

PRESENT

Professor Fred Hilmer	President and Vice-Chancellor
Professor Les Field	Deputy Vice-Chancellor (Research)
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students) & Registrar
Professor Peter Smith	Dean, Faculty of Medicine
Professor Merlin Crossley	Dean, Faculty of Science
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor Alec Cameron	Dean, Australian School of Business
Professor Ian Howard	Dean, Faculty of the College of Fine Arts
Professor Graham Davies	Dean, Faculty of Engineering
Ms Jennie Lang	Pro-Vice-Chancellor (International)
Professor Laura Poole-Warren	Dean of Graduate Research
Professor Alec Tzannes	Dean, Faculty of the Built Environment
Mr Neil Morris	Executive Director, University Services
Professor Prem Ramburuth	President of the Academic Board
Ms Jenny Bott	Chief Executive, UNSW Foundation
Professor Michael Frater	Rector, UNSW Canberra
Mr Edward Ho	Director, Internal Audit
Mr Rob Forage	CEO, UNSW Global

APOLOGIES

Professor Richard Henry	Acting President and Vice-Chancellor
Professor David Dixon	Dean, Faculty of Law
Mr Jonathan Blakeman	Executive Director, Finance and Operations
Professor Margaret Harding	Pro-Vice-Chancellor (Research)

IN ATTENDANCE

Ms Judy Brookman	Director, Communications
Ms Julie Romanowski	Executive Officer, Office of the Vice-Chancellor
Mr David Ward	Director HR
Mr Adam Janssen	OHS Manager
Mr Aaron Magner	Director UNSW Sustainability

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 29 February 2012 were accepted.

2. Correspondence *In: Letter from NSW Chief Pharmacist*

Professor Field referred to a letter from the Pharmaceutical Services Branch of the NSW Ministry of Health which highlighted a number of compliance issues associated with the storage of S8 drugs at UNSW. In brief the issues of non compliance included:

- Drugs of addiction were kept in filing cabinets (this does not meet the definition of a 'receptacle securely attached to a premises');
- Records of such drugs were kept in unbound loose sheets of paper;
- Entries in the drugs register were incomplete;
- Some drugs were being stored without any corresponding drugs register (a result of poor laboratory decommissioning).

Professor Field is holding a forum on 28th May 2012 for all 'Authorised Persons' listed by the Department of Health to be in possession of S8 drugs at UNSW. The issues identified above will be communicated as well as an action plan to address the non-conformances. UNSW will be required to ensure that the current list of authorised persons is accurate (i.e. Heads of Schools and Centres of those areas requiring S8 drugs for their research), the number of S8 drugs storage sites is rationalised, accurate listings of researchers who are working under a Head of School's authority is maintained, registers are maintained in accordance with the legislative requirements and twice yearly stocktakes are conducted etc. The duty pharmacist indicated that a follow up inspection at UNSW was likely towards later this year.

3. Correspondence *Out - None*

ACTIONS ARISING FROM THE PREVIOUS MEETING

4. Smoking on Campus – update

The public comment period for the draft UNSW Smoke Free Environment Policy and accompanying Procedure closed on 13 April 2012. The revised policy will have an effective date of 1 July 2012 and will be available on the UNSW [Governance Support](#) website. The accompanying map of designated smoke zones is available on the UNSW [homepage](#).

A communication campaign will begin shortly including advertising on UNSW literature as well as notice from the UNSW Media and Communications office.

Professor Frater suggested that the 'No Smoking' signs be made more visible and further suggested that the graphic images used on cigarette packaging be included on these signs.

Action (i): Communicate the 'Smoke Free Environment Policy' on myUNSW, News@UNSW, Uniken and upload onto the Governance Support website

Action (ii): Ensure that the 'No Smoking signs' are erected in the places where smokers currently congregate particularly on the Library lawn.

5. UNSW Emergency Procedures update

Mr Jonathan Blakeman and Mr Robert Kelly have updated the procedures and clarified reporting structure. A senior Emergency Response Team includes Mr Blakeman as Chief Emergency Officer with Mr Morris acting as Deputy. A briefing session has been held for all responsible persons.

Action: Report back to committee when documents have been finalised

6. Corrective Action KPT

Mr Janssen reported on the % completion of corrective actions from the online hazard and incident reporting database. In 2011 there were still 5 areas with less than 80% of their corrective actions closed. They were: UNSW Canberra (50); Medicine (71); Science (68); Sports and Recreation (73); and University Services (78). In Quarter 1 2012 only 2 areas had reporting rates greater than 80% (ASB 90%) and Sports and Recreation (100%). Professor Hilmer asked for the corrective actions from previous years to be rolled over so that total % closure rates could be more accurately determined.

Professor Davies asked if an automatic notification could occur to the head of school whenever an incident is reported in their area to help improve the rate of closure on corrective actions. Mr Ward offered to investigate.

Action: Each Dean / Divisional Unit manager to monitor the % closure rates at their Level 2 H&S meetings and ensure a minimum of 80% closure rates.

Action: Mr Ward to investigate options to enable Heads of Schools to be notified when incidents are reported in their area.

7. Signification Incidents

2 incidents were noted:

- I. A break in to the Chemical Store on Lower campus.
- II. Laceration to finger whilst removing metal swarf by hand from a lathe. Injury required surgery.
- III. PhD student in Science was bitten by a rat. Bite caused infection along the tendon sheath which required surgery.
- IV. Fire in Roundhouse plant room which contained four gas heaters. Possible cause was a faulty heating element. The gas heaters are being replaced.
- V. In Wallace Wurth a ceiling collapsed in the lower ground floor ladies toilets. Tiles had been affixed using liquid nails. All tiles have been replaced in ladies and gents toilets. This issue highlighted the lack of auditing of contractors work before project sign off.

- VI. At COFA a container of Calcium Hydroxide fell on top of a worker when he was trying to retrieve it from a shelf. Immediate access to the safety shower and prompt first aid response meant no injury was sustained.

8. Health and Safety Issues Papers circulated as a result of *Work Health and Safety Regulation 2011*

The Health and Safety Unit issued two papers for distribution and communication at all HS committee meetings:

1. Consultation. The NSW WHS legislation makes provision for a Health and Safety Representative (HSR) who may operate outside of a committee structure and, with additional training, can be granted the power to issue stop work notices or Provisional Improvement Notices (currently only issued by WorkCover). Committee representatives are being asked to consult with their constituents and decide whether they want to maintain existing consultation arrangements or choose to have HSRs.
2. Risk Management. The requirement to do a 'risk rating' (the measurement step which identifies the severity of harm and the likelihood of it occurring) may not always be a necessary step in a risk management process where the hazards are well known and the available means of controlling such hazards well documented and understood. Modifications to the risk assessment template should be discussed at committee meetings.

9. OHS Strategic Framework KPT Update

- The notional Lost Time Injury Frequency Rate (LTIFR) target for 2012 is 5.3 lost time injuries per million hours worked.
- The rate for 2012 is well below that.
- The target is to maintain the LTIFR below 4 over the next 3 years.

ADAM – NEED MORE INFO. FOR HERE – WHAT ABOUT WORKERS COMP CLAIMS????

10. Student Safety Committee

Professor Wai Fong Chua reported that a UNSW Safety and Wellbeing committee has been formed which she chairs. The committee will develop and monitor a Student Safety and Wellbeing plan and a Mental Health Strategy. It will also set the framework for enabling dissemination of relevant safety and wellbeing information across Divisions and Faculties. Projects will include international student recruitment strategies to address safety concerns, accommodation safety, activities such as safety week, safety tutorials and safe communities' projects. Specific issues will be addressed on a needs basis through specially convened working parties e.g. lighting monitoring working party. The committee will report to the Executive Team and to the UNSW Risk Management Committee of Council.

11. Environment

Mr Wagner presented the Environmental Hazards and Incident statistics. 37 such issues have been reported; the bulk of which related to cigarette smoke.

Adam who follows up on these e.g. 22 of the 37 are still reading as 'submitted'????

12. Matters arising from Level 2 H&S Committees

- Professor Smith brought forward an issue from the Medicine Faculty Level 2 WHS meeting; the need to revise the Memoranda of Understanding between UNSW and its affiliated organisations. Progress is occurring and is being coordinated by the Director of the Research Partnerships unit within the DVC Research.
- Professor Davies raised the issue of parking in loading zones behind the Chemical Engineering building. Mr Janssen said this issue will be raised with Facilities Management
Action: Mr Janssen raise the issue of parking at loading zones with Facilities Management

CLOSE OF MEETING

Next Meeting: 29 August 2012

SUMMARY OF ACTIONS

	Date Action Was Agreed	Issue	Person Responsible	Target Date
1	23 May 2012	Smoke Free Environment Policy Action (i): Communicate the 'Smoke Free Environment Policy' [Media Office] Action (ii): Review and Update the 'No Smoking Signs' on campus	I. Ms Judy Brookman II. Mr Robert Kelly	1 st July 2012 1 st July 2012
2	23 May 2012	Emergency Procedures Update Action: Report back to Level 1 committee when emergency documents finalised	Mr Blakeman	29 August 2012
3	29 Feb 2012	Failing from the Fire at Randwick Action 1 – Laboratory Space Management Action: Keep Committee informed of the progress of the Archibus program [Robert Kelly]	Mr Robert Kelly	November 2012 Meeting
4	29 Feb 2012	Failing from the Fire at Randwick Action 2 – Chemical Management System Action: Committee to be kept informed of progress of Chemical database program	Prof. Les Field	TBA
5	23 May 2012	Corrective Action <ul style="list-style-type: none"> • Monitor % closure rates for corrective actions • Investigate methods to inform Heads of Schools when Incidents occur 	Deans and Divisional Unit Managers	Ongoing 29 August 2012
6	29 Feb 2012	UNSW position on providing defibrillators Action: Obtain more information to assist with decision making	Mr David Ward Mr Neil Morris	29 August 2012
7	23 May 2012	Parking in Loading Zones Item to be raised with Facilities Management	Mr Janssen	29 August 2012