

S20 – Activity Planner H&SMR01

Site				Responsible manager											
	Frequency	Date of last inspection if requirement is over 12 months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Senior management review	12 monthly														
Management checklist	Monthly														
H&S meeting	3 monthly														
Audits	12 monthly														
Daily inspection sheets	Weekly														
Monthly inspection sheets	Monthly														
Fixed wiring electrical inspection offices	5 yearly														
Lifting equipment	6 monthly														
	12 monthly														
Pressure systems	26 monthly														
Fire extinguishers	12 monthly														
Noise survey	24 monthly														
H&S emergency drill	12 monthly														
Complete training matrix	12 monthly														
Asbestos management plan	12 monthly														

