

**LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)
COMMITTEE MINUTES
Council Chamber, the Chancellery
Wednesday 14 March 2018 at 9.15am**



PRESENT

Mr Dan Beecham	Chief Digital Officer
Professor Brian Boyle	Deputy Vice-Chancellor, Enterprise
A/Professor David Cohen	President, Academic Board
Professor Merlin Crossley	Deputy Vice-Chancellor, Academic
Mr Warwick Dawson	Director, Knowledge Exchange
Ms Fiona Docherty	Vice-President, External Relations
Professor Susan Dodds	Dean, Arts and Social Sciences
Dr Elizabeth Eastland	Director, Entrepreneurship
Professor Michael Frater	Rector, UNSW Canberra
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, Faculty of Medicine
Professor Helen Lochhead	Dean, UNSW Built Environment
Ms Shahina Mohamed	Chief Operating Officer, President and Vice Chancellor's Office
A/Professor Grainne Moran	Pro-Vice-Chancellor, Research Infrastructure
Mr Neil Morris	Director, Student Life
Mr Russell Nelms	Vice-President, Strategy & Quality
Mr Daniel Owens	Executive Director, Research
Mr Jon Paparsenos	Vice-President, Philanthropy
Mr Jeff Peers	Executive Director, Estate Management
Professor Laura Poole-Warren	Pro-Vice-Chancellor, Research Training & Dean of Graduate Research
Professor Leisa Sargent	UNSW Business School
Professor Anne Simmons	Pro-Vice-Chancellor, Academic Excellence
Mr Andrew Walters	Vice-President, Finance and Operations
Mr David Ward	Vice-President, Human Resources
Ms Catherine West	Acting Chief Financial Officer
Sci Professor George Williams	Dean, Faculty of Law

APOLOGIES

Professor Eileen Baldry	Deputy Vice-Chancellor, Inclusion and Diversity
Mr Jason Coombs	Director, Strategic Initiatives and Space Management
Professor Geoffrey Crisp	Pro-Vice-Chancellor, Education
Professor Megan Davis	Pro-Vice-Chancellor, Indigenous
Professor Ana Deletic	Pro-Vice-Chancellor, Research
Professor Nicholas Fisk	Deputy Vice-Chancellor, Research
Dr Rob Forage	CEO, UNSW Global
Mr Darren Goodsir	Chief Communications Officer
Ms Elizabeth Grinston	University Solicitor and General Counsel
Ms Trish Mullins	Director, Policy & Government Relations
Mr Laurie Pearcey	Pro-Vice-Chancellor, International
Professor Chris Styles	Dean, UNSW Business School

IN ATTENDANCE

Mr Adam Janssen	Senior Manager, Occupational Health and Safety
Mr Aaron Magner	Director, UNSW Safety and Sustainability
Mr William Syddall	Manager, Facilities Management
Ms Fatima Velosa	Senior Governance Officer (Minutes)

Level 1 Health, Safety and Environment Committee
14 March 2018

A: Procedural

1. Apologies

The Committee noted the apologies listed above and the Chair welcomed newly appointed Manager, Facilities Management, Mr Syddall.

2. Minutes of the Previous Meeting: 8 November 2017

The minutes of the meeting held on 8 November 2017 were confirmed as an accurate record.

B: Actions and business carried forward

3. Faculty Workplace Change Impact on HSE

The Committee noted the status of this item, as detailed in the update presented.

4. UNSW Wellbeing Plan Status

The Committee noted the information provided under agenda items 12 and 16.

5. Security Data Verification

The Committee noted the status of this item, as detailed in the update presented.

C: Standing Items

6. Significant Incidents

The Committee noted the report on significant incidents, with particular reference to the items that have corrective actions 'in progress'.

The Committee discussed the communications challenges around the discovery of potentially hazardous materials (asbestos) at the old Biological Sciences Building construction site as staff first became aware of the discovery via the media, which had caused some anxiety among staff.

Action: The Division of External Relations, Estate Management and the Chief Communications Officer (Mr Goodsir) to review and/or establish UNSW's significant incident response process and protocol so that staff receive communication about such incidents from the University rather than the media.

7. HSE Report Dashboard Q1-Q4 2017

The Committee discussed the annual report provided, noting that more information relevant to the Faculties is available via the online dashboard.

Action: Mr Magner to follow up with Professor Dodds on the Faculty of Arts & Social Sciences data.

8. Matters Arising from Level 2 Committees

8.1 Wellness program

The Committee discussed whether there are additional resources to run the wellness program under the following circumstances:

The University wellness program is highly reliant on staff volunteers (both academic and professional), but as a result of the operational excellence exercise, the capacity and/or willingness of staff to volunteer may currently be lower than usual.

Level 1 Health, Safety and Environment Committee
14 March 2018

Mr Magner advised that 25 wellbeing champions were enthusiastic and optimistic A proposal for additional funding to support an enhanced workplace wellbeing program was being prepared.

Action: Mr Ward and Mr Magner to prepare a proposal for extra resourcing for an enhanced workplace wellbeing program that could operate across the University.

8.2 Hilmer Building

Professor Hoffman reported that he had been advised as follows:

Many staff members have been moved in and out of the laboratory in the last 18 months, involving dangerous activities.

The Committee noted the recent appointment of Mr Rick Minter, Manager, Security and Traffic Management (emergency and major incidents).

Action: Mr Minter to investigate the high traffic in the Hilmer Building laboratory and refer the matter to the Building Warden.

9. Safety and Wellbeing: Executive Team Update

The Committee noted the update provided.

10. Health and Safety Plan 2016-2018 Status

The Committee noted the status update on the health and safety plan.

11. Environmental Management Plan Status

The Committee noted the annual status update provided and the following update on a query about increased theft on campus:

Although there had been a slight increase in theft on campus in 2017, theft was decreasing on campus and UNSW had lower rates of theft compared to other universities.

12. UNSW Wellbeing Report

The Committee noted the following (in conjunction with agenda item 16):

- Information provided by Benestar (rebranded EPA), which promises to step 'beyond EAP to provide a holistic approach to health and wellbeing'.
- Benestar's new direction recognises a growing shift in the workplace towards a more proactive approach to health and wellbeing as there is a clear link between good health and great performance.
- More communications will be released in due course.

13. Security, Traffic and Pedestrian Safety Report

The Committee noted the report on security and traffic management.

D: Correspondence

The Committee noted the following correspondence received by the University:

14. Inward

- a) SafeWork NSW Incident – No. 1-378331
- b) Certificate: ACT Minister for Safety and Workplace Relations

15. Outward

Nil

E: New Business

16. UNSW Wellbeing Strategy and 2018 Plan (see agenda item 12)

Mr Magner sought feedback from the Committee on the draft Workplace Wellbeing Strategy provided, including the proposed four pillars, based on the outcomes of a workshop held with the relevant champions who endorsed a wellbeing strategy. He noted that reference to the students should be included as the framework may also be relevant to student wellbeing, although Australian universities have not had an integrated approach to staff and student wellbeing (as in the UK). The Committee approved the Workplace Wellbeing Strategy and the 2018 Workplace Wellbeing Plan.

17. Any other business

There was no business without notice.

There being no further business, the meeting closed at 10am.

Next meeting: Wednesday 16 May 2018 at 9am in the Council Chamber, the Chancellery

DRAFT

Health, Safety and Environment Committee (Level 1)

16 May 2018

SUMMARY OF ACTIONS

Date Issue Raised	Action	Responsibility	Status	Target Date
14 March 2018	<p>Incident Response Communication Procedure The Division of External Relations, Estate Management and the Chief Communications Officer, Mr Goodsir, to review and/or establish UNSW's significant incident response process and protocol so that staff receive communication about such incidents from the University rather than the media.</p>	JP/AM	<p>Incident Response Communication Procedure under development by Emergency Manager Rick Minter in consultation with relevant parties. In Progress</p>	Q2 2018
14 March 2018	<p>UNSW HSE Reporting Reporting Dashboard Mr Magner to initiate improved HSE reporting for the Faculty of Arts and Social Sciences and follow up with Professor Dodds.</p>	AM	<p>Safety and Wellbeing office are working with the University UNSW Planning & Performance to ensure the Health Safety and Environment Reporting (Tableau) dashboard is distributed to all Faculties and Divisions. In Progress</p>	Q3 2018
14 March 2018	<p>Workplace Wellbeing Resources and Funding Mr Ward and Mr Magner to prepare a proposal for extra resourcing for an enhanced workplace wellbeing program that could operate across the University.</p>	AM	<p>Business case has been developed and preliminary submission with VP Human Resources, and VP Finance and Operations. In Progress</p>	Q2 2018
14 March 2018	<p>Hilmer Building Emergency Evacuation Mr Minter to investigate the high traffic in the Hilmer Building laboratory and refer the matter to the Building Warden.</p>	JP	<p>The recently appointed Emergency and Major Incident Manager has commenced a review of all building warden requirements and emergency team staffing levels. A Chief Warden has been appointed for the Hilmer Building and successful building drill occurred on 15 March 2018. In Progress</p>	Q2 2018