**ANNUAL PLAN FOR 2016**

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| **MONTH** | **POLICY REVIEW** | **STAFF ACTIONS** | **MANAGEMENT ACTIONS** | **SELF REVIEW** |
| **January** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill (Health & Safety Representative) |  |  |
| **February** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill Health & Safety Representative | RS7 Submitted |  |
| **March** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Check Emergency Supplies Health & Safety Representative  Fire Drill  Earthquake Drill Health & Safety Representative | MoE Funding Paid |  |
| **April** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill Health & Safety Representative |  |  |
| **May** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill Health & Safety Representative |  |  |
| **June** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill Health & Safety Representative | RS7 Submitted |  |
| **July** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill Health & Safety Representative | MoE Funding Paid |  |
| **August** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill Health & Safety Representative |  |  |
| **September** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill Health & Safety Representative |  |  |
| **October** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Check Emergency Supplies Health & Safety Representative  Fire Drill  Earthquake Drill Health & Safety Representative | RS7 Submitted |  |
| **November** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill Health & Safety Representative | MoE Funding Paid  Develop 2016 Budget |  |
| **December** | | | |  |
| Review |  |  |  |  |
| Regular | Hazard Register Review | Fire Drill  Earthquake Drill Health & Safety Representative |  |  |