





Conclusions:		
Action items:	Person responsible:	Deadline:
6.	Internal Audit	Chris Bramich
The audit is scheduled for 8 August, from 1pm to 5pm. This will be included in the Department Calendar online in Outlook. Alison Hunt-Sturman advised she has invited Mark Saunders to a coming SafetyMap meeting, and he will be available for comment re the audit.		
Conclusions:		
Action items:	Person responsible:	Deadline:
7.	Health & Safety Rep Vacancy	Chris Bramich
There are no nominations to date. Karin Diamond will periodically raise the issue within the Department, seeking a show of interest in the position.		
Conclusions:		
Action items:	Person responsible:	Deadline:
Vacancy to be periodically raised within the Department.	Karin Diamond	
9.	Cyclic Events Checklist	Chris Bramich
The checklist has been updated for 2007 and will be periodically checked and updated as required by Chris Bramich.		
Conclusions:		
Action items:	Person responsible:	Deadline:
10.	Webpage	Chris Bramich
Chris Bramich asked that any ideas for further development of the site should be forwarded to him.		
Conclusions:		
Action items:	Person responsible:	Deadline:
11.	Training	Chris Bramich
Honours training will be held shortly. Any new staff will be invited to attend as well. Chris Bramich keeps an ongoing register of attendees at different training. Training requests in Themis are kept up to date.		



Action items:	Person responsible:	Deadline:
Add Security to Agenda	Chris Bramich	
15.	Next Meeting	
To be advised.		
Meeting Closed: 11am		

Manager Risk Management Office  
 Prof Stephen Harrap Head of Department (hard copy)  
 Ms Alison Hunt-Sturman Faculty Safety Officer  
 Noticeboards EHS, Academic, Staff and Students  
 All staff and students (Intranet)  
 Departmental Environmental Health & Safety Committee (hard copy)  
 Departmental Environmental Health & Safety Files (hard copy)