MASTER ELECTRICIANS AUSTRALIA

EXAMPLE

2023-2024
Safety Activities Calendar

October 2023 ☒

Review company policies and procedures

Appliance test and tag ✓

Review sample of completed risk assessments ✓

November 2023 ☒

Site inspection

Monthly Safety meeting/Toolbox talk

December 2023 ☒

Review apprentice supervision

Check hazardous chemicals SDSs are current

Fire extinguisher inspection

January 2024 ☒

Legal review

Safety equipment inspections (ladders, FADs, LV rescue kits etc)

Vehicle inspections

February 2024 ☒

Review emergency preparedness and procedures

Electrical test equipment inspections/calibration

March 2024 ☒

Check first aid kits

Office & workshop inspection

Review apprentice supervision

April 2024 ☒

Review worker induction processes

Review – SWMS and Workplace Manual

Monthly Safety meeting/Toolbox talk

May 2024 ☒

Review of external service providers

Monthly field inspection

June 2024 ☒

Reassess hazard identification process and review hazard register

Fire extinguisher inspection

July 2024 ☒

Safety equipment inspections (ladders, FADs, LV rescue kit)

Emergency evacuation drill

August 2024 ☒

Electrical test equipment inspection

Update licence and competency register

Monthly Safety meeting/Toolbox talk

September 2024 ☒

Management review meeting

Office & workshop inspection

Performance evaluations

SCAN TO ACCESS ME SAFETY*

*Requires ME Safety Subscription

Need assistance or have questions?
Contact your MEA Field Support Advisor team for assistance with any of these recommended activities on **1300 889 198**