

SCHOOL OF HUMAN MOVEMENT AND EXERCISE SCIENCE

LABORATORY/WORKSHOP SAFETY AND HEALTH SCHEDULE 2006

Laboratory: Safety Supervisor: Ext.

This sheet is to be placed in a prominent position in the lab/workshop (e.g. noticeboard), along with a copy of the School Safety and Health Handbook and the School Safety and Health Responsibilities Schedule.

INDIVIDUAL SCHEDULES

Name	Safety Induction* To be completed upon commencement	Safety Information Refresher Session To be completed annually	Training Requirements* (List training and date completed below)			

GENERAL SCHEDULE

Procedure	Recurrence	Date Last Completed			
		Jan - Mar	Apr – Jun	Jul – Sep	Oct - Dec
Workplace Safety Inspections					
Lab/Workshop Checklist*	Quarterly				
Chemical Lab Checklist*	Quarterly				
Safety Information Refresher Session	Annually				
Hazard Report Form*	Ongoing				
S&H Incidences (please indicate the nature of the incident & date report was sent)	-				

* Please submit all documentation to the School Manager