

**LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)
COMMITTEE MINUTES
Council Chamber, The Chancellery
Wednesday 10 May 2017 at 9am**



PRESENT

Professor Eileen Baldry	Academic Chair: UNSW Equity, Diversity & Inclusion Board
Professor Brian Boyle	Deputy Vice-Chancellor, Enterprise
A/Professor David Cohen	President, Academic Board
Mr Jason Coombs	Director, Strategic Initiatives and Space Management
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
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 Peter Gunning	Faculty of Medicine
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
Ms Jennie Lang	Vice-President, Advancement
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
Ms Trish Mullins	Director, Policy & Government Relations
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 & Acting Pro-Vice-Chancellor, 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 Geoff Crisp	Pro-Vice-Chancellor, Education
Mr Grant Cura	Director of Risk Management
A/Professor Jonathan Morris	Acting Dean, Graduate Research
Mr Neil Morris	Vice-President, Campus Life & Community Engagement
Professor Rodney Phillips	Dean, Faculty of Medicine

IN ATTENDANCE

Mr Adam Janssen	Senior Manager, Occupational Health and Safety
Mr Robert Kelly	Director, Facilities Management
Mr Aaron Magner	Director, UNSW Safety and Sustainability
Dr Tony Maniaty	Senior Communications Advisor to the Vice-Chancellor
Mr Jeff Peers	Facilities Management
Ms Fatima Velosa	Senior Governance Officer (Minutes)

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A: Procedural

1. Apologies

The Committee noted the apologies listed above and welcomed Mr Peers to his first Level 1 HSE Committee meeting.

2. Minutes of the Previous Meeting: 22 March 2017

The minutes of the meeting held on 22 March 2017 were confirmed as an accurate record.

B: Actions and business carried forward

3. Online reporting dashboard for HSE data

The Committee noted that the transition from the manually produced Excel reporting to live online reporting had been completed. Mr Magner demonstrated the Dashboard to the members, advising that all the Committee members have access to it (Tableau Link and the login provided on page 10 of the Committee meeting pack). He welcomed feedback on the Dashboard from the Committee members.

Mr Magner advised that it is proposed that the Level 2 HSE Committees be given a demonstration of the Dashboard, after which all the Level 1 Committee members will be contacted for feedback on, and refinement of, the Dashboard.

C: Standing Items

4. Significant Incidents

The Committee discussed the report briefly, noting that requirements for ongoing health monitoring regarding the asbestos incident will be determined.

5. UNSW HSE Q1 Report

The Committee noted the report provided (see item 3).

6. Health, Safety and Environment KPI Scorecard

The Committee noted the HSE Key Performance Scorecard presented.

7. Matters Arising from Level 2 Committees

Professor Hoffman reported concerns arising from a fire drill conducted about six weeks earlier, which had been reported immediately but not yet rectified a month later. Therefore, the Level 2 Committee requested that this be escalated to the Level 1 Committee. Mr Kelly advised he was aware of the concerns raised and was following up on having them rectified.

Action: Mr Kelly to report back to the Level 1 Committee on why it took so long to rectify the recent concerns raised by the Level 2 Committee.

8. Health, Safety and Environment (HSE) Executive Update

The Committee noted the update provided, with particular reference to the overall score of 99% for the UNSW workers' compensation system from the Workers Compensation System Audit (see item 12). The Committee congratulated the UNSW team on their excellent work.

9. Status Update: Health and Safety Plan

The Committee noted the update provided.

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10. Status Update: Environmental Management Plan

The Committee noted the update provided.

11. Security, Traffic and Pedestrian Safety Report

The Committee noted the report. Mr Magner advised that the Dashboard will include data from this report.

D: Correspondence

12. Inward

The Committee noted the following correspondence received, discussing item b in particular:

- a) Workers Compensation Audit Report
- b) Bartier Perry: Advice re "Journey" claims

Mr Magner reported on the advice received from Bartier Perry Lawyers, in particular that a UNSW employee's "place of employment" is the boundary of the University campus, which the Committee endorsed for the purposes of entitlement to compensation in relation to UNSW's obligations under the workers' compensation legislation to employees on UNSW campus grounds injured on the way to or from work.

Action: The Committee requested regular monitoring of claims from injuries arising on an employee's way to or from work within the University campus.

- c) NSW Health re Meningococcal
- d) NTEU to UNSW re Biolink

13. Outward

- a) UNSW to NTEU re Biolink

E: New Business

New Business

14. Any other business

The Committee noted that there is a large project under way on the waste management of non-hazardous waste as there have been changes to what is classified as hazardous in large environments such as university campuses – to be reported on at the next meeting.

There being no further business, the meeting closed at 9.40am.

Next meeting: Wednesday 9 August 2017 at 9am