

**LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)
COMMITTEE MINUTES
Council Chamber, The Chancellery
Thursday 1 September 2016 at 9.15am**



PRESENT

Professor Eileen Baldry	Academic Chair: UNSW Equity, Diversity & Inclusion Board
Professor Brian Boyle	Deputy Vice-Chancellor, Enterprise
Professor Merlin Crossley	Deputy Vice-Chancellor, Education
Ms Fiona Docherty	Vice-President, International
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
Professor Ross Harley	Dean, UNSW Art & Design
Professor Mark Hoffman	Dean, Faculty of Engineering
Professor Ian Jacobs	President and Vice-Chancellor (Chair)
Professor Helen Lochhead	Dean, UNSW Built Environment
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 Neil Morris	Vice-President, Campus Life & Community Engagement
Mr Peter Noble	Chief of Staff and Vice-President
Mr Jon Paparsenos	Vice-President, Philanthropy
Professor Laura Poole-Warren	Pro-Vice-Chancellor, Research Training
Professor Andrew Schultz	Acting Dean, Arts and Social Sciences
Professor Chris Styles	Dean, UNSW Business School
Mr Andrew Walters	Vice-President, Finance and Operations
Mr David Ward	Vice-President, Human Resources
Sci Professor George Williams	Dean, Faculty of Law

APOLOGIES

Mr Jason Coombs	Director, Strategic Initiatives and Space Management
Professor Geoff Crisp	Pro-Vice-Chancellor, Education
Dr Kevin Cullen	CEO, UNSW Innovation
Professor Susan Dodds	Dean, Arts and Social Sciences
Ms Elizabeth Grinston	University Solicitor and General Counsel
Professor Emma Johnston	Pro-Vice-Chancellor, Research
Ms Jennie Lang	Vice-President, Advancement
Ms Trish Mullins	Director, Policy & Government Relations
Professor Rodney Phillips	Dean, Faculty of Medicine
Professor Prem Ramburuth	President, Academic Board
Mr Stephen Rees	Director of Finance

IN ATTENDANCE

Mr Grant Cura	Director, Risk Management
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 James Twaddle	Interim Director, 2025 Strategy Office
Ms Fatima Velosa	Senior Governance Officer (Minutes)

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A: Procedural

1. Apologies

The Committee noted the apologies listed above.

2. Minutes of the Previous Meeting: 15 June 2016

The minutes of the meeting held on 15 June 2016 were confirmed as an accurate record.

B: Actions and business carried forward

3. WHS Due Diligence Training for L2 HSE

The Committee noted that all WHS Due Diligence training has been delivered or is scheduled to be delivered to Faculties and Divisions.

4. Student Safety and Wellbeing Committee

The HSE Committee discussed the draft Terms of Reference for this Committee, and recommended that the following be considered for inclusion in the Committee membership:

- Director of the Graduate Research School
- A Pathways/Global student

After brief discussion of whether the name of the Committee should include 'staff', it was decided that this Committee would be specifically for students, with staff membership, because the University already has Health, Safety and Environment Committees to deal with staff safety and wellbeing.

HSE Committee members were invited to send further comments on the Committee and/or its ToR to Mr Magner.

HSE Committee members noted that the first meeting of this Committee was scheduled to be held on 29 September 2016.

Action: Report on this meeting to be presented to the Level 1 HSE meeting on 23 November 2016.

5. SafeWork NSW Audit update

The Committee noted the update and that all Faculty-related non-conformances had been completed and the UNSW-wide review of Plant and DG cabinets were scheduled for completion by the fourth quarter of 2016.

C: Standing Items

6. Significant Incidents

The Committee noted the report provided and the following, in particular:

- There is a new procedure for the storage of chemicals as a result of the incident involving a Science PhD student.

Action: Add an additional column to indicate the status of all incidents for future reports.

7. UNSW HSE Quarterly Report (Q2)

The Committee noted the report.

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Action: Mr Magner to provide more details on the timeframe for corrective actions and reasons for delays.

8. HSE KPI Scorecard

The Committee discussed the perceived lack of completion of the safety induction and ergonomic training by new staff. It was noted that the training can be completed but the system does not provide confirmation that staff have completed the training and does not link to the HR system for reporting purposes. It was noted that after repeatedly completing this training, some staff have provided screenshots to HR as evidence of their completion. The Committee considered this an IT issue.

Action: Mr Walters, Mr Ward and Dr Conrad Mackenzie, as well as relevant SIMS staff, to find a solution to the IT problem so that it confirms completion of the safety induction and ergonomic training by new staff, and report back to the next HSE meeting.

The Committee discussed the reasons for the University's failure to develop and implement a carbon footprint and emission reduction plan, noting that the aim was to minimise the carbon footprint rather than reduce it and that FM Energy Management Team had been given until December 2016 to act on this item.

9. Matters Arising from Level 2 Committees

Nil.

10. HSE Executive Update

The Committee noted the update and the information provided.

11. Health and Safety Plan 2016-2018 Update

The Committee noted the update provided.

12. Security, Traffic and Pedestrian Safety Plan Update – May to July 2016

The Committee noted the information provided.

D: Correspondence

13. Inward – 0 Items

14. Outward – 0 Item

E: New Business

15. Any other business

Nil.

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

Next meeting: Wednesday 23 November 2016 at 9am.

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SUMMARY OF ACTIONS

Date Issue Raised	Action	Responsibility	Status	Target Date
1 September 2016	<p>Student Safety and Wellbeing Committee Actions:</p> <ul style="list-style-type: none"> Report on this meeting to be presented to the Level 1 HSE meeting on 23 November 2016 	NM/AM	Completed - Meeting held 8 th November	Q3 2016
1 September 2016	<p>Significant Incidents Actions:</p> <ul style="list-style-type: none"> Add an additional column to indicate the status of all incidents for future reports. 	AM/AJ	Completed See Item 8	Nov 2016
1 September 2016	<p>Corrective Action Closeout KPT Actions:</p> <ul style="list-style-type: none"> Mr Wagner to provide more details on the timeframe for corrective actions and reasons for delays. 	AM/AJ	Corrective Action (CA) KPT reviewed proposed change to target from 80% to 90%. Target change will take effect in 2017 and documented as part of the annual system review (first meeting 2017). 2017 CA reports will include CA open greater than 12 months with status explanation.	22/2/2017
1 September 2016	<p>Corrective Action Closeout KPT Actions:</p> <ul style="list-style-type: none"> Mr Walters, Mr Ward, Dr Conrad Mackenzie, and relevant SIMS staff, to find a solution to the IT problem relating to completion of the safety induction and ergonomic training by new staff, and report back to the next HSE meeting. 	AW/DW	In progress See Item 6	Nov 2016