|  |  |
| --- | --- |
| Institute / Directorate / Centre: Click here to enter text. | |
| Plan prepared by: Click here to enter names. | Date: Click to enter a date. |

**Note**: all requirements in this template are based on the university’s [health and safety policies, procedures and guidelines](http://federation.edu.au/staff/working-at-feduni/risk,-health-and-safety/policies-and-procedures)

|  |
| --- |
| 1. **GENERAL** |

| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| --- | --- | --- |
| * 1. Has your Institute/Directorate/Centre put in place processes to ensure that staff possess or acquire the necessary knowledge and skills for the successful implementation of this Plan?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: ensure the health and safety training needs of staff in your Institute/Directorate/Centre are addressed as part of the University’s processes for managing performance and professional development.* | Click here to enter text. |
| * 1. (Non-mandatory) Has your Institute/Directorate/Centre appointed a Safety Officer to coordinate the implementation of this plan?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: A* [Safety Officer](https://federationuniversity.sharepoint.com/sites/hsw/RHS/Forms/AllItems.aspx?id=%2Fsites%2Fhsw%2FRHS%2FWebsite%2FSafety%5FOfficers%5FRecord%2Epdf&parent=%2Fsites%2Fhsw%2FRHS%2FWebsite&p=true&ga=1) *may be appointed to assist the Executive Dean/Director in the day-to-day management of health and safety matters within the Institute/Directorate/Centre* | Click here to enter text. |
| * 1. Has your Institute/Directorate/Centre put in place a Health and Safety Implementation Team (HSIT) to implement this Plan?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: See the section on “Health and Safety Teams” in the* [Health and Safety Management Procedure](https://policy.federation.edu.au/corporate_governance/procedures/health_safety/ch01.php#Ch1721Se222937) | Click here to enter text. |
| * 1. Does the Dean/Director actively support the relevant HSIT(s) in their efforts, including through the allocation of appropriate resources?   YES Describe in column B  NO Complete columns B and C | Click here to enter text. | Click here to enter text. |
| * 1. Has your Institute/Directorate/Centre implemented methods to measure health and safety performance, and to set and achieve targets?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Examples of OHS performance indicators include:*  *- X% reduction in number of injuries to staff, students, contractors*  *- X% increase in proportion of activities subjected to HIRAC reviews as part of their planning (see Section 3 below for more info)*  *- Increased staff participation in conducting HIRAC reviews* | Click here to enter text. |

|  |
| --- |
| 1. **EMPLOYEE REPRESENTATION & CONSULTATION** |

|  |  |  |
| --- | --- | --- |
| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| * 1. Are all the staff within your Institute/Directorate/Centre and across all campuses covered by a Designated Work Group (DWG)?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Ensure that the* [Designated Work Groups shown on the University record](https://federationuniversity.sharepoint.com/:b:/s/hsw/EWNYsgTNxSBHtWIFYpQXcd0ByDZrqMLp9sL2OMIYvmVESg?e=Tmqevs) *are still current and adequately cover all the staff in your Institute/Directorate/Centre.* | Click here to enter text. |
| * 1. Are the names of Health and Safety Representatives (HSRs) from within your Institute/Directorate/Centre shown in the [University](http://federation.edu.au/__data/assets/pdf_file/0008/81827/Health_Safety_Representatives_Designated_Work_Groups_Record.pdf) record still current?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Check against the* [University record](https://federationuniversity.sharepoint.com/:b:/s/hsw/EWNYsgTNxSBHtWIFYpQXcd0ByDZrqMLp9sL2OMIYvmVESg?e=Tmqevs) *and list name of HSR for each Designated Work Group.* | Click here to enter text. |
| * 1. Are the contact details of HSRs displayed prominently (e.g. on noticeboards) within all the workplaces you control?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Indicate location of display(s).* | Click here to enter text. |
| * 1. Do you make appropriate time allocations in the workload of selected members of staff and HSRs for attendance at safety meetings and relevant training sessions?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: The OHS Act requires that appropriate time allocations be made for HSRs to attend relevant training, meetings, etc. Consider this requirement in any work planning activity you conduct with your HSR(s).* | Click here to enter text. |
| * 1. Does your Institute/Directorate/Centre hold regular meetings of Health and Safety Implementation Team(s) (HSIT) to coordinate OHS activities and consult with staff before implementing workplace changes?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Most HSITs meet once or twice per quarter. See the* [Schedule of Health and Safety Management Activities](https://policy.federation.edu.au/forms/Schedule_of_Health_and_Safety_Management_Activities.pdf) *for guidance.*  *Typically, these meetings include a representative of management (e.g. Dean, Director or Safety Officer), the Health and Safety Representative and a selection of staff members.* | Click here to enter text. |
| * 1. Does your Institute/Directorate/Centre induct new staff (including casual and sessional staff) using the [Local Induction Checklist](http://policy.ballarat.edu.au/forms/OHS_Induction_Checklist.pdf)?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the* [Local Induction Checklist](https://policy.federation.edu.au/forms/Local-induction-checklist.docx) *and provide details for each campus where your Institute/Directorate/Centre operates.* | Click here to enter text. |

|  |
| --- |
| 1. **HAZARDS MANAGEMENT (Hazard Identification, Risk Assessment and Control – HIRAC)** |

| **A. ELEMENT** | **B. DESCRIPTION** | | **C. TIMING** |
| --- | --- | --- | --- |
| * 1. Has your Institute/Directorate/Centre implemented systems to ensure that a HIRAC review is conducted for all new activities or new items of plant and substances before purchasing?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Any new activity, plant or substance may introduce hazards. A thorough* [HIRAC review](https://federation.edu.au/__data/assets/word_doc/0008/476882/HIRAC_Report.docx) *of these possible hazards, with appropriate control measures, should form part of the process prior to purchasing or prior to the start of a new activity.* | | Click here to enter text. |
| Develop in consultation with staff a schedule of [HIRAC reviews](https://federation.edu.au/__data/assets/word_doc/0008/476882/HIRAC_Report.docx) for existing activities. (See also remaining questions in this section and Appendix A of this template.) Include the schedule with this plan. The HIRACs scheduled should include hazards/issues identified within the Institute/Directorate/Centre where control measures are required to reduce the potential for injury. [Workplace inspections](https://policy.federation.edu.au/forms/Workplace_Inspection_Report.docx?_ga=2.21991739.1254694204.1673904860-2034328670.1658886476) can be included in the schedule of [HIRAC reviews,](https://federation.edu.au/__data/assets/word_doc/0008/476882/HIRAC_Report.docx) as they achieve a similar aim, the only difference being that they focus on physical locations whereas [HIRAC reviews](https://federation.edu.au/__data/assets/word_doc/0008/476882/HIRAC_Report.docx) focus on activities.  Prescribed OHS activities such as electrical tagging, evacuation drills, checking of first aid kits, preparation of LEIs and reports are not considered to be [HIRAC reviews,](https://policy.federation.edu.au/forms/HIRAC_Report.docx) but can be included in the schedule for the sake of simplicity.  There is no set number of HIRAC reviews to be conducted per year. Institutes/Directorates/Centres are expected to identify the required number in consultation with their staff and Health and Safety Representative(s) based on legal requirements, risk assessments, etc. | | | |
| **COVID-19**  Although COVID-19 mortality is decreasing, the virus remains a [major cause of death in the Australian community](https://www.abs.gov.au/statistics/health/causes-death/provisional-mortality-statistics/latest-release). It creates an ongoing and significant burden of disease, driven by continued viral evolution and waning population immunity. If the work of your Institute/Directorate relates in some way to [sensitive settings](https://www.health.vic.gov.au/covid-19/primary-care-guidance-for-the-response-to-covid-19-risks#protective-behaviours-in-sensitive-settings), such as primary healthcare, ensure you integrate COVID-19 infection control in the Annual OHS Plan’s HIRAC schedule (Appendix A of this template), agendas for the meetings of your Health and Safety Implementation Team, and a COVIDSafe Plan that complements the [University’s Plan](https://federation.edu.au/staff/working-at-feduni/health-safety-and-wellbeing/forms-and-templates/docs/staff-only-docs/COVIDSafe-Plan.pdf) and addresses your specific needs and requirements.  If the work of your Institute/Directorate is not associated with sensitive settings, [infection control](https://www.coronavirus.vic.gov.au/coronavirus-covid-19-victoria) and the provisions of the [University’s COVIDSafe Plan](https://federation.edu.au/staff/working-at-feduni/health-safety-and-wellbeing/forms-and-templates/docs/staff-only-docs/COVIDSafe-Plan.pdf) should be integrated into your normal operational practices and do not need to be singled out in your Annual OHS Plan. | | | |
| * 1. Does the HIRAC schedule (Appendix A of this template) include the names of staff members responsible for the reviews and their timing?   YES Describe in column B  NO Complete columns B and C | Click here to enter text. | | Click here to enter text. |
| * 1. Have you implemented systems to ensure that a [Quarterly Summary Health and Safety Report is](http://policy.federation.edu.au/forms/Quarterly_Summary_Health_and_Safety_Report.docx) sent to your DVC/COO/CFO/LXO and the HSW department every quarter?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: A one-page* [Quarterly Summary Health and Safety Report](https://policy.federation.edu.au/forms/Quarterly_Summary_Health_and_Safety_Report.docx) *is required under University policy.* | | Click here to enter text. |
| * 1. Does the HIRAC schedule include the identification, assessment and control of hazardous manual handling tasks, in accordance with regulatory requirements?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Regulations require the assessment and control of all manual handling tasks that cause injury concerns and of all new manual handling tasks. Refer to the* [template](https://policy.federation.edu.au/forms/HIRAC_Manual_Handling.pdf). | | Click here to enter text. |
| * 1. Does the HIRAC schedule include the identification, assessment and control of workplace psychosocial hazards (see note in column B)?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: To identify relevant psychosocial hazards, refer to recent injury reports, the results of the* ***People at Work survey*** *for your area, and known factors*, *as outlined in the* [HIRAC for Psychosocial Hazards](https://federation.edu.au/__data/assets/pdf_file/0007/606391/HIRAC_Psychosocial.pdf)*.* | Click here to enter text. | |
| * 1. If applicable, have you implemented provisions for Bullying Prevention?   Not applicable  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: See the* [HIRAC Form for the Prevention of Workplace Bullying](https://policy.federation.edu.au/forms/HIRAC_Prevention_of_Workplace_Bullying.pdf)*.* | Click here to enter text. | |
| * 1. Does the HIRAC schedule include the identification, assessment and control of hazardous noise exposure, in accordance with regulatory requirements?   Not applicable. Go to 3.9  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: If you are not sure whether noise exposure in your workplace(s) is hazardous, contact Health, Safety and Wellbeing for advice. See* [Noise Exposure Guideline.](https://federation.edu.au/__data/assets/pdf_file/0017/161315/Noise_Exposure_Guideline.pdf) | | Click here to enter text. |
| * 1. Do you ensure that staff newly appointed to positions requiring hearing protection (earmuffs/earplugs) receive audiometric testing within three months of starting?   Not applicable  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Audiometric testing is required where hearing protectors are needed so workers noise exposure does not exceed the standard.* [Contact Health, Safety and Wellbeing](https://federation.edu.au/staff/working-at-feduni/health-safety-and-wellbeing/contact-us) *for advice.* | | Click here to enter text. |
| * 1. Has your Institute/Directorate/Centre developed a [register](http://policy.federation.edu.au/forms/Chemicals_Register.docx) of hazardous substances and dangerous goods, in accordance with regulatory requirements?   Not applicable (no chemicals used). Go to 3.14  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Hazardous substances and dangerous goods are defined as such in the relevant Safety Data Sheet. For format and contents of register, refer to the* [template](https://federation.edu.au/__data/assets/word_doc/0009/476883/Chemicals_Register.docx)*.* | | Click here to enter text. |
| * 1. Do staff/students have ready access to up-to-date Safety Data Sheets for all substances used?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Safety Data Sheets must be less than 5 years old and are obtained from the* [ChemWatch database](https://federation.edu.au/staff/working-at-feduni/health-safety-and-wellbeing/safety-data-sheets/chemwatch)*, or by:*  *• requesting them from the manufacturer/supplier, or*  *• searching manufacturers’ websites.* | | Click here to enter text. |
| * 1. Does the HIRAC schedule (Appendix A) include the identification, assessment and control of risks arising from hazardous substances and dangerous goods, in accordance with regulatory requirements?   YES Describe in column B  NO Complete columns B and C | Click here to enter text. | | Click here to enter text. |
| * 1. Has your Institute/Directorate/Centre developed systems to ensure that changes in stock levels of dangerous goods are communicated to the Health, Safety and Wellbeing department?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: When your Chemicals Register is updated, please send a copy to the Health, Safety and Wellbeing team via* [WorkDay](https://wd3.myworkday.com/federation/d/home.htmld)*.* | | Click here to enter text. |
| * 1. Does the HIRAC schedule include a review of possible exposures to dusts, fumes, gases, etc. (including the airborne by-products of processes or experiments – e.g. welding, combustion, etc.)?   Not applicable  YES Describe in column B  NO Complete columns B and C | Click here to enter text. | | Click here to enter text. |
| * 1. Have you developed a register of items of plant, in accordance with regulatory requirements?   Not applicable (no items of plant). Go to 3.16  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Items of plant are defined in the* [HIRAC Procedure](https://policy.federation.edu.au/corporate_governance/procedures/hazards/ch01.php)*. Institutes/Directorates/Centres are required to keep a listing of the items of plant under their control together with a schedule and record of inspection/maintenance. New items of plant require a HIRAC prior to purchase. Refer to 3.1 above.* | | Click here to enter text. |
| * 1. Does the HIRAC schedule include the identification, assessment and control of risks arising from items of plant, in accordance with regulatory requirements?   YES Describe in column B  NO Complete columns B and C | Click here to enter text. | | Click here to enter text. |
| * 1. Have you elected to have a staff member trained in the inspection and testing methods for portable electrical equipment?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: If you have chosen not to have a staff member trained, arrange test and tag services through Property and Infrastructure. The contractor who performs the work will also produce the register mentioned in 3.17.* | | Click here to enter text. |
| * 1. Have you developed a [register of portable electrical equipment](http://policy.federation.edu.au/forms/Register_Testing_Tagging_Portable_Electrical_Equipment.xlsx) for inspection and testing)?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: For format and contents of register, refer to* [template](https://policy.federation.edu.au/forms/Register_Testing_Tagging_Portable_Electrical_Equipment.xlsx) | | Click here to enter text. |
| * 1. Have you reviewed local procedures for student excursions to ensure compliance with the [Student Excursions Procedure](https://policy.federation.edu.au/corporate_governance/procedures/hazards/ch02.php)?   Not applicable  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the* [Student Excursions Procedure](https://policy.federation.edu.au/corporate_governance/procedures/hazards/ch02.php)*.* | | Click here to enter text. |
| * 1. Have you reviewed local processes for after-hours work or study to ensure compliance with the [University’s After-Hours Work/Study Procedure](https://policy.federation.edu.au/corporate_governance/procedures/hazards/ch05.php)?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the* [University’s After-Hours Work/Study Procedure](https://policy.federation.edu.au/corporate_governance/procedures/hazards/ch05.php)*.* | Click here to enter text. | |
| * 1. Have you identified other items of legislation governing relevant aspects of your Institute/Directorate/Centre’s operations (radiation safety, food safety, etc.) and implemented compliance measures?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note:* [Contact Health, Safety and Wellbeing](https://federation.edu.au/staff/working-at-feduni/health-safety-and-wellbeing/contact-us) *if unsure.* | Click here to enter text. | |
| * 1. Have you evaluated the risks and identified the precautions required for the prevention of injuries, illnesses and abuse to children in your activities or premises?   Not applicable (no interactions with children)  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Institutes/Directorates/Colleges/Centres interacting with children are required to address (a) the risk of injury/illness to children, and (b) the risk of child abuse. Refer to:*  *• the* [HIRAC for Children in University Activities/Locations](https://policy.federation.edu.au/forms/HIRAC_Children.pdf) *to address risks of injury/illness, and*  *• the* [Child Safe Procedure](https://policy.federation.edu.au/corporate_governance/procedures/child_protection/ch01.php) *and its* [HIRAC for Child Safety](https://policy.federation.edu.au/forms/HIRAC_Child_Safety.pdf) *to address risks of abuse.* | Click here to enter text. | |
| * 1. Have you evaluated risks associated with work-related driving in accordance with the University’s [Work Related Driving Procedure](https://policy.federation.edu.au/corporate_governance/procedures/health_safety/ch02.php)?   Not applicable  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to* [Work Related Driving Procedure](https://policy.federation.edu.au/corporate_governance/procedures/health_safety/ch02.php)*.* | Click here to enter text. | |
| * 1. Have you implemented the provisions of the [Work at Height Procedure](https://policy.federation.edu.au/corporate_governance/procedures/hazards/ch04.php)?   Not applicable  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: See the* [Work at Height Procedure](https://policy.federation.edu.au/corporate_governance/procedures/hazards/ch04.php)*.* | Click here to enter text. | |

|  |
| --- |
| 1. **INCIDENT & EMERGENCY MANAGEMENT** |

| **A. ELEMENT** | **B. DESCRIPTION** | **C. TIMING** |
| --- | --- | --- |
| * 1. Has your Institute/Directorate/Centre determined the Area Classifications of all areas and activities, in accordance with the University’s [First Aid Services Procedure](https://policy.federation.edu.au/corporate_governance/procedures/incident_emergency/ch02.php)?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the* [First Aid Services Procedure](https://policy.federation.edu.au/corporate_governance/procedures/incident_emergency/ch02.php)*.* | Click here to enter text. |
| * 1. Do the numbers of University First Aiders and first aid kits currently in your Institute/Directorate/Centre meet the requirements of the [procedure](https://policy.federation.edu.au/corporate_governance/procedures/incident_emergency/ch01.php), including for excursions and other "unusual" circumstances?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the* [Incident and Emergency Management Procedure](https://policy.federation.edu.au/corporate_governance/procedures/incident_emergency/ch01.php) *and the* [University First Aiders record](https://federationuniversity.sharepoint.com/:w:/s/hsw/EQ-8dF622VRCrRcQWI1LQ3ABNaLa28QGlyjEzye9XybArw?e=S3Roc4)*.* | Click here to enter text. |
| * 1. Is your Institute/Directorate/Centre aware of the system implemented within the University for the replenishment of FA kits, and do you ensure that kits are checked regularly (e.g. monthly)?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the* [First Aid Order Form](https://policy.federation.edu.au/forms/First_Aid_Order_Form.pdf)*.* | Click here to enter text. |
| * 1. Has your Institute/Directorate/Centre implemented systems to ensure that [First Aid Report forms](http://policy.ballarat.edu.au/forms/First_Aid_Report.pdf) are completed and included in the quarterly report to the DVC?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the* [First Aid Report Form](https://policy.federation.edu.au/forms/First_Aid_Report.pdf)*.* | Click here to enter text. |
| * 1. Are the names of Area Wardens and Deputies shown in the [official list](http://federation.edu.au/__data/assets/pdf_file/0009/81828/Wardens-and-Designated-Assembly-Points.pdf)for your Institute/Directorate/Centre still current?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the list of* [Wardens and Designated Assembly Points](https://federationuniversity.sharepoint.com/:w:/s/hsw/EQ-8dF622VRCrRcQWI1LQ3ABNaLa28QGlyjEzye9XybArw?e=S3Roc4)*. (If your area is finding it difficult to ensure the Warden and Deputy are reliably available during business hours, discuss with Health, Safety and Wellbeing options to address issues, such as having more staff trained.)* | Click here to enter text. |
| * 1. Has your Institute/Directorate/Centre developed and implemented [Local Emergency Instructions](https://policy.federation.edu.au/forms/Local_Emergency_Instructions_Template.docx) (LEIs), including means of initiating evacuations, dealing with people with disabilities, chemical emergencies, etc.?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the* [Local Emergency Instructions template](https://policy.federation.edu.au/forms/Local_Emergency_Instructions_Template.docx) *and make sure you update your LEIs at least once a year and whenever details of Wardens change.* | Click here to enter text. |
| * 1. Are [LEIs](http://policy.ballarat.edu.au/forms/Local_Emergency_Instructions.docx)displayed next to Emergency Floor Plans (EFPs) and are both up to date?   YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: In case your Emergency Floor Plan(s) is(are) out-of-date, please raise a PULSE request for Property and Infrastructure to action.* | Click here to enter text. |
| * 1. Have [LEIs](http://policy.ballarat.edu.au/forms/Local_Emergency_Instructions.docx)been developed for remote area field trips, overseas assignments/travel etc.?   Not applicable  YES Describe in column B  NO Complete columns B and C | Click here to enter text. | Click here to enter text. |
| * 1. Have systems been implemented within the Institute/Directorate/Centre to ensure that all staff members (including new ones and casuals) are trained in the LEIs applicable to their area or activities?   YES Describe in column B  NO Complete columns B and C | Click here to enter text. | Click here to enter text. |
| * 1. Have you ensured the emergency response needs of individuals with disabilities/impairments in the areas/activities you control have been adequately considered through the development of a [Personal Emergency Evacuation Plan (PEEP)](https://federation.edu.au/__data/assets/pdf_file/0006/543282/PEEP_Guideline.pdf)?   Not applicable  YES Describe in column B  NO Complete columns B and C | Click here to enter text.  *Note: Refer to the* [Personal Emergency Evacuation Plans Guideline](https://federation.edu.au/__data/assets/pdf_file/0006/543282/PEEP_Guideline.pdf)*.* | Click here to enter text. |

**APPENDIX A – Hazard Identification, Risk Assessment and Control (HIRAC) Schedule**

|  |  |  |
| --- | --- | --- |
| **MONTH** | **ACTIVITY, TASK, PROJECT, ITEM OF PLANT, LOCATION, ETC FOR REVIEW** | **Person/s Responsible** |
| January | Click here to enter text. | Enter text here |
| February | Click here to enter text. | Enter text here |
| March | Click here to enter text. | Enter text here |
| April | Click here to enter text. | Enter text here |
| May | Click here to enter text. | Enter text here |
| June | Click here to enter text. | Enter text here |
| July | Click here to enter text. | Enter text here |
| August | Click here to enter text. | Enter text here |
| September | Click here to enter text. | Enter text here |
| October | Click here to enter text. | Enter text here |
| November | Click here to enter text. | Enter text here |
| December | Click here to enter text. | Enter text here |