

1.1 2015 PLANNED ACTIVITIES PROGRAM CALENDAR AND DESCRIPTION

2015													
NO	ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	OSHE FBME committee meeting	1				1			1			1	
2	OSHE and Biosafety briefing to all staff			1				1					
3	ERP / evacuation drill		1										
4	Postgraduate OSHE awareness seminar					1				1			
5	Undergraduate OSHE awareness seminar			1						1			
6	Periodic maintenance: fire extinguishers			1			1			1			1
7	Periodic Inspection: autoclave and centrifuge						1						1
8	Laboratory spring cleaning and administrative offices Fumehood checking	Date set by each lab	Date set by each lab	Date set by each lab	Date set by each lab	Date set by each lab	Date set by each lab	Date set by each lab	Date set by each lab	Date set by each lab	Date set by each lab	Date set by each lab	Date set by each lab
9	OSHE and Biosafety Workshop for all staff								1				
10	Program on introduction to chemical and proper ways of handling it to laboratory staff									1			
11	Quarterly Inspection for Laboratory And Administrative Office Safety and Rules/sop			1			1			1			1

Green indicated that the program has been done while red are not able to be done