# School of Chemistry Safety Committee Planner 2009

## January
- Completion of Chemical inventories from laboratory groups.
- Follow up of Nov 08 Laboratory workplace inspection
- Faculty OHS induction planning
- Clean up of stores – equipment, solvent, dry and chemical store, checking of signage
- Emergency Evacuation Drill

## February
- **Safety Committee Meeting Tuesday 3rd February:** OHS News- OHS Induction for new students and staff.
- **Wednesday February 11th, 11.00am, 18.G01:** School OHS training: ChemAlert for Stock Managers and users
- Emergency procedures for undergraduate students reminder
- Audit of Spills kit/ Safety shower check
- Faculty Working Safely in Science **Wednesday 25th March 9:00am – 12:30pm**
- Honours students information session **Wednesday 25th March 2:00pm – 4:00pm**
- Friday 27th February – Labcoat Washing

## March
- **Hazardous Substances in the Workplace & ChemAlert, Wednesday 4th March 9:30am -12:30pm**
- **Wednesday March 25th 11.00am, 18.102:** School OHS training: Purchasing and storing chemicals

## April
- **Safety Committee Meeting Tuesday 5th April:** OHS News - Workplace inspection, School Safe Work Procedures
- Archiving of Risk Assessments
- **Wednesday April 29th, 11.00am, 18.102:** School OHS training: Handling Liquid Nitrogen
- Friday 24th April – Labcoat Washing

## May
- SWP update and review month
- Laboratory workplace inspections
- **Wednesday May 27th 11.00am, 18.102:** School Safe Work Procedure training

## June
- **Safety Committee Meeting Tuesday 2nd June:** OHS News –Incident Reporting
- **Wednesday June 24th 11.00am, 18.102:** School OHS training: Risk Management, SafetyNet and Incident Reporting
- Office workplace inspections
- Friday 5th June– Labcoat Washing

## July
- Archive Risk Assessments

## August
- **Safety Committee Meeting Tuesday 4th August:** OHS News- Report office inspections
- Friday 21st August – Labcoat Washing

## September
- OHS Document update month
<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
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<tbody>
<tr>
<td>October</td>
<td>- Safety Committee Meeting 6th October: OHS News- lab inspections</td>
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<tr>
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<td>- WorkCover Safe Work Month</td>
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<td>- Laboratory workplace inspections</td>
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<td>- Archiving of Risk Assessments</td>
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<td>- Friday 6th August - Labcoat Washing</td>
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<td>November</td>
<td>- Reminder –Project release form for students completing work</td>
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<td>- Reminder of UOW Drug and Alcohol Policy – Risk Assessments for UOW functions</td>
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<td>December</td>
<td>- Safety Committee Meeting 1st December: Chemical stock-take</td>
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<td>- School Cleanup Day &amp; Chemical Stocktake</td>
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<td>- Prior to break - Archiving of Risk Assessments</td>
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<td>- Friday 4th December - Labcoat Washing</td>
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