

**LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)  
COMMITTEE MINUTES  
Council Chamber, The Chancellery  
Wednesday 22 March 2017 at 9.15am**



**PRESENT**

Professor John Arnold	UNSW Canberra
Professor Eileen Baldry	Academic Chair: UNSW Equity, Diversity & Inclusion Board
Professor Brian Boyle	Deputy Vice-Chancellor, Enterprise
Mr Jason Coombs	Director, Strategic Initiatives and Space Management
Professor Geoff Crisp	Pro-Vice-Chancellor, Education
Professor Merlin Crossley	Deputy Vice-Chancellor, Education
Dr Kevin Cullen	CEO, UNSW Innovation
Ms Fiona Docherty	Vice-President, International
Professor Susan Dodds	Dean, Arts and Social Sciences
Professor Les Field	Senior Deputy Vice-Chancellor
Dr Rob Forage	CEO, UNSW Global
Professor Mark Hoffman	Dean, Faculty of Engineering
Professor Ian Jacobs	President and Vice-Chancellor (Chair)
Professor Peter Lovibond	Acting Dean, Faculty of Science
Ms Shahina Mohammed	Director of Operations & Int/External Liaison to the VC
A/Professor Grainne Moran	Pro-Vice-Chancellor, Research Infrastructure
Mr Peter Noble	Chief of Staff and Vice-President
Professor Alan Peters	UNSW Built Environment
Professor Marie Sierra	UNSW Art & Design
Professor Chris Styles	Dean, UNSW Business School
Mr David Ward	Vice-President, Human Resources
Ms Catherine West	Acting Director of Finance
Sci Professor George Williams	Dean, Faculty of Law

**APOLOGIES**

Mr Grant Cura	Director, Risk Management
Professor Nicholas Fisk	Deputy Vice-Chancellor, Research
Professor Michael Frater	Rector, UNSW Canberra
Ms Elizabeth Grinston	University Solicitor and General Counsel
Professor Ross Harley	Dean, UNSW Art & Design
Professor Emma Johnston	Pro-Vice-Chancellor, Research
Mr Robert Kelly	Director, Facilities Management
Professor Helen Lochhead	Dean, UNSW Built Environment
Mr Neil Morris	Vice-President, Campus Life & Community Engagement
Ms Trish Mullins	Director, Policy & Government Relations
Mr Jon Paparsenos	Vice-President, Philanthropy
Professor Rodney Phillips	Dean, Faculty of Medicine
Mr Andrew Walters	Vice-President, Finance & Operations
Professor Laura Poole-Warren	Pro-Vice-Chancellor, Research Training

**IN ATTENDANCE**

Ms Jenny Denman	Associate Director, Strategy & Business Systems (for Mr Robert Kelly – Director, Facilities Management)
Mr Adam Janssen	Senior Manager, Occupational Health and Safety
Mr Aaron Magner	Director, UNSW Safety and Sustainability
Dr Tony Maniaty	Senior Communications Advisor to the Vice-Chancellor
Ms Fatima Velosa	Senior Governance Officer (Minutes)

**A: Procedural**

**1. Apologies**

The Committee noted the apologies listed above.

**2. Minutes of the Previous Meeting: 23 November 2016**

The minutes of the meeting held on 23 November 2016 were confirmed as an accurate record.

**B: Actions and business carried forward**

**3. Health and Safety Scorecard Notations (see item 8)**

The Committee noted this action had been completed.

**4. Fire Door Issue in Tyree Energy Building**

The Committee noted this action had been completed.

**5. Under-reporting of Incidents in Particular Sexual Assaults**

The Committee noted this action was ongoing and briefly discussed its multi-dimensional challenges as detailed in the 'summary of actions'.

**C: Standing Items**

**6. Significant Incidents**

The Committee discussed the report briefly, noting all the injuries were minor.

**7. UNSW HSE Annual Report (2016)**

The Committee noted the report provided, which reflects a positive trend and an improved culture at UNSW as hazards are taken seriously and action is taken, as appropriate. The Committee congratulated the staff involved in improving HSE at UNSW.

**8. Health, Safety and Environment KPI Scorecard**

The Committee noted the HSE Performance Scorecard presented.

**9. Matters Arising from Level 2 Committees**

The Committee noted the minutes of the Level 2 Student Health, Safety and Wellbeing Committee meeting of 21 February 2017, in particular the attendance of an external representative, which was commended as a good initiative.

**10. Health, Safety and Environment Executive Update**

The Committee noted the update provided and congratulated Mr Wagner and his team on the excellent outcome of the Safety Management System Audit, as detailed in the report presented.

**11. Health and Safety Plan 2016-2018 Update**

The Committee noted the update provided.

**12. Security, Traffic and Pedestrian Safety Update**

The Committee discussed the update briefly.

**D: Correspondence**

**13. Inward**

The Committee noted the following correspondence received:

**Level 1 Health, Safety and Environment Committee**  
22 March 2017

- a) Best Practice Certification WHS Audit

**14. Outward**

- a) RUOK? Day

**E: New Business**

**15. Any other business**

There was no other business.

There being no further business, the meeting closed at 9.50am.

Next meeting: Wednesday 10 May 2017 at 9.00am

DRAFT

Health, Safety and Environment Committee (Level 1)  
22 March 2017

**SUMMARY OF ACTIONS**

Date Issue Raised	Action	Responsibility	Status	Target Date
22 March 2017	<b>Online Reporting for Health, Safety and Environment</b>  <b>Action:</b> Transition from manually produced excel reporting to live online reporting.	AM	<b>Completed</b> PDF of new online HSE reporting format based on tableau software and set up in consultation with UNSW Planning & Performance. See: < <a href="https://tableau.unsw.edu.au">https://tableau.unsw.edu.au</a> >	10 May 2017