



* Extra Resources likely to be required.

Implementation Plan	*	Responsibility	Target Dates	Status	Tools / Links
1. COMMITMENT					
1.1 OHS Strategic Framework					
Incorporate the Faculty OHS Operational Plan objectives into CSE Operational Plan. Action: Once Faculty OHS operational plan objectives have been incorporated into CSE operational plan, need to also insert copy of document into Folder 1		Head of School	1.3.07	Sent an email to Bill/Lindsay – 06/02/07; cannot proceed until advised by HOS and FOHSC	Faculty Operational Plan
1.2 OH&S Policy					
1.2.1 Communicate the OHS Policy to all staff, students, contractors and visitors undertaking work. Action: Email needs to be sent to all staff at the beginning of each session. Yvonne needs to ensure that this email is sent. Need to liaise with Lindsay as he is in the process of developing a template email (also see my own template email)		Head of School	10/01/07	Regular communication required	OHS Policy
1.2.2 Display the OHS Policy Statement in the work place. Action: This has been displayed – Level 1 Kitchen AND also available on CSE website		Administrative Officers		Complete	OHS Policy Statement
1.3 OHS Responsibility, Authority and Accountability					
1.3.1 Document and inform all staff of their OHS responsibilities and accountabilities using the OHS Responsibility Procedure. Document responsibility in staff position descriptions, OHS organisational charts or websites etc. Action: Staff responsibilities and accountabilities have been documented. Waiting for final document to be		Head of School	18.2.07	Waiting for final document to be approved	OHS Responsibility Procedure

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approved. Once final document has been approved by HR, HOS will speak with all supervisors to advise of responsibilities and accountabilities. Need to place a copy of the final document in Folder 1 and on the CSE OHS website – Note that Lindsay has again revised the document, so this is still ongoing.					
1.3.2 Incorporate OHS into recruitment processes. Action: HOS will need to discuss this further with supervisors once responsibilities finalised. Responsibilities of area representatives and supervisors will need to be outlined in position descriptions. Processes are already in place for ensuring that advertisements include OHS responsibilities. All advertisements and position descriptions currently use the HR OHS Statements for Inclusions in Position Descriptions. Email sent (6/02/07) to School Executive Officer (to be forwarded to all supervisors) advising and confirming that such statements are be included in PDs.		Head of School		Waiting for final confirmation of OHS responsibility and accountability document	

Implementation Plan	*	Responsibility	Target Dates	Status	Tools / Links
2. PLANNING					
2.2 Design Control					
2.2.1 Communicate that UNSW Facilities Management be used for all building design and construction projects and for the refurbishment of rooms and laboratories. Action: Email needs to be sent to all staff at the beginning of each session. Yvonne needs to ensure that this email is sent. Need to liaise with Lindsay as he is in the process of developing a template email (also see my own template email)		Head of School	10/01/07	Email Sent to all staff by HOS	
2.2.2 Use the Guidelines for the Management of OHS (Construction) for all UNSW building design projects. Action: Email needs to be sent to all staff at the beginning of each session. Yvonne needs to ensure that this email is sent. Need to liaise with Lindsay as he is in the process of developing a template email (also see my own template email)		Facilities	10/01/07	Email sent to all staff by HOS	
2.3 Purchasing and Acquisition					
2.3.1 Evaluate current purchasing processes against UNSW requirements and make changes as appropriate. Action: Document re safe purchasing in CSE (CSE PRM 2.1) will need to be reviewed when the online purchasing system within the school is finalised.		Head of School		Needs to be reviewed when online system	Purchasing Guideline

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				finalised	
<p>2.3.2 Organise training for all persons responsible for purchasing goods and services and ensure they are assessed as competent.</p> <p>Action: Supervisors need to ensure that all relevant staff have undergone/enrol in the required training. Need to check with HR to see if a course is available for persons responsible for purchasing goods and services.</p> <p>Note – OHS awareness will include a basic overview of safe purchasing. HOWEVER, extra training in safe purchasing is required by the staff identified in the CSE training needs analysis.</p>		Managers and Supervisors		Ongoing	Purchasing Officers Training Course
2.5 Research Design					
<p>2.5.1 Inform principal investigators and project supervisors of the Research OHS Toolkit.</p> <p>No action – this has been noted in the template email from HOS; may need to be discussed in further detail with Lindsay.</p>		Head of School	TBA	Delay for the moment per Lindsay	Research OHS Toolkit
<p>2.5.2 Use the Research OHS Toolkit to incorporate OHS into the design of research projects.</p> <p>No action</p>		Principal investigators and project supervisors	TBA	Delay for the moment per Lindsay	Research OHS Toolkit
2.6 Legislation					
<p>2.6.1 Identify the legislation, standards and codes of practice applicable to the activities in your area using the sources identified by the OHS&WC Unit.</p> <p>Action: When this is finalised by HR, need to provide web links on the OHS website.</p>		OHS&WC Unit and Head of School		Waiting on system that is being created by HR	
Implementation Plan		Responsibility	Target Dates	Status	Tools / Links
3. CONSULTATION					
3.1 Consultation Structure and Processes					
<p>3.1.1 Review the established consultation structure against the UNSW OHS Consultation Procedure and revise accordingly.</p> <p>Action: Have reviewed the OHS consultation procedure. Still need to centralise the Committee election records – speak with Yvonne and Kathy about getting a copy of ALL OHS election and nomination records, and then include them in the correspondence folder under ‘Consultation’</p>		Head of School			OHS Consultation Procedure

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3.2 Other Consultation Mechanisms					
3.2.1 Include OHS as a standing agenda item at all management and staff meetings. Action: Has been included as a standing item for all School meetings, including HOSAC		Managers and Supervisors			CSE OHS Committee Minutes

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4. IMPLEMENTATION					
4.1 Risk Management Program					
4.1.1 Follow the UNSW OHS Plant Procedure particularly the Design Control section whenever plant and equipment is being designed. This includes research apparatus. Action: Speak to HOS to see who should be advised of this procedure. Send an email to relevant staff. This has been included in the template email, but individual staff members involved need to be consulted.		All people who design plant and research apparatus.			Plant and Equipment Procedure
4.1.2 Follow the OHS requirements of the UNSW Accounting Manual and OHS Purchasing procedure. Action: Needs to be communicated to all staff who are purchasing. Staff who are purchasing have been identified in the Training Needs Analysis. Need to follow UNSW OHS Purchasing procedure highlighted in template email.		All staff who do purchasing			OHS Purchasing Guideline
4.1.3 Complete the pre and post purchase checklist for all purchases that pose OHS risks. Action: The pre/post purchase checklists are currently attached to a request for purchase form. Purchase orders will not be raised unless the pre purchase checklist has been signed. Stores have replaced old forms with new forms. Purchasing process within the school is in the process of being transferred to an electronic system. Need to see how OHS will be incorporated into new process.		All staff who do purchasing		Review system when online purchasing system operating	Pre and Post Purchasing Checklist
4.1.4 Establish the OHS Hazard and Risk Register using the UNSW OHS Hazard and Risk Register Procedure and template. Action: This has been established.		Head of School		Needs to be reviewed and updated biannually	OHS Hazard and Risk Register Procedure and Template
4.1.5 Use the Risk Assessment and Control Procedure when undertaking new and revised risk assessments for all activities that pose OHS risks. Action: Need to send RAs to area supervisors for action when available on the website.		Managers and Supervisors		Need to ensure that controls are implemented	Risk Assessment and Control Procedure
4.1.6 Populate the OHS Hazard and Risk Register established in 4.1.4 above.	*	Managers and		Completed	OHS Hazard and Risk

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Action: This has been finalised.		Supervisors			Register Procedure
4.1.7 Document Safe Working Procedures using the Safe Working Procedure template for all new and revised activities that pose OHS risks. Action: Completed	*	Managers and Supervisors		Completed Needs to be reviewed and updated in accordance with the document and record control register (i.e. annually)	Safe Working Procedure template
4.1.8 Report hazards and incidents using the Hazard and Incident Reporting Procedure and Forms. Action: Link will be made available to forms on the new CSE OHS website. Staff and students have been advised of the new forms. Email needs to be sent to all staff at the beginning of each session. Yvonne needs to ensure that this email is sent. Need to liaise with Lindsay as he is in the process of developing a template email (also see my own template email)		All Staff and Students		Communicated to all staff and students need to use new form on 10/01/07	Hazard Report Form Incident Report Form
4.1.9 Establish a Corrective Actions Register using the Corrective Actions Procedure and template. Action: This has been established.		Managers and Supervisors		This has been developed	Corrective Actions Register Template
4.1.10 Populate the Corrective Actions Register using data from activities such as Hazard and Incident reporting, Inspections, Audits etc. Action: This register has been populated. Responsibility for follow up has been assigned. Will need to be regularly maintained.	*	All staff with the local OHS document custodian		Completed This register needs to be constantly updated i	Corrective Actions Register
4.2 Document and Record Management					
4.2.1 Ensure all current local OHS documentation conforms to the UNSW OHS Document and Records Control Procedure. Action: All local OHS documentation and records conform.	*	Managers and Supervisors		Completed	OHS Document and Record Control Procedure
4.2.2 Identify and archive any OHS procedures, forms or other OHS documents that do not conform to the 2007 OHSMS. (eg. local OHS policies, old waste request forms etc.). Action: All procedures, forms and local policies that do not conform to the 2007 OHSMS have been put		Managers and Supervisors		All documents conform	

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into three separate folders, clearly labeled and kept with Yvonne.					
4.2.3 Review CSE website to ensure OHS information compliance with the UNSW OHSMS. Action: Website created. Need to check links.		Managers and Supervisors	28.2.07	Check links are working ok	
4.2.4 Establish an OHS Document and Record Control Register for locally created OHS documents such as Risk Assessments and Safe Working Procedures. Action: Document and Record Control Register established. Needs to be regularly maintained.	*	Head of School		Document and Record control register needs to be regularly maintained	OHS Document and Record Control Procedure
4.2.5 Appoint a custodian for the local OHS Document and Record Control Register and document this person's responsibilities in their job description or other aggregated format. Action: This person has been appointed. Job description needs to be revised accordingly.		Head of School		Yvonne's job description to be reviewed	OHS Document and Record Control Procedure
4.2.6 Use the UNSW standard templates for all risk assessments, safe working procedures, etc. Action: Email sent to all staff on 10.01.07 advising of need to use standard UNSW templates. Pre 2007 SOP's have been converted to the new SWP template. Email needs to be sent to all staff at the beginning of each session. Yvonne needs to ensure that this email is sent. Need to liaise with Lindsay as he is in the process of developing a template email (also see my own template email)		All Staff and Students and Head of School			Forms and checklists
4.3 OHS Training, Competency and Assessment					
4.3.1 Develop OHS competency profile for all staff. Action: Seems to have been completed by the OHS and WC unit, but am waiting to receive confirmation from Lindsay. Need to discuss this in further detail with Lindsay and Lance from the OHS and WC Unit.	*	Managers and Supervisors, and OHS&WC Unit		Appears to be completed from UNSW end	OHS Training Procedure
4.3.2 Develop OHS training needs analysis for all staff using the OHS competency profile and from site-specific requirements and position descriptions. Action: Developed. Needs to be communicated.	*	Managers and Supervisors		Appears to be completed from UNSW end	Training Needs Analysis
4.3.3 Develop an OHS training plan from the OHS training needs analysis. Action: 2007 training plan developed. This training plan includes internal training that has been organised on four occasions throughout the year. Yvonne needs to ensure HOS sends an email about the training that is to be provided at least 2 weeks before the scheduled training session.		Head of School		Training plan needs to be communicated to all staff	OHS Training Needs Analysis and Training Plan Template
4.3.4 Register and complete training as per OHS training plan. Action: Email needs to be sent at least 2 weeks before scheduled training sessions to ensure that staff register and complete training.		Managers and Supervisors			

Implementation Plan		Responsibility	Target Dates	Status	Tools / Links
4.3.5 Maintain all OHS training records and training documentation as per the Training Procedure. (This would include course details, evaluation, assessment results and competency outcomes). Action: Training records and documentation will be maintained by Manager, FIPRAS – the OHS Training register has been updated, but this needs to continually be updated on a regular basis. Need to update training register with staff changes.		Managers and Supervisors		Need to update training register with staff changes	Training Procedure
4.3.6 Establish responsibilities for site specific inductions for new staff, contractors and visitors in accordance with the OHS Training Procedure. Action: Tanya has been identified as having responsibility for site specific induction of visitors. This needs to be documented in Tanya's PD. Casual academics will be inducted by Helen Paik, and all other staff will be inducted by their supervisors. This requirement needs to be communicated by HOS.		Managers and Supervisors		This needs to be communicated by HOS	OHS Induction Checklist
4.4 Specific Hazards Management					
Persons appropriately skilled, qualified and experienced must be assigned by the Head of the School or work unit to implement activities within the Specific Hazards Procedures from 4.4.1 to 4.4.8. Priority activities are identified as follows:					
4.4.1 Biosafety Procedure					
4.4.1.1 Nominate a Biological Safety Supervisor to facilitate communication on biosafety issues and assist with implementation of the Biosafety procedure.				Not applicable	
4.4.1.2 Create and maintain a Biological Organisms Register etc.				Not applicable	
4.4.1.3 Register any PC2 containment facility using the School containment facility register.				Not applicable	
4.4.1.4 Undertake and document risk assessments for work involving bio-hazards.				Not applicable	
4.4.1.5 Prepare safe working procedures for work involving bio hazards.				Not applicable	
4.4.1.6 Organise for staff and students to receive biosafety training in accordance with the OHS training plan.				Not applicable	
4.4.1.7 Follow the Laboratory Hazardous Waste Disposal Procedure.				Not applicable	
Implementation Plan	*	Responsibility	Target Dates	Status	Tools / Links

4.4.2 Chemical (Hazardous substances and Dangerous Goods) Safety Procedure					
4.4.2.1 Nominate a Chemical Safety Supervisor to facilitate communication on chemical safety issues and		Head of School		Need to speak	Hazardous Substances

assist with implementation of the Hazardous Substances and Dangerous Goods Procedure. Action: Email from Bill Wilson advising should be David Johnson. Needs to be clearly identified in his PD.				with HOS about documenting this in Dave's PD	and Dangerous Goods Procedure
4.4.2.2 Create and maintain a laboratory chemical register. Action: Chem register created for Level 3 labs – this needs to be reviewed annually. Need to give Dave a copy of the Chem registers and ensure that the MSDS's that he has in the Level 3 labs match the Chem Register. Need to created a chemical register for toners used in Stores.		Managers and Supervisors		Create a chemical register for toners used in stores.	Chemical Register Template
4.4.2.3 Monitor that labeling meets the UNSW Labeling Guideline. Action: No action – need to check with Lindsay to see whether this relevant to our School.		Managers and Supervisors			Labeling Guideline
4.4.2.4 Undertake and document risk assessments for working with chemicals. Action: Included in the RA's for Level 3 Labs. A RA specifically covering ALL chemicals should be completed, but Dave Johnson will need to do this (Tresne, you may be able to do this as part of your course??)		Person carrying out the activity, Signed off by Supervisor		RA for working with chemicals needs to be completed.	Risk Assessment and Control Procedure
4.4.2.5 Prepare safe working procedures for work involving chemicals. Action:	*	Not applicable			
4.4.2.6 Organise for staff and students to receive laboratory safety training in accordance with the OHS training plan. Action: HOS needs to organise for all staff working in the area to undergo the appropriate training. John Zaitseff is in the process of developing an induction paper to be implemented when all new students start using the Level 3 labs – maybe speak with John to see what the status of this is. Should be raised at the next Level 3 meeting. Also speak to Lindsay to organise some internal "safe working in labs' training		Managers and Supervisors		Speak to Lindsay to organise some internal "safe working in labs' training	Training
4.4.2.7 Provide adequate safety equipment such as spill kits, personal protective equipment, first aid facilities etc. Action: This has been raised in the RA's – need to follow up on risk controls to ensure that adequate safety equipment is provided – particularly need to organise for an additional first aid kit to be provided		Head of School			Workplace Inspections
4.4.2.8 Assign responsibility for ensuring that, if applicable, the dangerous goods building manifest includes your facility. Action: As per Lindsay this probably won't apply because goods are not enough		Head of School			Placard and Manifest Procedure

4.4.2.9 Follow the Laboratory Hazardous Waste Disposal Procedure. Action: Email needs to be sent to all staff at the beginning of each session. Yvonne needs to ensure that this email is sent		All Staff and Students		Communicatd 9/01/07	Hazardous Waste Disposal Procedure
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Implementation Plan	*	Responsibility	Target Dates	Status	Tools / Links
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4.4.3 Ergonomics Procedure

4.4.3.1 Organise for staff and students to receive instruction and OOS training to enable self assessment checks to be carried out both at work and, if working from home, at their home offices. Action: Internal training to be provided and has been organised. HOS sent email re requirement to attend. Yvonne needs to send similar email at least 2 weeks before scheduled training.		Managers and Supervisors			Ergonomic Guidelines
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4.4.3.2 Ensure that workstations assessments are carried out. Action: Developed schedule of workplace inspections 2007/2008 and this has been communicated to the Level 3 Committee – it is also in the process of being carried out. Need to ensure that the schedule is followed.		Managers and Supervisors			
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4.4.4 Electrical Safety Procedure

4.4.4.1 Ensure that all portable electrical equipment is tested according to the UNSW Electrical Testing and Tagging Guideline. Action: 2 staff members are training to carry out this testing. Testing and Tagging requirements are included as part of the new assets database.		Head of School			Electrical Testing and Tagging Guideline
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4.4.4.2 Induct contractors if they are used for this task. Action: N/A – two staff within the School are already trained.		Managers and Supervisors			
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4.4.5 Gene Technology Procedure

4.4.5.1 Monitor that the location in which the work is being carried out meets with the Gene Technology Regulations requirements and has been certified if required.				Not applicable	
4.4.5.2 Ensure that all dealing with genetically modified organisms are approved by UNSW IBC or the OGTR.				Not applicable	
4.4.5.3 Organise training for Gene Technology in accordance with the OHS training plan.				Not applicable	

4.4.5.4 Follow the Hazardous Waste Disposal Procedure.		Not applicable
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Implementation Plan	*	Responsibility	Target Dates	Status	Tools / Links
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4.4.6 Manual Handling

4.4.6.1 Complete manual handling risk assessments for all tasks requiring manual handling including when new equipment/plant is introduced or a work process has been changed. Action: Risk Assessments have been completed. These will need to be reviewed in 12 months time. Review dates are included in the Document and Record Control Register. Need for additional risk assessments should also result from the workplace inspections that are being carried out annually.		Person carrying out the activity, Signed off by Supervisor			Manual Handling Guideline
4.4.6.2 Provide manual handling equipment for relevant activities and train staff. Action: Trolleys and other manual handling equipment have been provided. Additional equipment has been requested, and requests for such equipment have been included on the corrective actions register so that follow up is ensured.		Head of School			
4.4.6.3 Organise manual handling training for all staff in accordance with the OHS training plan. Action: Internal training to be provided and has been organised. HOS sent email re requirement to attend. Yvonne needs to send similar email at least 2 weeks before scheduled training.		Managers and Supervisors			

4.4.7 Plant and Equipment Procedure

4.4.7.1 Use the Pre/Post Purchase Checklist for all proposed plant and equipment to be purchased that could pose an OHS risk. Action: Email needs to be sent from HOS to all staff at the beginning of each session. Staff who are purchasing hazardous equipment have also been identified on the training needs analysis, and need to be advised by their supervisor to attend safe purchasing training. The pre/post purchase checklist has also been included in the new assets database so that when a hazardous item is purchased and entered into the database, and pre/post purchase checklist will automatically need to be completed.		All Staff who do purchasing			OHS Purchasing Guideline Pre/Post Purchase Checklist
4.4.7.2 Develop and maintain a plant and equipment register. Action: Assets database has been created.	*	Managers and Supervisors			Plant and Equipment Register
4.4.7.3 Use the Risk Assessment and Control Procedure for undertaking new and revised risk assessments		Person carrying out the activity, Signed off by			Risk Assessment and

for activities that pose OHS risks. Action: This needs to be communicated to all staff at the beginning of each session by the HOS. Yvonne needs to ensure that communication is sent.		Supervisor			Control Procedure
4.4.7.4 Prepare safe working procedures for all tasks involving plant and equipment. Action:		Not applicable			
4.4.7.5 Organise for staff and students as applicable to attend plant safety training in accordance with the OHS training plan. Action: Staff requiring such training have been identified on the training needs analysis, and need to be advised by their supervisor to attend safe purchasing training.		Managers and Supervisors			

Implementation Plan	*	Responsibility	Target Dates	Status	Tools / Links
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4.4.8 Radiation Procedure					
4.4.8.1 Nominate a Radiation Safety Supervisor and TLD Badge Coordinator to facilitate communication on radiation safety issues and assist with implementation of the Radiation Safety Procedures.					Not applicable
4.4.8.2 Implement a purchasing procedure for the purchase of radioactive isotopes to avoid the need for long term storage of radiation waste.					Not applicable
4.4.8.3 Require all staff using ionising radiation who need licensing to be appropriately licenced.					Not applicable
4.4.8.4 Ensure licence exemption procedures are implemented by supervisors of students.					Not applicable
4.4.8.5 Organise for all staff and students as applicable to receive UNSW radiation safety training					Not applicable
4.4.8.6 Undertake and document risk assessments for all radiation work.					Not applicable
4.4.8.7 Prepare safe working procedures for all radiation work.	*				Not applicable
4.4.8.8 Use UNSW Radiation procedures for the labeling and storage of radiation waste requiring storage.					Not applicable
4.4.8.9 Ensure premises using unsealed radioactive materials exceeding prescribed limits are registered.					Not applicable
4.4.8.10 Organise disposal of radiation waste with less than prescribed activity levels.					Not applicable
4.5 Emergency Preparedness and Response					
4.5.1 Appoint and organise training for sufficient number of fire wardens and first aid officers as required in		Head of School			Emergency Procedure

your area. Action: All fire wardens (except for one on the first floor) have been appointed. All have also undergone the required training. Need to ensure that their training details are recorded in the training register.					
4.5.2 Participate in the emergency evacuation drills that are conducted twice yearly in your area. Action: Responsibility for this lies with the SECO – he is currently in the process of trying to organize an evacuation.		All Staff and Students			

Implementation Plan		Responsibility	Target Dates	Status	Tools / Links
5. MEASUREMENT					
5.1 Inspecting, Testing and Monitoring					
5.1.1 Assign responsibility for ensuring that all equipment/plant/machinery and areas requiring electrical testing and tagging, continuous monitoring or inspection is done according to the proposed schedule. Action: Responsibility has been assigned to Geoff Oakley. This needs to be communicated by the HOS.		Head of School			Inspection, Testing and Monitoring Procedure
5.1.2 Develop and implement the inspection, testing and monitoring schedule. Action:	*	Person appointed in 5.1.1		Yet to access UNSW end	Inspection, Testing and Monitoring Procedure
5.3 OHS Auditing					
5.3.1 Communicate the results of the audit to all staff and consult with them on relevant corrective action. Action: 2006 Audit results are available on the CSE OHS Website.		Head of School			Audit (OHS) Procedure
5.3.2 Implement corrective actions for any non conformances identified in the audit. Action: Have been included in the corrective actions register – in the process of being implemented.		Head of School		Ongoing	Corrective Action Procedure
5.4 Monitoring UNSW Strategic Framework					
5.4.1 Report progress on the CSE Operational Plan to the Level 2 OHS Committee Quarterly and annually. Action:		Head of School			School Quarterly OHS Report

6. REVIEW					
6.1 OHS Management Systems Review					

<p>6.1.1 Review all documents as scheduled in the OHS Document and Records Register.</p> <p>Action: Dates have been inserted for proposed review. This needs to be monitored by Yvonne.</p>		<p>Person appointed with responsibility for OHS documents</p>			<p>CSE Document & Record Control Register</p>
<p>6.1.2 Review the OHS Statistics (incidents/accidents, costs etc) and update systems of work accordingly.</p> <p>Action: This needs to be communicated to the Level 3 committee by Lindsay O'Keeffe.</p>		<p>Head of School/Faculty OHS Coordinator</p>			