

Proposed timeline	
Ongoing	

This annual planner is to be review by management in consultation with workers to identify and established the priority health and safety focus areas for the next 12 months.

Health and Safety Priorities		Owner(s)	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Hazard and Risk Register																
1.1	Review the hazard and risk register with workers (identify and update hazards, risks and controls)	Manger	Annual													
1.2	Update relevant risk assessments and safe work procedures (based on the outcomes of the hazard and risk register review)	Manager	Annual													
2. Induction and Training																
2.1	Review and arrange annual training requirements	Manager	Annual													
2.2	Conduct health and safety induction (hazards, policies, safe systems of work, reporting and emergency management)	Manager	Ongoing	INTENTIONALLY FADED												
2.3	Conduct annual low stress stock handling and basic horsemanship training	Manager / trainer	Annual													
2.4	Conduct induction and training for safe use of plant and equipment (machinery, vehicles, equipment and workshop)	Manager / trainer	Ongoing													
3. Contractor Management																
3.1	Request copies of current certificates of insurance (public liability, workers' compensation, plant and others as required)	Manager / contractor	Annual													
3.2	Request copies of qualifications, risk assessments and safe systems of work	Manager / contractor	Ongoing	INTENTIONALLY FADED												
3.3	Conduct contractor inductions and or provide health and safety information	Manager / contractor	Ongoing													
4. Plant, Equipment and Electrical																
4.1	Review and update plant and equipment registers and maintenance schedules	Manager	Annual													
4.2	Maintain plant and equipment in accordance with manufacturers requirements and maintenance schedules	Manager / workers	Ongoing	INTENTIONALLY FADED												
4.3	Conduct testing of electrical equipment, residual current devices and thermal imaging of electrical switchboards	Manager / contractor	Annual													
4.4	Ensure that workers have the appropriate licences and training to operate plant and equipment	Manager / workers	Ongoing													

