

## 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

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

[WHS Quarter Sign Off](#) **2**

Title	Creator
<a href="#">Border WHS Maintenance and Improvement Tasks - 2020</a> <b>3</b>	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

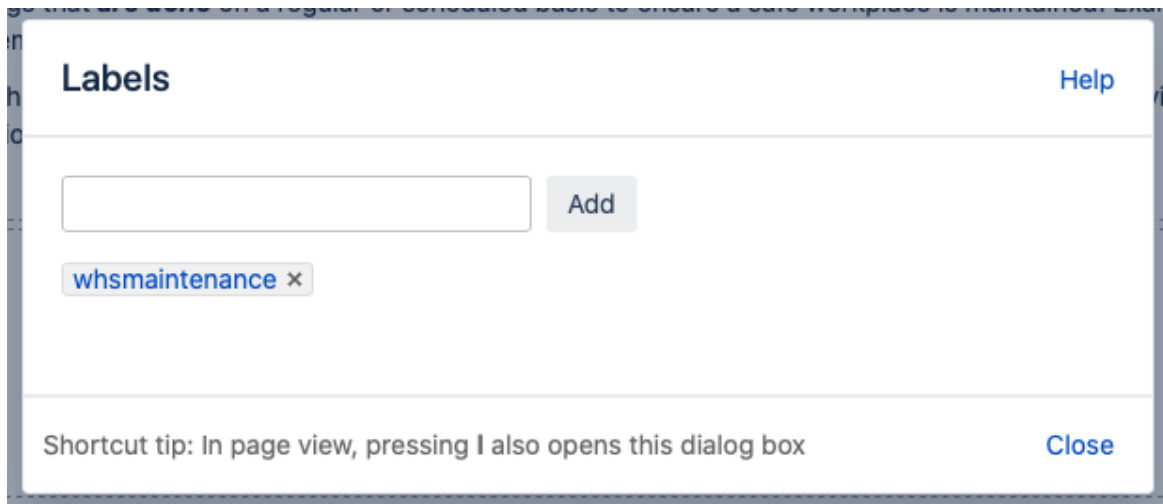
Then click on the label icon

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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 close 'x' button. At the bottom of the dialog, there is a 'Shortcut tip: In page view, pressing I also opens this dialog box' and a 'Close' button on the right.

Click publish to save your page

Changes saved

**Publish**

Close



Tutorial on using the WHS reporting tool

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