

PRESENT

Professor Fred Hilmer	President and Vice-Chancellor
Professor Prem Ramburuth	President of the Academic Board
Professor Iain Martin	Vice-President & Deputy Vice-Chancellor (Academic)
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students)
Professor Mark Hoffman	Pro-Vice-Chancellor (Research)
Professor Laura Poole-Warren	Pro Vice-Chancellor (Research Training)
	Dean of Graduate Research,
Mr Neil Morris	Vice-President, University Services
Mr Jonathan Blakeman	Vice-President, Finance and Operations
Ms Jennie Lang	Vice-President, Advancement
Ms Fiona Docherty	Pro-Vice-Chancellor (International)
Professor Graham Davies	Dean, Faculty of Engineering
Professor Geoffrey Garrett	Dean, Australian School of Business
Professor Alec Tzannes	Dean, Faculty of the Built Environment
Professor David Dixon	Dean, Faculty of Law
Professor Ross Harley	Dean, College of Fine Arts
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor Merlin Crossley	Dean, Faculty of Science
Professor Michael Frater	Rector, UNSW Canberra
Mr Edward Ho	Director, Internal Audit
Dr Rob Forage	CEO, UNSW Global

APOLOGIES

Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Peter Smith	Dean, UNSW Medicine

IN ATTENDANCE

Professor Mark Uncles	Deputy Dean (Faculty) Australian School of Business
Mr Robert Kelly	Director of Facilities
Mr David Ward	Director Human Resources
Mr Adam Janssen	HSE Senior Manager
Ms Martina Lavin	HSE Manager and meeting minute taker

WELCOME AND APOLOGIES

Professor Hilmer opened the meeting. Apologies as above were noted.

1. Minutes Of The Previous Meeting

The minutes from the previous meeting 27 November 2013 were accepted.

Special Agenda Item

2. Review of HSE Strategic Planning Committee

Mr Morris placed as a Special Agenda Item a review of the HSE Strategic Planning Committee agenda and structure. As a consequence of a change in leadership due to the merger of the UNSW Health and Safety with UNSW Sustainability, Mr Morris told the committee it was timely to review the operation of the Level 1 HSE Committee. Discussions with Deans have revealed that the discipline of the quarterly meetings with the Vice-Chancellor as chair is valuable but there is scope to increase the meetings' effectiveness. Mr Morris suggested the UNSW Health and Safety meet each member of the committee to survey views on HSE governance and collect feedback and suggestions for improvement.

Action

UNSW Health and Safety meet each member of the Level 1 HSE Committee to survey views on HSE governance and collect feedback and suggestions for improvement.

Actions Arising from Previous Meeting

3. Smoke Free Campus

At its meeting on 27 November 2013 the HSE Strategic Planning Committee (Level 1) decided to amend the smoke-free environment policy to remove designated smoking zones

on UNSW's campuses. From 31 May 2014, coinciding with World No Tobacco Day, all UNSW campuses will become completely smoke-free. Existing designated smoking areas, ashtrays and associated signage will be removed in the lead up to the smoking ban taking effect. The revised Smoke-Free Environment Policy and extracts from the implementation plan were included as background papers to this committee.

Action

That the HSE Strategic Planning Committee endorses the revised Smoke Free Environment Policy and associated implementation plan.

4. Defibrillator Rollout

It was noted that there have been two sudden cardiac arrests on campus since the November 2013 meeting. The incidents were described in the executive summary presented to the committee. In short defibrillators were used for both incidents; one resulting in a successful outcome, the other unable to revive the victim.

As part of an existing roll out program new defibrillators and alarmed cabinets have been installed in the Scientia Building, the Clancy Auditorium and K17 (Computer Science and Engineering). Requests for defibrillators and cabinets have been received from the AGSM building, SPREE, the Kensington Colleges, Law School Building, Western Campus, Manly Vale Campus, Wellington and Fowlers Gap. It is planned that a further five defibrillators and cabinets be installed over 2014. The latest UNSW campus defibrillator location map was attached with background papers.

Recommended Action

That the HSE Strategic Planning Committee notes the defibrillator roll out program.

5. Health Safety and Environment: Executive Update

Mr Magner directed people to the report included with the agenda papers. Included is the service level agreement between the WHS unit and the Research Ethics and Compliance Support unit where there has been a change in some of the roles and functions of both work units. In addition, an update on the SciQuest project was provided. The committee acknowledged the work of the IT unit led by Denise Black and in particular the contribution of Professor Barbara Messerle in the progress achieved thus far. The need to integrate the SciQuest program with NSS Financials has been highlighted as a future key requirement.

Recommended Action

That HSE Strategic Planning Committee notes the Executive Update and recommended actions.

6. WorkCover Audit Corrective Actions

All actions have been completed as described in the attachment included with the agenda papers.

7. Correspondence In

HMDG Audit report – Risk and Audit Service

A follow up assessment was conducted by Deloitte to determine if actions arising out of a 2012 hazardous materials audit were implemented. The overall assessment of residual risk was rated as 'satisfactory'. The introduction of the SciQuest solution (as per item 5) was noted as a key development assisting in this more favourable outcome.

8. Correspondence Out – Nil

New Business

9. Significant Incidents

Two cardiac arrest incidents referred to under item 4.

10. HSE Statistics 2013 Annual Review

Lost Time Injury Frequency Rate (LTIFR) has fallen from 3.5 in 2012 to 2.2 in 2013.

Workers Compensation claims are down 44% from 2012 (99 claims in 2012 to 58 claims in 2013). Such claims are also down 40% on the average number over the last nine years (over the last 9 years the average was 95 per year).

Manual handling claims are down 56% (on last year OR on the average over the last 9 years). Repetitive strain claims are down 70% over the same period.

UNSW passed its WorkCover Self Insurers Audit achieving a score of 84% in Management Responsibility and 83% in Risk Management. Based on the strength of the audit UNSW is eligible to maintain its Self-Insurers Licence.

All areas have achieved the 80% closure rate set for completion of corrective actions.

There was increased participation in WHS training, particularly for new staff members. 10 of the 14 areas have a completion rate of 80% or greater; the target is 100%.

The committee discussed the setting of the LTIFR for 2014. To continue to reduce the injury rates requires specific targeted action. The statistics show that the category of slips/trips/falls is consistently the highest contributor to injuries at UNSW. If the committee were to set the LTIFR at a 25% reduction in the rate achieved for 2013, then this would require reducing the number of slips/trip and falls which occurred in 2012 from 40 down to 10.

11. Security Services Report

The report was included with the background papers. There has been an overall decline in the number of security incidents particularly in the categories of:

- Assault (down 33% from 2012)
- Robbery (down 25%)
- Harassment (down 73%)
- Theft and malicious damage (down 53%)
- Bicycle theft (down 26%)

The input from the Maroubra area command to the student safety committee was cited as a possible cause for this reduction as was the possible impact from the increased resident student population. Arc has also played a role with their late night student volunteer escorts on bicycles with lights offering to accompany people to bus stops etc.

New Business

12. Matters arising from Level 2 HSE committees

Professor Davies asked that reporting requirements between the level 2 and level 1 Committees' should be made clearer and that this item take higher priority on the agenda rather than being placed under new business.

Professor Davies also enquired as to likelihood of improvements to the lighting levels on Barker Street. Facilities Management Director, Mr Kelly, advised the committee that following a lengthy campaign with Randwick Council, improvements to lighting on Barker Street are likely this year.

Professor Tzannes said that the implications of the impending light rail network is a worthy strategic issue for the Level 1 HSE Committee. (relates also to item 2)

CLOSE OF MEETING

Next Meeting:

- 21 May 2014.

SUMMARY OF ACTIONS

Date of Resolution	Action	Responsibility	Status	Target Date
29 May 2013	Radiation Safety Management Review the Radiation Safety Procedures and update to reflect recent legislative changes (Radiation Safety Coordinator, HS Unit).	H&S RECS	On target. Correspondence with legislative guidance received from EPA in December 2013. H&S working with RECS to review and update procedures and systems.	June 2014
27 November 2013	Smoking on Campus UNSW to be declared a smoke-free environment from 31 May 2014, World No-Tobacco Day 2014.	H&S Neil Morris Aaron Magner	Smoke Free Environment Implementation Plan on track. Communications campaign commenced. Email sent to all staff	31 May 2014
7 August 2013	Defibrillator rollout Managed co-ordinated and centrally funded roll-out of additional defibrillators across UNSW.	H&S Aaron Magner	UNSW Health and Safety is managing and funding the roll-out of defibrillators and training for staff.	Ongoing
6 March 2013	WHS Plan 2013-2015 Each member of Level 1 H&S committee to review the WHS plan, consult with staff in their area and provide feedback to UNSW H&S representatives.	H&S Adam Janssen	Review of WHS Plan 2013-2015 to be discussed at the March meeting of HSE Strategic Planning Committee. Discussion of new targets and strategies.	5 March 2014