

Key actions and time lines for UHSC Committee meetings and papers 2012. *Please add to your Schedule of Programmable Events and Calendars as applicable.*

Action	Person Responsible	March	June	September	December
		Due Date	Due Date	Due Date	Due Date
Schedule School/Branch OHS Committee Meeting	School/Branch Secretary	Suggested Between: 30 Jan 12 – 03 Feb 12	Suggested Between: 30 Apr 12 – 04 May 12	Suggested Between: 30 Jul 12 – 03 Aug 12	Suggested Between: 22 Oct 12 – 26 Oct 12
Schedule Division/Faculty OHS Committee Meeting	Division/Faculty Secretary	Suggested Between: 13 Feb 12 – 17 Feb 12	Suggested Between: 14 May 12 – 18 May 12	Suggested Between: 13 Aug 12 – 17 Aug 12	Suggested Between: 05 Nov 12 – 09 Nov 12
Commence Preparation of UHSC Papers	UHSC Secretary & HSW Manager	20 Feb 12	21 May 2012	20 Aug 12	12 Nov 12
Call for UHSC reports from Div/Faculty Committees via email	UHSC Secretary	20 Feb 12	21 May 2012	20 Aug 12	12 Nov 12
Consolidate School/Branch OHS Committee Reports. Obtain signature from Exec Dean/VPs Forward signed report to the UHSC Secretary via email.	Division/Faculty Secretary	02 March 12	01 Jun 12	31 Aug 12	23 Nov 12
Consolidate Division/Faculty OHS Committee Reports and Agenda papers for UHSC	UHSC Secretary	Between 05 Mar 12 – 09 Mar 12	Between 04 Jun 12 – 08 Jun 12	Between 03 Sep 12 – 07 Sep 12	Between 26 Nov 12 – 30 Nov 12
Provide draft Agenda and a summary of any Division/Faculty reports outstanding to UHSC Chairperson/Convenor	UHSC Secretary	13 Mar 12	12 Jun 12	11 Sep 12	31 Nov 12
UHSC Committee members, notified by email that Agenda and papers available on Intranet	UHSC Secretary	20 Mar 12	19 Jun 12	18 Sep 12	03 Dec 12
UHSC Meeting date		Tue 27 March 2012 2:00pm – 3:30pm L 7 Conference Room Ingkarni Wardli	Tue 26 June 2012 2:00pm – 3:30pm L 7 Conference Room Ingkarni Wardli	Tue 25 September 2012 2:00pm – 3:30pm L 7 Conference Room Ingkarni Wardli	Mon 10 December 2012 2:00pm – 3:30pm L 7 Conference Room Ingkarni Wardli
Draft Minutes Prepared	UHSC Secretary	10 Apr 12	10 Jul 12	09 Oct 12	17 Dec 12