

2024 SAFETY Pull-out

ACTIVITIES CALENDAR

Need assistance or have questions?

Master Electricians can contact their MEA Field Support Advisor for assistance with any of these activities on **1300 889 198**



January	Complete	February	Complete	March	Complete	April	Complete
Monthly field inspection	<input type="checkbox"/>	Monthly field inspection	<input type="checkbox"/>	Monthly field inspection	<input type="checkbox"/>	Monthly field inspection	<input type="checkbox"/>
Appliance test and tag	<input type="checkbox"/>	Review emergency preparedness and procedures	<input type="checkbox"/>	Check first aid kits	<input type="checkbox"/>	Appliance test and tag	<input type="checkbox"/>
Legal review	<input type="checkbox"/>	Electrical test equipment inspections/calibration	<input type="checkbox"/>	Office and workshop inspection	<input type="checkbox"/>	Vehicle inspections	<input type="checkbox"/>
Safety equipment inspections (Ladders, FADs, LV rescue kits etc)	<input type="checkbox"/>	Update licence and competency register	<input type="checkbox"/>	Review apprentice supervision	<input type="checkbox"/>	Review worker induction processes	<input type="checkbox"/>
Vehicle inspections	<input type="checkbox"/>	Monthly safety meeting/toolbox talk	<input type="checkbox"/>	Monthly safety meeting/toolbox talk	<input type="checkbox"/>	Review SWMS and Workplace Manual	<input type="checkbox"/>
Monthly safety meeting/toolbox talk	<input type="checkbox"/>	Review sample of completed risk assessments	<input type="checkbox"/>	Review sample of completed risk assessments	<input type="checkbox"/>	Monthly safety meeting/toolbox talk	<input type="checkbox"/>
Review sample of completed risk assessments	<input type="checkbox"/>					Review sample of completed risk assessments	<input type="checkbox"/>
						World Day for Safety and Health at Work	28 April
May	Complete	June	Complete	July	Complete	August	Complete
Monthly field inspection	<input type="checkbox"/>	Monthly field inspection	<input type="checkbox"/>	Appliance test and tag	<input type="checkbox"/>	Monthly field inspection	<input type="checkbox"/>
Review of external service providers (if applicable)	<input type="checkbox"/>	Reassess hazard identification process and review hazard register	<input type="checkbox"/>	Vehicle inspections	<input type="checkbox"/>	Electrical test equipment inspection	<input type="checkbox"/>
Monthly safety meeting/toolbox talk	<input type="checkbox"/>	Fire extinguisher inspection	<input type="checkbox"/>	Safety equipment inspections (Ladders, FADs, LV rescue kits etc)	<input type="checkbox"/>	Update licence and competency register	<input type="checkbox"/>
Review sample of completed risk assessments	<input type="checkbox"/>	Monthly safety meeting/toolbox talk	<input type="checkbox"/>	Emergency evacuation drill	<input type="checkbox"/>	Monthly safety meeting/toolbox talk	<input type="checkbox"/>
		Review sample of completed risk assessments	<input type="checkbox"/>	Monthly safety meeting/toolbox talk	<input type="checkbox"/>	Review sample of completed risk assessments	<input type="checkbox"/>
				Review sample of completed risk assessments	<input type="checkbox"/>		
Women's Health Week	12 -15 May	Men's Health Week	10-16 June				
September	Complete	October	Complete	November	Complete	December	Complete
Monthly field inspection	<input type="checkbox"/>	Monthly field inspection	<input type="checkbox"/>	Monthly field inspection	<input type="checkbox"/>	Monthly field inspection	<input type="checkbox"/>
Management review meeting	<input type="checkbox"/>	Appliance test and tag	<input type="checkbox"/>	Site inspection	<input type="checkbox"/>	Review apprentice supervision	<input type="checkbox"/>
Review apprentice supervision	<input type="checkbox"/>	Vehicle inspections	<input type="checkbox"/>	Monthly safety meeting/toolbox talk	<input type="checkbox"/>	Check hazardous chemicals SDSs are current	<input type="checkbox"/>
Office and workshop inspection	<input type="checkbox"/>	Review company policies and procedures	<input type="checkbox"/>	Review sample of completed risk assessments	<input type="checkbox"/>	Fire extinguisher inspection	<input type="checkbox"/>
Performance evaluations	<input type="checkbox"/>	Monthly safety meeting/toolbox talk	<input type="checkbox"/>			Test and tag workshop and office equipment	<input type="checkbox"/>
Monthly safety meeting/toolbox talk	<input type="checkbox"/>	Review sample of completed risk assessments	<input type="checkbox"/>			Monthly safety meeting/toolbox talk	<input type="checkbox"/>
Review sample of completed risk assessments	<input type="checkbox"/>	Mental Health	Month	National Asbestos Awareness	Month	Review sample of completed risk assessments	<input type="checkbox"/>
R U OK? Day	12 Sep	Safe Work	Month				

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