Health and Safety Activity Planner
<Insert document number>

ID	Task		Frequency	2015																	
				July				August				September				October				Nov	
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
Policy																					
1.1	Inspect	HSEC Policy posted in key locations.	Bi-annual																		
Planning, Objectives																					
2.1	Update	Safety Management Plan	Annually																		
2.2	Set	Safety Objectives & Targets	Annually																		
2.3	Review	Safety Objectives & Targets	Quarterly																		
Legal and Other Obligations																					
3.1	Ensure	Ventilation and Hygiene Monitoring	Bi-annual																		
Training and Competency																					
4.1	Identify	Safety Training Needs	Bi-annual																		
4.2	Review	Site Specific Induction	Annually																		
Consultation and Communication																					
5.1	Deliver	Safety Toolbox Talk	Monthly																		
Risk and Hazard Management																					
6.1	Undertake	Time in Field	Daily																		
6.2	Attend	Pre-shift Meeting	Daily																		
6.3	Review	Site risk register	Quarterly																		
Crisis and Emergency Mgt																					
7.1	Review	Cyclone Management Plan	Annually																		
7.2	Review	Emergency Mgt Plan	Annually																		