

**THE UNIVERSITY OF NEW SOUTH WALES
FACULTY OF MEDICINE
SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE &
OFFICE OF THE DEAN
Minutes OHS Level 3 Committee meeting
11am Thursday 6th December, 2007, Room 241, Level 2, Samuels Building**

Attendance: Jacqui Miller, Karin Banna, Alan Hodgkinson

Discussion:

1. Priorities for January:
 - Induction for staff (including sessional staff) and visitors with checklists.
 - Visitors Policy needs to be adapted to include sessional staff.
2. Record system – Lin established an electronic record system on the School Server in a separate OHS directory in compliance with the UNSW OHSMS. This requires ongoing maintenance but reduces need for hard copy document storage.

Action Items:

1. Jacqui will email committee to confirm the following action items:
 - a. Dates and times for committee meeting dates for 2008
 - b. Workplace Inspection Dates and volunteers
 - c. Training Dates for 2008

Meeting was in-quorate and closed at 11:25am.