

Occupational Health & Safety Committee Minutes



**Workgroup
OHS
Committee:**

DATE: Tuesday 20 March 2007	LOCATION: C4B Upstairs Meeting Room
PARTICIPANTS: Tempel Matterson (Chair), Ugo Cernot, (ex officio) Lyn Hammett, Leanne Price	APOLOGIES: Aurora Ocadiz
CHAIRPERSON: Tempel Matterson	SECRETARY: Lyn Hammett
START TIME: 9.30 am	FINISH TIME: 10.10 am

ITEM NO.	ACTION	BY WHOM	DUE DATE	CLOSE DATE
1.	Tempel Matterson was elected as Convenor. She then chaired the meeting. Tempel agreed to attend the meeting of the Advisory Group on 26 March, as the Committee's representative. If she is unable to attend for any reason, she will contact Leanne, who will attend in her place.	All committee Tempel, or Leanne	26.3.07	20.3.07
2.	Review and confirmation of minutes from previous meeting Minutes from the previous meeting were reviewed and confirmed as accurate	All committee		20.3.07

Occupational Health & Safety Committee Minutes



**Workgroup
OHS
Committee:**

	<p>Macquarie International 299 - Tuesday 1 May, 9.30 - 11.30 am</p> <p>CPD - Tuesday 29 May, 9.30 - 11.30 am</p> <p>Research Office - Tuesday 19 June, 9.30 - 11.30 am</p> <p>Macquarie International - SAM and city office - Tuesday 3 July, 9.30 - 11.30 am</p> <p>Animal Facility - Tuesday 24 July, 9.30 - 11.30 am</p> <p>Public Relations and IRIS - Tuesday 14 August, 9.30 - 11.30 am</p> <p>E11A, VCO section - Tuesday 11 September, 9.30-11.30am</p>			
<p>5.</p>	<p>Training and Information: Ugo reported that:</p> <ul style="list-style-type: none"> • online training is being developed for HEW 8 and higher and Heads of Departments • an induction form is being developed which will cover OH&S. Ugo will email it to everyone. 	<p>Ugo</p> <p>Ugo</p>	<p>April 2007</p> <p>April 2007</p>	
<p>6.</p>	<p>New Business: (i) Committee members are to check that lists of Floor Wardens and First Aid Officers is up to date for their area. Any amendments are to be sent to Kerrie Gregory. (ii) Checklist of assessment of OHS Management systems is to be</p>	<p>All committee</p>	<p>Mid April 2007</p>	

Occupational Health & Safety Committee Minutes



**Workgroup
OHS
Committee:**

	completed by each area and forwarded to Lyn by 27 March. Lyn will them collate them and forward them to the VC for signature.	All Committee	27 March	
7.	<p>Confirmation of next meeting:</p> <p>Next meeting will be held on Tuesday 8 May, 9.30 - 10.30 am in the Downstairs Meeting Room, C4B.</p>			
8.	Meeting closed at 10.10 am			