

**LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)
COMMITTEE MINUTES
Council Chamber, The Chancellery
Wednesday 9 August 2017 at 9.15am**



PRESENT

Professor Eileen Baldry	Deputy Vice-Chancellor, Inclusion and Diversity
A/Professor David Blaazer	Faculty of Arts & Social Sciences
Professor Brian Boyle	Deputy Vice-Chancellor, Enterprise
A/Professor David Cohen	President, Academic Board
Mr Jason Coombs	Director, Strategic Initiatives and Space Management
Professor Geoffrey Crisp	Pro-Vice-Chancellor, Education
Professor Merlin Crossley	Deputy Vice-Chancellor, Education
Dr Kevin Cullen	CEO, UNSW Innovation
Professor Megan Davis	Pro-Vice-Chancellor, Indigenous
Professor Ana Deletic	Pro-Vice-Chancellor, Research
Ms Fiona Docherty	Vice-President, External Relations
Professor Les Field	Senior Deputy Vice-Chancellor
Professor Nicholas Fisk	Deputy Vice-Chancellor, Research
Dr Rob Forage	CEO, UNSW Global
Professor Michael Frater	Rector, UNSW Canberra
Ms Elizabeth Grinston	University Solicitor and General Counsel
Professor Ross Harley	Dean, UNSW Art & Design
Professor Mark Hoffman	Dean, Faculty of Engineering
Professor Ian Jacobs	President and Vice-Chancellor (Chair)
Professor Emma Johnston	Dean, Faculty of Science
Professor Anthony Kelleher	Acting Dean, Medicine
Professor Helen Lochhead	Dean, UNSW Built Environment
Ms Shahina Mohammed	Director of Operations & Int/External Liaison to the VC
A/Professor Grainne Moran	Pro-Vice-Chancellor, Research Infrastructure
Mr Neil Morris	Director, Student Life
Mr Peter Noble	Chief of Staff and Vice-President
Mr Jon Paparsenos	Vice-President, Philanthropy
Mr Laurie Pearcey	Pro-Vice-Chancellor, International
Professor Laura Poole-Warren	Pro-Vice-Chancellor, Research Training & Dean of Graduate Research
Professor Chris Styles	Dean, UNSW Business School
Mr Andrew Walters	Vice-President, Finance & Operations
Mr David Ward	Vice-President, Human Resources
Ms Catherine West	Acting Director of Finance
Sci Professor George Williams	Dean, Faculty of Law

APOLOGIES

Professor Susan Dodds	Dean, Arts and Social Sciences
Ms Trish Mullins	Director, Policy & Government Relations

IN ATTENDANCE

Professor Andrea Durbach	Director, Australian Human Rights Centre (for the first 20 minutes)
Mr Adam Janssen	Senior Manager, Occupational Health and Safety
Mr Aaron Magner	Director, UNSW Safety and Sustainability
Mr Jeff Peers	Director, Estate Management
Ms Fatima Velosa	Senior Governance Officer (Minutes)

A: Procedural

1. Apologies

The Committee noted the apologies listed above. The Vice-Chancellor welcomed Professor Durbach who attended the meeting to discuss the following reports, which can be downloaded from this [site](#):

1. *On Safe Ground: Strengthening Australian university responses to sexual assault and harassment – A Good Practice Guide for Australian Universities*
2. *Local Perspectives: A case study on responses to sexual violence in a university setting*

(ET members received hard copies of the reports at the meeting.)

ET noted that the Australian Human Rights Centre (AHRCentre) at UNSW had launched report 1 above with 18 recommendations relating to sexual harassment and assaults on campus, which draw on the findings of the Australian Human Rights Commission's National Student Survey on Sexual Harassment and Sexual Assault released on 1 August 2017. The recommendations include the establishment of a national cross-university task force to focus on consistent policies, procedures and practices relating to sexual harassment and assaults on campus.

ET discussed UNSW's commitment to providing a safe, respectful and non-discriminatory environment for all staff and students, and working with the AHRCentre around implementation of the recommendations to help address the issue of sexual assault and harassment in a manner that respects and protects the rights of all parties involved. While encouraging reports of sexual assault and harassment is important, it is also important to ensure the reporting process is easy to access and follow, and that appropriate support services are in place to assist students who report sexual violence.

The Vice-Chancellor advised that, despite the discomfort, UNSW welcomes the opportunity to discuss this issue and progress with the approach of zero tolerance for sexual violence in the UNSW community.

Professor Baldry reported on the launch of UNSW's one-stop portal for students to report incidents of sexual assault and harassment, anonymously or not, and find information and support services. ET noted that training is being provided for first responders.

The Vice-Chancellor congratulated Professor Durbach on the reports and thanked her for her invaluable work in this area.

2. Minutes of the Previous Meeting: 10 May 2017

The minutes of the meeting held on 10 May 2017 were confirmed as an accurate record.

B: Actions and business carried forward

3. A. Fire Drills – Hilmer Building

The Committee noted that the status of this action as 'complete'.

B. Non-hazardous Waste Removal

The Committee noted the update and the engagement contract for the wastewater and liquid chemical waste gap analysis and strategy provided.

C. Workers Comp 'travel' on campus injuries

The Committee noted the report provided and the status of the action as 'complete'.

C: Standing Items

4. Significant Incidents

The Committee discussed the report briefly, noting the corrective actions provided.

5. HSE Reporting Dashboard Q2

The Committee noted the report provided and that the statistics continue to trend downwards.

Action: Mr Andrew Walters asked if 'near misses' related to the construction of the light rail on streets near to the campus could be measured and included in HSE Hazard and Incident reporting.

6. HSE KPI Scorecard

The Committee noted the HSE KPI Scorecard presented.

7. Matters Arising from Level 2 Committees

See item 3A.

8. HSE Executive Update

The Committee noted the update provided.

Actions: Add Professor Durbach to the list of key executive and management staff to be interviewed for the Review of Student and Staff Safety and Wellbeing 'Deep Dive'.

9. Health and Safety Plan 2016-2018 Status

The Committee noted the update provided with particular reference to the details provided for the ongoing items listed.

10. Environmental Management Plan Status

The Committee noted the update provided.

11. UNSW Wellbeing Report

The Committee noted the report provided and discussed whether the University would like an integrated approach to student and staff wellbeing or separate targeted approaches.

Action: Key stakeholders to be consulted include Professor Baldry, Professor Crisp, Professor Crossley, Mr Morris, Ms Ros Reidy (Human Resources). Deep dive into student safety and wellbeing to provide recommendations for resources/restructuring of the approach/es for roles and responsibilities for student safety and wellbeing.

12. Security, Traffic and Pedestrian Safety Report

The Committee noted the report.

D: Correspondence

13. Inward

The Committee noted the following correspondence received:

- a) SIRA re Claims Management Audit (9 June 2017)
- b) SafeWork NSW 15 June 2017 re Significant Incident – Building R9
"Journey" claims

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c) SIRA 8 June 2017 re Security for claims liability

14. Outward
Nil

E: New Business

15. Building Fire Safety Review
The Committee noted the review provided.

16. Any other business
Professor Johnston asked whether the recent workplace change proposals may affect the HSE committee management at Faculty level.

Action: Mr Magner and Mr Janssen to meet with relevant Faculty staff to discuss how the HSE committees will be managed as part of workplace change proposals, if necessary.

There being no further business, the meeting closed at 10.15am.

Next meeting: Wednesday 8 November 2017 at 9am.

DRAFT

Health, Safety and Environment Committee (Level 1)

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SUMMARY OF ACTIONS

Date Issue Raised	Action	Responsibility	Status	Target Date
9 August 2017	<p>Pedestrian Safety impacts from Light Rail construction</p> <p>Action: Investigate if ‘near misses’ related to the construction of the light rail on streets near to the campus could be measured and included in HSE Hazard and Incident reporting.</p>	AM	<p>There are regular formal and informal meetings between UNSW and Transport NSW, and the light rail construction contractors. Pedestrian safety is a regular agenda item.</p> <p>UNSW students, staff and visitors that witness or are impacted by safety incidences including “near misses” are encouraged to report these via UNSW’s Hazard and Incident reporting tools (via MyUNSW). It is also noted that the majority of construction work is outside the campus boundary and beyond UNSW’s operational control.</p> <p>Ongoing 2017/2018</p>	8/11/2017
9 August 2017	<p>Deep Dive: Student Safety and Wellbeing</p> <p>Action: Add Professor Durbach to the list of key executive and management staff to be interviewed for the Review of Student and Staff Safety and Wellbeing ‘Deep Dive’.</p>	AM	<p>COMPLETE</p> <p>Professor Durbach added to stakeholder interview list.</p>	Q1 2018
9 August 2017	<p>Management of Student and Staff Wellbeing</p> <p>Student safety and wellbeing “deep dive” to provide recommendations for resources/</p>	AM	<p>Ongoing 2018: Student and Safety Wellbeing Review has commenced.</p>	Q1 2018

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	<p>restructuring of the approach/es for roles and responsibilities for student safety and wellbeing.</p> <p>Action: Key stakeholders to be consulted include Professor Baldry, Professor Crisp, Professor Crossley, Mr Morris, Ms Ros Reidy (Human Resources).</p>		<p>Key stakeholders identified by ET/Level 1 HSE Committee will be consulted as part of the Deep Dive Review.</p> <p>Review will be completed by Q1 2018.</p>	
9 August 2017	<p>Workplace change impact on HSE Committee Management at Faculty level</p> <p>Action: Mr Magner and Mr Janssen to meet with relevant Faculty staff to discuss how the HSE committees will be managed as part of workplace change proposals, if necessary.</p>	AM	<p>Ongoing 2018: Senior management consultation mechanisms to be included into Safety Deep Dive.</p>	Q1 2018