

From: Virginia Furse
Sent: Wednesday, 8 August 2007 5:41 PM
To: Craig Ellis; Dennis Mortimer; Jan Ryan; Janet Cowen; Judith Chapman; Kerry Mahony; Lloyd Marshall; Masudul Haque; Nelson Chan; Trish O'Brien
Cc: Lena Lewis
Subject: NOTES FROM TODAY'S MEETING

Attachments: CoB OHS Minutes 8 August 07.doc

Dear All

Attached are the draft minutes of today's meeting.
Action items are as follows:

Judith

To inspect path outside EH with Alexandra
To draft letter re travel policy with Dennis

Alexandra

To inspect path outside EH with Judith
To contact CWF re same path
To follow up trip hazard (wall near canteen) at Campbelltown
To book venue for October and December meetings

Virginia

To contact Disability Services and advise re Epipens
To revise TOR document
To get quote for bag/trolley from Eduquip
To finalise newsletter by end September (esp re fire wardens)
To do noticeboard count (also Lloyd)
To log job request with CWF to put locks on corridor doors

Lloyd

Notice board count
To contact unit co-ordinator re students joining Inspection sub-committee
To attend forum on 13 September

Janet

To contact Simon Lenthén and ask him to submit an incident report

Dennis

To draft letter re travel policy with Judith

Masudul

To submit incident report re fire in EK

All committee members

To contact Alexandra for copies of Flexibility Stretch posters
To send suggestions for TOR to Judith/Virginia
To distribute copies of survey document
Sub-committees to progress various issues
Each committee member to report to school meeting re staff not returning to work before end date on medical certificate

Cheers
Virginia

Virginia Furse

School Administrative Co-ordinator
School of Marketing
University of Western Sydney
Locked Bag 1797 PENRITH SOUTH DC NSW 1797