



OHSE Folder Reference	WHAT	WHEN - QUARTERLY				WHO/HOW
		Mar	Jun	Sep	Dec	
1	Objectives and Targets Monitoring and review Cyclic Events Checklist	Mar 21 st v	Jun 13 th	Sep 12 th	Dec 12 th	Simon Hall, OHSE Officer. OHSE Committee
2	OHSE Committee Meetings - Membership is across Psychological Sciences - Faculty OHSE Manager is invited as an observer - Terms of Reference, Agenda and Minutes	Mar 21 st v	Jun 13 th	Sep 12 th	Dec 13 th	Chair – Nick Haslem
3	First Aid Kit Inspections and Checklists - 6 th floor- corridor - 9 th floor Sleep Lab - 10 th Floor New - 12 th Floor General Office - Blackwood St- Clinic	Mar L6- Done L9- Done L10- Done L12- Done Clinic - Done	Jun	Sep	Dec	OHSE Officer AND First Aiders
4	Training Needs Analysis Update staff/students training needs and target them to attend sessions - Reviews reported at Quarterly OHSE committee meetings - Emergency Management personnel : First Aid officers; Wardens	Mar 21 st Done	Jun	Sep	Dec	Simon Hall, OHSE Officer
	WHAT	WHEN – BI ANNUALLY				WHO/HOW
5	Office and Sleep Lab Inspections : Level 4 .: EEG Rm. 409 - Level 5 – - Level 6 - - Level 7 - Level 8- - Level 9- - Level 10 - Level 11	May/June		Nov/Dec		Staff as selected - coordinated by OHSE Officer

E 3 Cyclic Events

	<ul style="list-style-type: none"> - Level 12 - Sleep Lab 		
	WHAT	WHEN - ANNUALLY	WHO/HOW
6	Chemical Inventory Update – copy of list in MSPS Folder/ “on Shared Drive” <ul style="list-style-type: none"> - Sleep Lab - Update list of chemicals and Material Safety Data Sheets - Chemical Spill kits – supplies and currency - Duress Batteries 	June/ July	Christian Nicholas
7	Electrical Testing and Tagging <ul style="list-style-type: none"> - Yearly for high risk items - 5 yearly for low risk items - Sleep Laboratory equipment 	Redmond Barry Done W/C 17th – 31 st March 2014 Includes “Sleep” and “EEG” labs.	OHSE Officer , PCS
8	Emergency Personnel List (training is listed and checked on the TNA) <ul style="list-style-type: none"> - Wardens 2 per level - First Aiders 	Current as per Dec.2013 Current as per Oct 2013	OHSE Officer
9	Evacuation Drill <ul style="list-style-type: none"> - Ensure a planned evacuation drill is conducted for the building - Report when the drill was done, and any issues raised at local EHS meetings 	June- due	OHSE Officer PCS
10	Notice boards <ul style="list-style-type: none"> - ensure these contain up to date OHSE information – check requirements: - http://www.unimelb.edu.au/ehsm-new/B.html#B.11. 	Updated as new information becomes available Or Dec 2014 ongoing	OHSE Officer
11	Risk Register of all Risk Assessments <ul style="list-style-type: none"> - environmental aspects - laboratory processes - manual handling activities 	Register updated when New Hazards identified and Risk Assessed. Reviewed annually @ OHSE Cttee.	OHSE Officer / OHSE Manager
12	First Aid Needs Assessment <ul style="list-style-type: none"> - Check the number of first aiders and first aid kits need in your area 	March 2014 - Done	OHSE Officer
	WHAT	WHEN – 5 YEARLY	WHO/HOW
13	Regulator Inspections <ul style="list-style-type: none"> - Check the regulators fitted to compressed gas cylinders within your area - Have an external company inspect them and certify them for use 	Annual Sleep Lab O2 last checked May 2011 . Next due 2016	Christian Nicholas