Schools are encouraged to use this template to schedule important and mandatory health, safety and wellbeing activities throughout the year. The template calendar has been formatted to allow schools to easily add the activities listed below into the template over the page. The calendar can be printed and displayed on the school HSW noticeboard. It is recommended that the calendar is developed and monitored through the school health, safety and wellbeing committee and activities are allocated to action officers along with completion deadlines to ensure all activities occur.

## Mandatory activities

### Each term

* Review and investigate incidents in MyHR WHS
* Update MyHR WHS location page details, including all HSW positions
* Conduct a HSW committee meeting (recommended no later than week 7) and ensure meeting minutes are uploaded to MyHR WHS by the end of term
* Check first aid kits and ensure first aid/CPR training is current
* Conduct emergency evacuation and lockdown drills
* Review and close BEMIR Work Area Access Permits
* School Rehabilitation and Return to Work Coordinator action the following:
	+ upload all medical certificates into the MyHR WHS Injury Management module
	+ enter all graduated return to work plans and complete timesheets in the MyHR WHS Injury Management module
	+ advise the regional Claims Management Officer of all rehabilitation cases that have closed during the term

### Annually

* Complete and submit the Annual Safety Assessment
* Review your school risk register and training register
* Complete a First Aid risk assessment
* Review emergency response plan
* Schedule and conduct the annual asbestos awareness session
* Review the chemical management plan
* Review Health, Safety and Wellbeing positions:
	+ Health and Safety Advisor (mandatory for schools with 30+ staff)
	+ Rehabilitation and Return to Work Coordinator (mandatory for all schools) and ensure RRTWCs have completed the online training course and passed the assessment
	+ Health and Safety Representative (only if requested by workers)

## Additional activities to consider

* Regularly check the COVID-19 OnePortal page
* Conduct workplace inspections to identify and eliminate hazards
* Review electrical safety (e.g. equipment and safety switch testing processes)
* Review plant and equipment register and safe work procedures
* Ensure staff complete all mandatory training requirements
* Consider the changing wellbeing needs of your staff, update your staff wellbeing action plan and seek the assistance of your Regional Wellbeing Coordinator as needed.
* Promote and encourage use of the Employee Assistance Program
* Update this ‘HSW School Calendar of Activities and Events’ for the next school year

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| **Week** | **Term 1** | **Term 2** | **Term 3** | **Term 4** |
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| **1** |  |  |  |  |
| **2** |  |  |  |  |
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