

**LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT COMMITTEE  
MINUTES**

**Council Chamber, The Chancellery  
Wednesday 15 June 2016 at 9.30am**



**PRESENT**

Professor Eileen Baldry	Academic Chair: UNSW Equity, Diversity & Inclusion Board
Professor Brian Boyle	Acting Deputy Vice-Chancellor, Research
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 & Social Sciences
Professor Les Field	Senior Deputy Vice-Chancellor
Dr Rob Forage	CEO, UNSW Global
Professor Michael Frater	Rector, UNSW Canberra
Ms Elizabeth Grinston	University Solicitor and General Counsel
Professor Mark Hoffman	Dean, Faculty of Engineering
Professor Ian Jacobs	President and Vice-Chancellor (Chair)
Ms Jennie Lang	Vice-President, Advancement
Professor Peter Lovibond	Acting Dean, Faculty of Science
Ms Shahina Mohammed	Director of Operations & Int/External Liaison to the Director President and Vice-Chancellor
A/Professor Grainne Moran	Pro-Vice-Chancellor, Research Infrastructure
Mr Neil Morris	Vice-President, Campus Life & Community Engagement
Mr Peter Noble	Chief of Staff and Vice-President
Mr Jon Paparsenos	Vice-President, Philanthropy
Professor Rodney Phillips	Dean, Faculty of Medicine
Professor Laura Poole-Warren	Pro-Vice-Chancellor, Research Training
Professor Prem Ramburuth	President, Academic Board
Professor Chris Styles	Dean, UNSW Business School
Mr Andrew Walters	Vice-President, Finance and Operations
Mr David Ward	Vice-President, Human Resources
Professor George Williams	Dean, Faculty of Law

**APOLOGIES**

Professor Ross Harley	Dean, UNSW Art & Design
Professor Helen Lochhead	Dean, UNSW Built Environment
Mr Stephen Rees	Director of Finance
Professor Emma Johnston	Pro-Vice-Chancellor, Research

**IN ATTENDANCE**

Mr James Fitzgibbon	Director of Governance
Mr Shane Griffin	2025 Strategy Office
Mr Robert Kelly	Director, Facilities Management
Mr Aaron Magner	Director, UNSW Safety and Sustainability
Ms Kate Morton	Director, 2025 Strategy Office
Professor Alan Peters	Deputy Dean, Built Environment
Ms Fatima Velosa	Senior Governance Officer, Governance (Minutes)

**Level 1 Health, Safety and Environment Committee**  
15 June 2016

**A: Procedural**

**1. Apologies**

The Committee noted the apologies listed above.

**2. Minutes of Previous Meeting: 30 March 2016**

The minutes of the meeting held on 30 March 2016 were confirmed as an accurate record.

**B: Actions and business carried forward**

**3. WHS Due Diligence Training for Council**

The Committee noted WHS due diligence training was provided to University Council members on 14 June 2016. The focus was on Council members' duties and responsibilities under the Work Health and Safety Act.

**4. WHS Due Diligence Training for L2 HSE Committees**

**Action:** WHS Due Diligence training for Faculty/Divisional L2 Health Safety and Environment Committee members to take place by the next Level 1 meeting (1 September 2016) with confirmation of such completion to be provided to next Level 1 meeting.

**5. SafeWork NSW Audit**

The Committee noted the report provided, with particular reference to the following:

- The four-day SafeWork NSW Self-Insurance audit was completed on 15 April 2016. UNSW passed the audit with a compliance score of 90.9% for Management Responsibility and 90.9% for Risk Management, an improvement on the last audit. This is an excellent outcome and evidence of UNSW's operational effectiveness and efficiency in health and safety.

The Vice Chancellor congratulated and thanked everyone who helped UNSW to achieve this outcome.

The Committee noted that the UNSW Health, Safety and Environment Office will provide regular updates to ET/Level 1 Health, Safety and Environment Committee on the completion of the agreed actions arising from the audit.

**C: Standing Items**

**6. Significant Incidents**

The Committee noted the report provided.

**7. HSE KPI Scorecard**

The Committee noted the Strategic Performance Indicator Scorecard.

**8. Matters Arising from Level 2 HSE Committees**

Nil

**9. HSE Executive Update**

The Committee noted the update provided.

**10. Health and Safety Plan 2016-2018**

The Committee noted the Work Health and Safety Plan 2016-2018 provided.

**11. Traffic and Pedestrian Safety Plan: Update**

The Committee noted the update.

**D: Correspondence**

**12. Inward – 4 Items**

The Committee noted the correspondence received.

**13. Outward – 1 Item**

The Committee noted the correspondence sent by the University.

**E: New Business**

**14. Strategy Office Review of HSE Function**

The Committee noted the information provided to the Strategy Office as part of the review of the HSE Function.

**Student Safety and Wellbeing**

Professor Baldry asked about how student welfare and safety issues were managed and the governance structure for student safety and wellbeing.

Mr Morris advised that a new Level 2 Student Safety and Wellbeing Committee was to be established that would report to the Level 1 HSE Committee. Terms of reference, including representation from students, have been prepared and relevant stakeholders are being engaged. Mr Magner advised that an update regarding the establishment of a Level 2 Student Safety and Wellbeing Committee would be provided to the next Level 1 meeting.

**15. Any other business**

**Smoke Free Campus Policy**

The Committee discussed the challenges in enforcing the smoking ban on campus. It was noted that as there is no capacity to enforce the policy, additional signs could be placed appropriately on campus and brochures could be handed out wherever possible. Committee members were asked to remind colleagues in Faculty and Divisional meetings that the entire University campus is a smoke-free environment.

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

Next meeting: Thursday 1 September 2016 at 9am.