

Help Page - School WHS Page



NSW / ACT

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School WHS Page

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School WHS Page

example image: see numbers below for explanation of the different areas of this page

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Border Christian College

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WHS Reports

WHS Maintenance and Improvement Tasks

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WHS Quarter Sign Off 2

Title	Creator
Border WHS Maintenance and Improvement Tasks - 2020 3	Jodie McDonald

In order for your compliance report to appear you need to

1. Click the following icon while in edit mode [icon] 4
2. Add the label **bccwhs** to the created sheet. There should be 2 labels now **bccwhs** and **whsmaintenance**

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1.

Click here to create a new Yearly WHS Maintenance and Improve Task page. Refer to the [WHS Task Page](#) for more information.

Your browser does not support the HTML5 video element

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2.

Click here to sign off on each quarter. This form is required to be submitted after the WHS Maintenance, and Improvements Tasks have been completed for the corresponding quarter.

WHS Quarter Sign Off

School:

Principal:

NSW WHS Officer: (Angela Brown)

☐ I, confirm that the WHS Maintenance and Improvement Tasks have been completed.

Dated Jul 06, 2020

Please send a copy of the completed quarter to

☐ Checked by Head Office

[Submit](#) [Close](#)

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3.

This lists all the past and current WHS Maintenance and Improvement task pages. Click on one to open, cmd + Click (Mac) or Ctrl + click (Windows) to open in a new tab.

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4.

These labels **MUST** be added to a newly created page for the page to appear on the list above.

You can quickly add a label to a page by pressing "L" on the open page

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WHS Maintenance and Improvement Tasks Page

When creating a new WHS task list enter the year of the WHS tasks being completed.

Border WHS Maintenance and Improvement Tasks - @currentYear

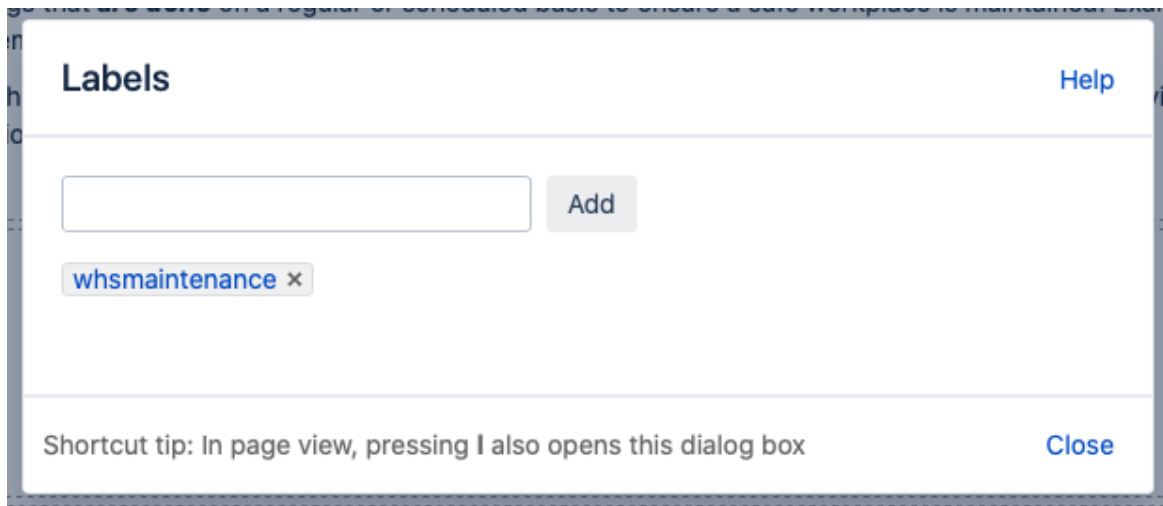
Then click on the label icon

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DRAFT

and add the label that is relevant for your school. This found on your school's WHS page

A screenshot of a 'Labels' dialog box. At the top left is the title 'Labels' and at the top right is a 'Help' link. Below the title is a text input field and an 'Add' button. Underneath the input field, the label 'whsmaintenance' is shown with a small 'x' icon to its right. At the bottom of the dialog, there is a 'Shortcut tip: In page view, pressing I also opens this dialog box' and a 'Close' link on the right.

Click publish to save your page

Changes saved

Publish

Close



[Tutorial on using the WHS reporting tool](#)

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