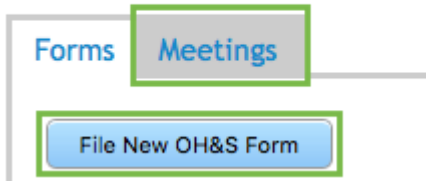


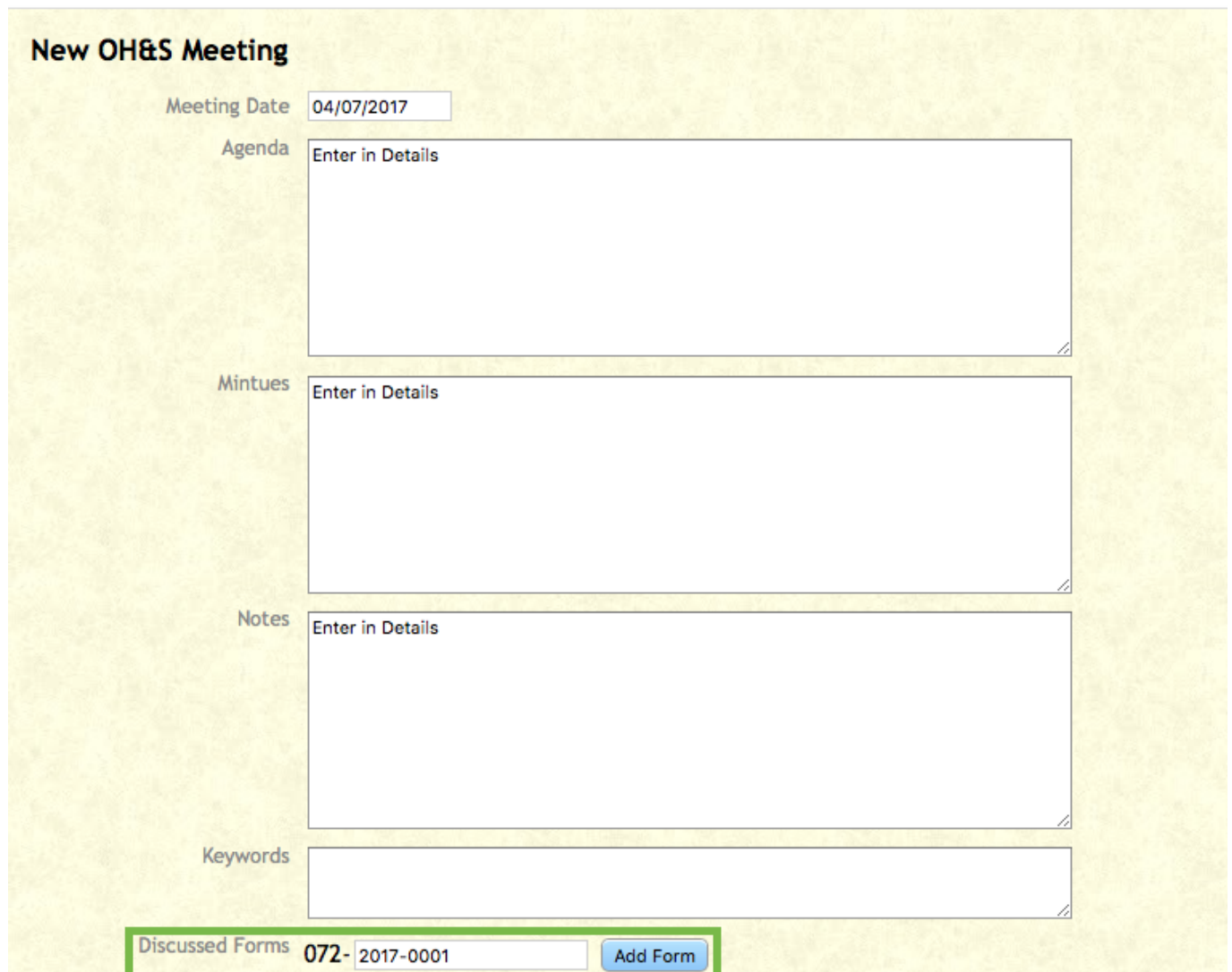
This feature allows for notes from **Local OH&S Committee** meetings to be tracked. Forms discussed at meetings can be attached to meeting documentation.

To document **OH&S Meetings**, click on the **Meetings** tab and then click on **File New OH&S Meeting**.

Local 72 OH&S



The **New OH&S Meeting** screen will open. Complete the fields to document the meeting. Forms discussed in the meeting can also be attached to the documentation for future reference. At the bottom of the notes is Discussed Forms, enter the form's **Assigned Number** and click on **Add Form**. The Form will be attached. There is a **Trash Can** beside the form number in case the incorrect form is attached or the Form is no longer required.

A screenshot of the 'New OH&S Meeting' form. The form has a light yellow background. It contains several input fields: 'Meeting Date' with the value '04/07/2017', 'Agenda', 'Minutes', 'Notes', and 'Keywords', each with a placeholder 'Enter in Details'. At the bottom, there is a 'Discussed Forms' section with a text input field containing '072- 2017-0001' and an 'Add Form' button. The 'Discussed Forms' section and the 'Add Form' button are highlighted with a green border.

Click on **Save** to save the documentation.

Discussed Forms 072-

072-2017-0001 (Local File: 2017-0001)

Once the OH&S Meeting is added, you will be able to attach a document

Back at the **Meeting** tab there will be a note that the meeting record was created successfully. All meetings will then show in chronological order. Click on the **Detail** to see the summary of the meeting and forms attached.

Local 72 OH&S

Forms **Meetings**

OH&S Meeting on 04/07/2017 successfully created. Added 1 OH&S Form that was discussed.

Detail **List** All Search

OH&S Meetings since October 24, 2016

Show 10 entries from found set Filter:

	Meeting Date	Discussed Forms
<input type="button" value="Detail"/>	04/07/2017	
<input type="button" value="Detail"/>	04/07/2017	1 Form: 072-2017-0001 (Local File: 2017-0001)

Showing 1 to 2 of 2 entries from found set

Click on the **Pencil** to go back into the documentation of the meeting to make modifications.

Detail **List** All Search

OH&S Meetings since October 24, 2016

Show 10 entries from found set Filter:

	Meeting Date	Discussed Forms
<input type="button" value="Detail"/>	04/07/2017	
<input type="button" value="Detail"/>	04/07/2017	1 Form: 072-2017-0001 (Local File: 2017-0001)

Showing 1 to 2 of 2 entries from found set

Editing OH&S Meeting 04/07/2017

Meeting Date

Agenda

Mintues

Notes

Keywords

Discussed Forms

(Local File: 2017-0001) 