

**THE UNIVERSITY OF MELBOURNE**  
**OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**  
**STANDING RESOLUTION 02/2009-2**

**02/2009-2) OHSC Meeting Minutes**

1. The Minutes Secretary shall record and draft meeting minutes at the OHSC meetings.
2. The draft Minutes shall be reviewed (and if necessary amended) and approved by the Committee Secretary within 7 days of holding a meeting
3. The draft Minutes (approved by the Committee Secretary) shall be distributed to the Committee Members within 14 days of a holding a meeting.

**REFERENCES:**

Occupational Health & Safety Committee Terms of Reference

*Resolved by the second meeting of 2009, held on Wednesday 25 Nov 2009 at 2.15pm.*