

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**

Home

WHS Reports


WHS Maintenance and Improvement Tasks

[+ Create WHS Maintenance and Improvement Tasks](#) **1**

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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  **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

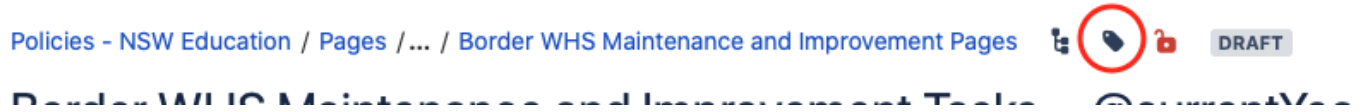
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WHS Maintenance and Improvement Tasks Page

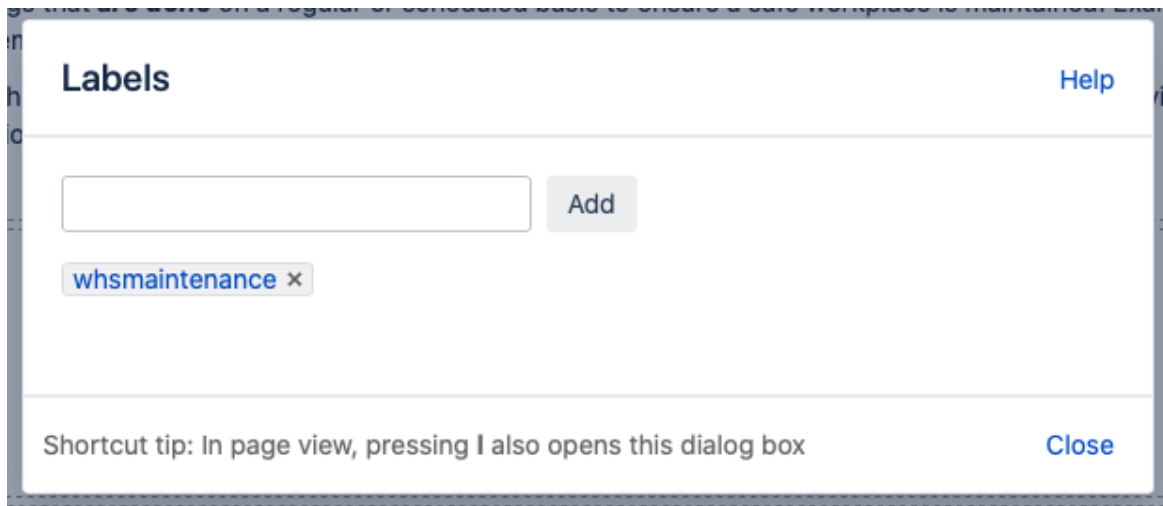
When creating a new WHS task list enter the year of the WHS tasks being completed.

Border WHS Maintenance and Improvement Tasks - @currentYear

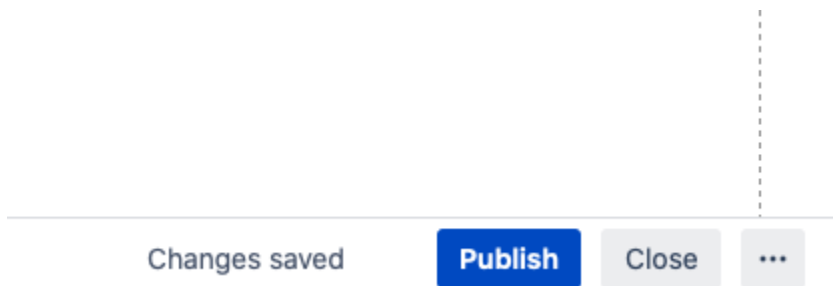
Then click on the label icon



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



Click publish to save your page



Tutorial on using the WHS reporting tool

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