

Summary of Actions Each Month

Month	Action
January	<ul style="list-style-type: none"> Review outstanding H&S action items, eg Workplace inspection checklist / property maintenance (asbestos management plan) and assign dates and names for actions required
February	<ul style="list-style-type: none"> Review outstanding H&S action items Complete first aid kit checklist and restock. Once restocked, sign off the bottom of the checklist
March	<ul style="list-style-type: none"> Review outstanding H&S action items Complete the Plant inventory Locate all chemicals on site. Eliminate unnecessary chemicals. Check that the Chemical Safety Data Sheets are within 5 years from date of issue. Check the precautions for storage of chemicals and store appropriately. Ensure chemical inventory and plant safety cards are freely available to all who use chemicals and plant, eg kitchen area.
April	<ul style="list-style-type: none"> Review outstanding H&S action items After the AGM, new parish council members must review and sign the H&S Policy document Review Hazard Register – consider new activities / tasks being performed and update Review and update the emergency contact list Brief Wardens / Minister / others on incident notification requirements Review Monthly Actions List and change as needed
May	<ul style="list-style-type: none"> Review outstanding H&S action items Review the first aid risk assessment and update Brief people who conduct Home Visits on the procedure and complete the Home Visit Checklist for each person conducting visits on behalf of the Church activities.
June	<ul style="list-style-type: none"> Review outstanding H&S action items Brief users of plant on the relevant safety cards and document using the toolbox talk template Review the Document Control Index and review / update and documents that will expire in the next 6 months
July	<ul style="list-style-type: none"> Review outstanding H&S action items Complete the workplace inspection checklist Those who drive vehicles for work purposes are to be briefed on Driving Safety Guidelines.

August	<ul style="list-style-type: none"> • Review outstanding H&S action items • Run training for Emergency Wardens • Place record of training in the Safety folder • Communicate the Bomb Threat Checklist and document the communication • Communicate the Emergency Procedure SJK111 • Complete first aid kit checklist and restock. Once restocked, sign off the bottom of the checklist • Brief leaders of groups on the Caution Card, where it is, when it can be applied and who can remove it once applied
September	<ul style="list-style-type: none"> • Review outstanding H&S action items • Run Emergency drill • Place a record of the safety drill and place in the safety folder • Action any issues that arise from the drill • Review and update the emergency contact list • Display current emergency contact list
October	<ul style="list-style-type: none"> • Review outstanding H&S action items • Complete Testing and tagging for electrical items in kitchen and also those subject to regular cord flexing
November	<ul style="list-style-type: none"> • Review outstanding H&S action items • Review document control index and review update any documents that will expire in the next 6 months
December	<ul style="list-style-type: none"> • Review outstanding H&S action items • Complete Event Checklist for Christmas events