

**LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)
COMMITTEE MINUTES
Council Chamber, The Chancellery
Wednesday 23 November 2016 at 9.15am**



PRESENT

Professor Eileen Baldry	Academic Chair: UNSW Equity, Diversity & Inclusion Board
Professor Merlin Crossley	Deputy Vice-Chancellor, Education
Dr Kevin Cullen	CEO, UNSW Innovation
Professor Susan Dodds	Dean, Arts and Social Sciences
Professor Les Field	Senior Deputy Vice-Chancellor
Professor Michael Farrell	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	Pro-Vice-Chancellor, Research
Professor Fleur Johns	Faculty of Law
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
Ms Trish Mullins	Director, Policy & Government Relations
Mr Peter Noble	Chief of Staff and Vice-President
Mr Jon Paparsenos	Vice-President, Philanthropy
Professor Prem Ramburuth	President, Academic Board
Professor Hans Riesen	UNSW Canberra
Mr Andrew Walters	Vice-President, Finance & Operations
Mr David Ward	Vice-President, Human Resources

APOLOGIES

Professor Brian Boyle	Deputy Vice-Chancellor, Enterprise
Mr Jason Coombs	Director, Strategic Initiatives and Space Management
Professor Geoff Crisp	Pro-Vice-Chancellor, Education
Ms Fiona Docherty	Vice-President, International
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 Rodney Phillips	Dean, Faculty of Medicine
Professor Laura Poole-Warren	Pro-Vice-Chancellor, Research Training
Professor Chris Styles	Dean, UNSW Business School
Ms Catherine West	Acting Director of Finance
Sci Professor George Williams	Dean, Faculty of Law

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
Mr Tony Maniaty	Senior Communications Advisor to the VC
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: 1 September 2016

The minutes of the meeting held on 1 September 2016 were confirmed as an accurate record.

B: Actions and business carried forward

3. Student Health Safety & Wellbeing Committee

The Committee noted that this action had been completed, as detailed in the update and the Student Health Safety and Wellbeing Committee documents presented.

4. Significant Incidents Status (see item 7)

The Committee noted that an additional column had been added to the significant incidents report to indicate the status of the incidents reported.

5. Corrective Action Strategy and KPI Reporting

The Committee noted that this action had been completed.

6. PiMs/SiMs Online Training Issues

The Committee noted the update and the suggested corrective actions provided.

C: Standing Items

7. Significant Incidents

The Committee discussed the report briefly, noting that the reporting on investigations into traces of lead in the soil at a UNSW child care centre had been communicated to relevant parties appropriately and in a timely manner.

8. UNSW HSE Quarterly Report (Q3)

The Committee noted the report provided.

9. Health, Safety and Environment KPI Scorecard

The Committee discussed the orange items briefly, noting that orange, rather than red, is used for some projects that may have to be completed in the longer term. The Committee requested that an explanation be given for items with longer deadlines and possibly marked with a colour other than orange.

Action: Use an asterisk and provide a justification for long deadlines (exceeding one year) for items with an orange code and/or use a different colour code.

10. Matters Arising from Level 2 Committees

The Committee discussed the following item from the Engineering Level 2 HSE Committee:

- Fire doors in Tyree Energy Technologies Building, which are difficult to open during a building evacuation (page 142 of Level 1 HSE Committee meeting pack)

The Committee noted that the engineers are reviewing the long-term solution of redesigning the doors.

Action: Mr Kelly advised that a short-term solution was to replace the latches, which would be undertaken the following week.

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11. Health, Safety and Environment Executive Update

The Committee noted the update provided.

12. Health and Safety Plan 2016-2018 Update

The Committee noted the update provided.

13. Environmental Management Plan

The Committee noted the plan provided.

14. Security, Traffic and Pedestrian Safety Update

The Committee noted the information provided and discussed the possibility that there was under-reporting, for various reasons, of sexual offences, in particular.

Action: Consider what could be done to encourage increased reporting of sexual offences, in particular.

D: Correspondence

15. Inward

The Committee noted the following correspondence received:

- a) State Insurer Regulator Authority Update
- b) Soil Hygienist Report
- c-g) SafeWork NSW Notified Incidents

16. Outward – 0 Items

E: New Business

17. Any other business

There was no other business.

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

Next meeting: Wednesday 22 February 2017 at 1pm.