



Schedule of Programmable Events (SPE)

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.

1 Objectives

- 1.1 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.
- 1.2 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.

2 Scope and application

2.1 Inclusions

This process applies to all Faculties/Divisions of the University of Adelaide.

2.2 Application

Where an activity is scheduled, implemented and monitored using another formal process, it is not necessary to duplicate the information in any way as part of the Faculty/Division SPE where that process meets the requirements of this handbook chapter, however, the Faculty/Division SPE should identify the process/system being used for audit purposes/reference.

Note: It is possible that some Branches will not need to draft and maintain a SPE.

i.e. there are no Branch activities requiring a specific safety check/action at a specific frequency/time, in order to meet the requirements of the:

- WHS legislation (or other legislation) and/or
- University's procedures contained in relevant HSW Handbook chapters.

3 Process: Schedule of Programmable Events

Person Responsible	Actions
<p>3.1 Faculty Technical Services Manager or equivalent (e.g. Research Technical Services Manager, Faculty HR Manager, or Faculty Executive Manager), or</p> <p>Head of Branch (or delegate)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Consider the range of activities that the Faculty or Branch undertakes, consulting as needed to gain insight, and determine what HSW activities should form part of your Faculty/Branch HSW SPE. <input type="checkbox"/> Consult the legislative reference guide (Appendix A), to assist with the above process. <p style="text-align: right;">Continued</p>

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Authorised by	Chief Operating Officer, Division of University Operations	Review Date:	9 July 2021	Page 1 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

3 Process: Schedule of Programmable Events

Person Responsible	Actions
<p>3.1 Faculty Technical Services Manager or equivalent (e.g. Research Technical Services Manager, Faculty HR Manager, or Faculty Executive Manager),</p> <p>or</p> <p>Head of Branch (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 clear plan or on the SPE template that includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> a legend/indicator which enables the local HSW Team to identify which scheduled activities have/have not been completed each quarter; <input type="checkbox"/> the nature of the activity and frequency (i.e. when due); <input type="checkbox"/> who is responsible for completing the activity; <input type="checkbox"/> what records (objective evidence) are required; and <input type="checkbox"/> what month(s) or dates you plan to conduct the activity. using the SPE template. <p>Please note – the format is not prescribed however the Faculty/Division/Branch SPE must meet the above criteria. Blank templates in word and excel formats are provided on the HSW website, should you wish to use these formats.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the resource implications for meeting the requirements of the SPE have been discussed with relevant staff and funding allocated.

4 Process: Monitoring the SPE

Person Responsible	Actions
<p>4.1 Faculty Technical Services Manager or equivalent (e.g. Research Technical Services Manager, Faculty HR Manager, or Faculty Executive Manager),</p> <p>or</p> <p>Head of Branch (or delegate)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that progress against the SPE is monitored at regular intervals. <input type="checkbox"/> Provide reports to the Executive Dean/Divisional Head and/or copy of the final SPE for the year, which confirms that planned activities/actions were completed as scheduled. <p>Note: Where planned activities have not been met in accordance with legislatively prescribed time-frames, document corrective action to be taken as a priority and include in the report to the Executive Dean/Divisional Head.</p>

5 Definitions

Schedule of Programmable Events (SPE)

The SPE, is a planning template and process, which collates the key activities in the Faculty/Division/School/Branch, that require a specific safety check/activity at a specific frequency/time, in order to meet the requirements of the:

- WHS legislation (or other legislation) and/or
- University’s procedures contained in relevant HSW Handbook chapters.

The HSW SPE document format, should provide the Faculty/Division/School/Branch with a template which:

- summarises the activities that need to be done each year;
- enables the area to record when activities are completed (e.g. a date or other indicator);
- enables the area to monitor progress; and
- identifies where there are any gaps in compliance.

The HSW SPE also forms part of the Faculty/Division/School/Branch contingency arrangements. e.g. to ensure that if a person assigned HSW responsibilities on the HSW SPE is absent, the scheduling and implementation of those key activities is not “person” dependant. Someone else can be assigned to pick up the task.

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 effectiveness will be determined during the internal audit process.

7 Useful information and resources

7.1	University related documents HSW Policy
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 – Code of conduct for self-insured employers Regulating Self-insured - Standards

**SCHEDULE OF PROGRAMMABLE EVENTS (SPE)
A GUIDE TO ACTIVITIES REQUIRED BY WHS LEGISLATION OR HSW HANDBOOK**

NOTE: This guide is not exhaustive. The Faculty/Division is expected to consider the activity base and determine whether there are requirements beyond this guide.
i.e. There may be additional specific requirements outlined in [Legislation](#), [Approved Codes of Practice](#) and [Australian Standards](#) (AS) that also need to be captured in your HSW SPE where applicable.

Guidance is provided (i.e. the shaded column) as to where the following planned activities might be relevant.

Remember: If you have any other system within your Faculty/Division/School/Branch which schedules and monitors these activities (i.e. where there may be duplication of documentation) then you are not required to manage these through the SPE. However, you must ensure that the “other system” is appropriately monitored to ensure that the activities are being completed and identify on your SPE the process/system being used for audit purposes/reference.

Activity to be scheduled	Relevant to the following Faculty/Division/School/Branch	Frequency	WHS Legislation
<p>Emergency contingency arrangements are tested</p> <ul style="list-style-type: none"> Any activities where systems have been put in place by the Faculty/Division/School/Branch, <u>other than Fire Evacuation</u> where contingencies/processes/equipment/SOP need to be tested for effectiveness. Examples may include: <ul style="list-style-type: none"> Emergency spill procedures for Hazardous Chemicals; Working in isolation; Personal threat situation (including duress systems) Medical emergency first aid response Fall arrest systems Confined space, first aid and rescue procedures Schedule and monitor evacuation exercises for all University buildings in accordance with the Emergency Management Contract. (Please note that an evacuation summary report is provided by Service Delivery Branch and on-forwarded to the Faculty/Division Health and Safety Committees, by the HSW Team (HR Branch) on a quarterly basis for reference.) 	<p>All Faculties/Divisions/Schools/Branches</p> <p>NOTE:</p> <p>Where regular testing is included on the Risk Assessment and the checking of emergency/contingency arrangements is incorporated in the Safe Operating Procedure for the activity when it is conducted, then the activity does not need to be included on the SPE.</p> <p>Service Delivery (Security)</p>	<p>Determined by the Faculty/Division School/Branch but based on risk.</p> <p>See HSW Handbook Chapter Emergency Management for further information.</p> <p>2 exercises per year in accordance with the Emergency Management Contract</p>	<p>WHS Regs 2012 (SA) [Section 37, 40, 43, 74 and 80] and AS 1851 Maintenance of Fire Protection Systems and Equipment – Section 19 “Emergency Evacuation Procedures”.</p> <p>Approved Code of Practice “First Aid in the Workplace” [Section 4]</p> <p>Approved Code of Practice “Managing the Risks of Hazardous Chemicals in the Workplace” [Section 6]</p> <p>Approved Code of Practice “Managing the Risks of Falls in the Workplace. [Section 9]</p> <p>Approved Code of Practice “ Confined Spaces [Section 6]</p>

SPE: A GUIDE TO ACTIVITIES REQUIRED BY WHS LEGISLATION OR HSW HANDBOOK			
Activity to be scheduled	Relevant to the following Faculty/Division/School/Branch	Frequency	WHS Legislation
<p>First Aid</p> <ul style="list-style-type: none"> Complete a First aid assessment in accordance with the HSW Handbook Chapter First Aid and Approved Code of Practice First Aid in the Workplace. Map the First Aiders for each building on each campus using the University's First Aid register to ensure there is adequate coverage across each campus and First Aid officer ratios meet the requirements as outlined in the Approved Code of Practice First Aid in the Workplace. (Noting that the ratio is total first aiders/total staff at each campus.) Provide a summary report to the Faculty/Division Health and Safety Committees (or local HSW Hub) and where gaps have been identified, submit recommendations for consideration in accordance with the HSW Handbook Chapter First Aid. 	<ul style="list-style-type: none"> All Faculties/Divisions/Schools/Branches Human Resources (HSW) Human Resources (HSW) 	<p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>WHS Act 2012 (SA) [Section 19] WHS Regs 2012 (SA) [Section 42 and 43] Approved Code of Practice First Aid in the Workplace [Section 2 and 3]</p>
<p>Workplace Monitoring (Safety Review)</p>	<p>All Faculties/Divisions/Schools/Branches 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.)</p>	<p>See HSW Handbook Chapter Workplace Monitoring for further information regarding frequencies</p>	<p>WHS Act 2012 (SA) [Section 19 to 21, Section 27, Sections 32 - 38] Approved Code of Practice "How to manage work health and safety risks" [Section 4.3]</p>

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Activity to be scheduled	Relevant to the following Faculty/Division/School/Branch	Frequency	WHS Legislation
<p>Training Plan Review</p> <ul style="list-style-type: none"> Check and update the Training Plan(s) or equivalent tracking tool(s) for the Faculty/Division/School/Branch if managed centrally i.e. by the local HSW Team; or Email the person nominated by the Head of School/Branch to manage the Training Plan(s) to check and update the Training Plan(s)/Log Book/equivalent tracking tool to ensure that Level 2 and Level 3 instruction/training: <ul style="list-style-type: none"> has been completed by identified workers as required; has been recorded on the Training Plan/equivalent; and records are on file where required by the HSW Handbook chapter. 	<p>Faculty/Division/School/Branch</p> <p>Faculty/Branch HSW Team</p>	<p>Determined by the Head of School/Branch, or the Faculty/Branch HSW Team where applicable.</p> <p>See HSW Training Plan</p>	<p>WHS Act 2012 (SA) [Section 19, 27]</p> <p>WHS Regs 2012 (SA) [Section 39]</p>
<p>Health and Safety Training</p> <p>Include details of any Faculty/Division/School/Branch training sessions which have been set-up and/or co-ordinated by the Faculty/Division/School/Branch.</p> <p>Examples may include proficiency based training on a particular activity, in-house First Aid training provided by a Registered Training Organisation)</p>	<p>Faculties/Divisions/Schools/Branches that schedule and run their own training sessions in-house or wish to plan in advance to book staff for competency based training (if required).</p>	<p>See HSW Training Plan for further information regarding frequencies</p>	<p>See above</p>

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Activity to be scheduled	Relevant to the following Faculty/Division/School/Branch	Frequency	WHS Legislation
<p>Noise and sound – audiometric testing Schedule/arrange testing for relevant staff/workers (Note – the Training Plan can be used to monitor when testing is conducted.)</p>	<p>All Faculty/Division/School/Branches where staff/workers are exposed to noise hazards and assessed as requiring audiometric testing under the WHS Legislation or the Risk Assessment. Refer to the HSW Handbook Chapter Noise and Sound Safety Management</p>	<p>Within 3 months of person commencing then at least every 2 years (See Noise and Sound Safety Management chapter of the HSW Handbook)</p>	<p>WHS Regs 2012 (SA) [Section 58]</p>
<p>Maintenance and inspection of Plant Examples include but are not limited to: Registered Plant, Lifting equipment (e.g. gantries, hoists), presence sensing safeguarding systems, Emergency Showers. (Note: Where the maintenance/inspection of plant/equipment is managed and recorded under another system, to ensure it occurs, do not record it here.)</p>	<p>All Faculties/Divisions/Schools/Branches that have plant/equipment requiring ongoing maintenance and inspection.</p>	<p>In accordance with the manufacturer’s recommendations</p>	<p>WHS Regs 2012 (SA) [Section 213] Approved Code of Practice “Managing the Risks of Plant.”</p>
<p>Electrical Safety – Testing and tagging (Note: Where the maintenance/inspection of plant/equipment is managed and recorded under another system, to ensure it occurs, do not record it here.)</p>	<p>All Faculties/Divisions/Schools/Branches where relevant under HSW Handbook Chapter Plant/Equipment Safety Management Information sheet (Testing and Tagging)</p>	<p>Refer to HSW Handbook Chapter Plant/Equipment Safety Management</p>	<p>WHS Regs 2012 (SA) [Section 150 and 151] Approved Code of Practice “Managing Electrical Risks in the workplace.”</p>
<p>Gas regulator and manifold scheduled maintenance (Note: Where the maintenance/inspection of plant/equipment is managed and recorded under another system, to ensure it occurs, do not record it here.)</p>	<p>All Faculties/Divisions/Schools/Branches who handle or store equipment with regulators, manifolds, hoses.</p>	<p>Regulators: Overhaul every 3-5 years depending on application; 3, 6 and/or 12-monthly tests depending on application. Manifolds: Overhaul every 3-5 years depending on application; 3, 6 and/or 12-monthly tests depending on application. Hoses: Replace every 5-10 years depending on application; inspect regularly – frequency dependent on application. Refer to the Plant/Equipment Safety Management chapter of the HSW Handbook.</p>	<p>WHS Regs 2012 (SA) [Section 213] Approved Code of Practice “Managing the Risks of Plant.”</p>

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Activity to be scheduled	Relevant to the following Faculty/Division/School/Branch	Frequency	WHS Legislation
<p>Hazardous Chemicals</p> <ul style="list-style-type: none"> Check that the Chemical Register is up to date (Up to date register must be readily accessible to any emergency service) 	<p>All Faculties/Divisions/Schools/Branches who handle or store Hazardous Chemicals</p> <p>(Refer to HSW Handbook Chapter Chemical Safety Management)</p>	Due December annually.	<p>WHS Regs 2012 (SA) [Section 344] WHS Regs 2012 (SA) [Schedule 7]</p> <p>WHS Regs 2012 (SA) [Section 346]</p>
<p>Registrations</p> <p>Examples may include:</p> <ul style="list-style-type: none"> Firearms University vehicles Radiation (equipment and premises) 	<ul style="list-style-type: none"> All Faculties/Divisions/Schools/Branches who manage and control the item/vehicle/firearm All Faculties/Divisions/Schools/Branches Human Resources (HSW) 	Determined by the Faculty/Division/School/Branch based on the expiry of each type of licence and registration	<p>WHS Regs 2012 (SA) [Section 264 to 288D] WHS Regs 2012 (SA) [Schedule 5]</p>
<p>Licences</p> <p>Where there is a requirement to monitor licences.</p> <p>Examples may include</p> <ul style="list-style-type: none"> 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 (S8, S9) Radiation (eg equipment, location, people, waste management etc) Controlled Substances (S2, S3, S4, S7) Dangerous Goods (per Campus) 	<ul style="list-style-type: none"> All Faculties/Divisions/Schools/Branches who manage/conduct the activity Schools who conduct diving/boating Schools who use the substance (Lab) Human Resources (HSW) Human Resources (HSW) Human Resources (HSW) 	Determined by the Faculty/Division/School/Branch based on the expiry of each type of licence and registration.	<p>WHS Regs 2012 (SA) [Section 81 to 112] WHS Regs 2012 (SA) [Schedule 3]</p>

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Activity to be scheduled	Relevant to the following Faculty/Division/School/Branch	Frequency	WHS Legislation/ Relevant Legislation
<p>Health and Safety Committee meetings</p> <ul style="list-style-type: none"> Faculty/Division Health and Safety Committee <p>Note – Where Faculties/Divisions convene an additional Health & Safety Committee the dates <u>may</u> be added to the SPE</p>	<p>The Faculty/Division/School/Branch/area responsible for scheduling the Committee meetings, maintaining the committee minutes and providing evidence that the meeting was held. (i.e. website, Records Management system)</p>	<p>Faculty/Division Committee Quarterly (minimum) In accordance with the Terms of Reference</p>	<p>WHS Act 2012 (SA) [Section 78]</p>
<p>Health and Safety Representatives</p> <p>Check that all health and safety representatives' terms of office are current. Arrange for election if required in consultation with HR Branch HSW Team, in accordance with WHS Legislation</p>	<p>Human Resources (HSW)</p>	<p>Annually</p>	<p>WHS Regs 2012 (SA) [Section 18 to 21]</p>
<p>Annual stock take of Fire-arms and ammunition</p> <p>Conduct annual stock takes of School/Branch firearms and ammunition, using the annual firearms stock take proforma (HSW Handbook Chapter Firearms Safety Management Appendix B) and attach to the Firearms Register.</p>	<p>Schools/Branches where the Head of School/Branch has authorised the use of fire-arms.</p>	<p>Submitted to the Associate Director, HSW - 1 December each year.</p>	<p>Firearms Act 2015 (SA)</p>

CLICK ON THE FOLLOWING LINKS TO ACCESS THE SPE TEMPLATES
 (1) [WORD VERSION](#) OR (2) [EXCEL VERSION](#)