbox"/> Collaborate with area supervisors and other key faculty stakeholders prior to the start of a new year to identify which activities should form part of a scheduled safety calendar . Note: you are encouraged to seek advice from the HSW Team where you are unfamiliar with the Safety Calendar process. Continued

3 Process: Planning for safety (continued)

Person Responsible	Actions
<p>3.1 Head of School/Branch (Noting Faculty Offices are treated as a Branch where the Head is the Executive Director) (or delegate)</p> <p>(Continued)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Document the activities that need to be completed in a safety calendar that includes fields for noting the following: <ul style="list-style-type: none"> <input type="checkbox"/> task description (what needs to be done) <input type="checkbox"/> frequency of the task (e.g. every 6 months) <input type="checkbox"/> task due date <input type="checkbox"/> person responsible <input type="checkbox"/> records that are required <input type="checkbox"/> completion of the task. <input type="checkbox"/> Communicate responsibilities and timeframes under the safety calendar to relevant staff. <p>Note: there is no prescribed format for a safety calendar, but the system used must contain the above fields as a minimum. A safety calendar template is available on the HSW website or scheduled safety calendar actions may be entered into the University's online safety system.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the faculty/division resource implications for meeting the requirements of the safety calendar have been discussed with relevant staff and funding allocated. <input type="checkbox"/> Ensure that at a minimum, the safety calendar lists (except where recorded and managed using another system or where not applicable): <ul style="list-style-type: none"> <input type="checkbox"/> licensing renewal dates (refer to definitions) <input type="checkbox"/> review of permits (e.g. chemicals) <input type="checkbox"/> registration updates (e.g. firearms, vehicles) <input type="checkbox"/> annual stocktake of Firearms and ammunition <input type="checkbox"/> audiometric testing arrangements <input type="checkbox"/> an assurance process that all chemical registers in the faculty have been updated <input type="checkbox"/> gas regulator and manifold scheduled maintenance <input type="checkbox"/> electrical test and tagging <input type="checkbox"/> maintenance, inspection, and testing of plant (refer to definitions) <input type="checkbox"/> contingency planning exercises (refer to definitions) <input type="checkbox"/> review of local first aid arrangements (refer to definitions) (e.g. a check of the currency of local first aiders' training and restocking of locally held first aid kits). <p>Note: refer to the relevant HSW procedure for further information on the HSW scheduled activity and the required frequency.</p>

4 Process: Monitoring the schedule of programmable events (safety calendar)

Person Responsible	Actions
<p>4.1 Head of School/Branch (Noting Faculty Offices are treated as a Branch where the Head is the Executive Director) (or delegate)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor progress against the safety calendar at regular intervals. <input type="checkbox"/> Advise the relevant supervisor of any planned tasks that were not completed within the required timeframe and make reasonable adjustments to the due date having considered the risks and potential implications of allowing the task to be postponed in consultation with supervisor and relevant workers. <input type="checkbox"/> Provide a 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 associated corrective actions. <input type="checkbox"/> Ensure that the exemption report and the schedule of programmable events (safety calendar) is maintained in an auditable format and can be retrieved upon request. <input type="checkbox"/> Unless already recorded in the University's online safety system, ensure any non-completed activities are reported as a safety issue in the University's online reporting system.

5 Definitions

Contingency planning exercises

Exercises conducted to test the effectiveness of a group's response to an incident. Contingency exercises are frequently conducted to evaluate the effectiveness of:

- hazardous chemical spill procedures (including unsealed radiation)
- isolated work procedures
- personal threat situation procedures (including the use of duress systems)
- medical emergency first aid response procedures
- fall arrest systems
- confined space, first aid and rescue procedures

but excludes fire evacuation, which is managed by the Infrastructure Branch.

Licensing

Licensing for the purposes of this procedure refers to the administration of a list of authority-issued permits held by members of staff that enable them to lawfully conduct a certain activity in the course of their work duties, for example:

- high-risk work licences (e.g. work involving elevated platforms, scaffolding, rigging, dogging, personnel and materials hoists, forklifts, pressure equipment operation, cranes)
- diving/boating
- controlled substances (personal S8, S9 or the University's generic S2, S3, S4, S7)
- radiation (e.g. apparatus, premise, people, waste management etc)
- dangerous goods (per campus).

Local first aid arrangements

Local first aid arrangements are the emergency procedures and equipment in place within a laboratory/workshop setting identified as necessary through risk assessment and are in addition to the general University's first aid arrangements ([First Aid Register and Access Points](#)).

Local first aid requirements may be necessary in situations where:

- the timing of first aid treatment is crucial and must be immediate (e.g. field work)
- the provision of an antidote may be required
- the treatment for burns or exposure to hazardous chemicals is foreseeable.

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5 Definitions (continued)

Plant/equipment means:

- any machinery, equipment, appliance, implement or tool
- any component of any of those things
- anything fitted or connected to any of those things.

It includes items such as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools, quad bikes, mobile plant, and amusement devices. It also applies to explosive power tools that are designed to be held or used by hand.

For the purposes of maintenance, inspection and testing, equipment such as safety showers and eye wash stations and personal protective equipment that requires calibration or inspection must also be included.

Safety Calendar

A safety calendar is a planning template that lists the key activities that are the responsibility of faculties/divisions/schools/ branches and that require a specific safety check/activity at a specific frequency/time to meet the requirements of Legislation, and/or University procedures in the relevant HSW Handbook chapters.

A safety calendar need not include activities that are managed and recorded under another system.

Note: there is no prescribed format for a safety calendar, but the system used must meet the requirements of this procedure. A safety calendar template is available on the [HSW website](#). Alternatively scheduled [safety calendar](#) actions can be entered into the University's [online safety system](#).

6 Performance Measures

The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and its effectiveness will be determined during the internal audit process.

7 Useful information and resources

7.1	University-related documents HSW Policy Safety Calendar Template HSW Advice - Benefits of SPE using the online safety system HSW Advice - Creating SPE actions in the online safety system Guidance for supervisors creating actions in the online safety system Guidance for supervisors uploading documentation and closing actions in the online safety system
7.2	Related Legislation Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA)
7.3	Useful Web-links Return to Work SA - Evaluation of private self-insured employers

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