

**PRESENT**

Professor Iain Martin	Vice-President & Deputy Vice-Chancellor (Academic)
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students)
Professor Mark Hoffman	Pro-Vice-Chancellor (Research)
Ms Jennie Lang	Vice-President, Advancement
Professor Graham Davies	Dean, Faculty of Engineering
Professor Alec Tzannes	Dean, Faculty of the Built Environment
Professor David Dixon	Dean, Faculty of Law
Professor Ross Harley	Dean, Faculty of Art and Design
Professor Peter Lovibond	Senior Associate Dean, Science
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor Michael Frater	Rector, UNSW Canberra
Mr Stephen Rees	Finance and Operations

**APOLOGIES**

Professor Fred Hilmer	President and Vice-Chancellor
Professor Prem Ramburuth	President of the Academic Board
Professor Peter Smith	Dean, UNSW Medicine
Mr Neil Morris	Vice-President, University Services
Ms Fiona Docherty	Pro-Vice-Chancellor (International)
Professor Chris Styles	Dean, Australian School of Business
Professor Merlin Crossley	Dean, Faculty of Science
Dr Rob Forage	CEO, UNSW Global
Professor Laura Poole-Warren	Pro Vice-Chancellor (Research Training) Dean of Graduate Research

**IN ATTENDANCE**

Mr Adam Janssen	Senior Manager, Health Safety and Environment
Mr Robert Kelly	Director, Facilities Management
Ms Martina Lavin	Health Safety and Environment Coordinator (Minute Taker)
Mr Aaron Magner	Director, UNSW Safety and Sustainability

**WELCOME AND APOLOGIES**

Professor Iain Martin chaired the meeting on behalf of Professor Hilmer. Apologies were noted as above.

**1. Minutes Of The Previous Meeting**

The minutes from the previous meeting 30 July 2014 were accepted.

**Actions arising from the previous meeting****2. Barker Street Lighting Review Update**

An upgrade to the lighting on Barker Street has finally occurred thanks to UNSW's dogged persistence pursuing this safety issue with Randwick City Council. An evening walkthrough with Security and stakeholders has occurred with noticeable improvement. In addition there have not been any reported issues of lighting spillage from residents. This safety issue is now resolved and closed.

**Action: That Barker Street lighting safety issue be recorded as CLOSED.**

**3. UNSW Fieldwork Guideline (Consultation Draft)**

The revised Fieldwork Guidelines have been circulated and posted on the Governance website for public consultation. See: <https://www.gs.unsw.edu.au/policy/drafts/index.html>. All faculties and divisions, for whom this is relevant, should ensure the guidelines are circulated widely to all relevant parties. Feedback on the revised Fieldwork Guidelines is welcome and should be addressed to the Senior Manager, UNSW Health Safety and Environment.

**Action: Revised Fieldwork Guidelines be circulated to all areas that are engaged in fieldwork and off-campus activities.**

#### 4. Significant Incidents

There were a number of significant incident in the period as follows:

- **Door falling out of its hinges in Division of Finance.** Person sustained damage to tendons requiring surgery. Incident thoroughly investigated. Subcontractor did not use the right size lifter. All similar doors have been inspected to ensure correct installation. The sub-contractor will not be re-engaged.
- Person sustained deep cuts to hand whilst opening a glass jar with a knife.
- Research assistant potentially exposed to HIV positive aspirate whilst working on a clinical trial pilot study at St Vincent's. The oncologist was taking an extraction from the lymph node in the groin of a HIV-positive patient. The oncologist passed the needle to the research assistant but the needle popped off the syringe and into the falcon tube generating a splash. The situation was assessed as low-risk given the low viral load of the patient and sample was from lymph node rather than whole blood. Post exposure prophylaxis anti- viral medication commenced immediately. Full review of the risk assessment and safe work procedure has occurred.
- **Computer caught fire in a student office in Mechanical Engineering.** Likely to have been caused by electrical arcing in the computer or due to overheating as a result of insufficient cooling due to tower vents being blocked by storage or dust.
- **Tracking issue regarding decayed radioactive.** Empty vials of decayed materials. After a house cleaning exercise in BABs the Radiation Safety Supervisor submitted a waste request for removal of empty radiation vials. Some vials were dated back to the 80s. Then without approval transferred the vials to the secure hazardous waste store for collection by our waste contractor. Upon processing the waste request the Interim Radiation Safety Officer was unable to locate the empty vials. Investigation has been undertaken involved Scott Gable chair RSCO and RECS. The vials were tracked to the licenced waste contractors site and have been appropriately processed. Number of recommendations have been identified and implemented. Addition controls will be implement upon employment of a fulltime RSO.  
**The committee expressed interest for the investigation to be reviewed by RECS and DVCR – All parties were happy with the investigation and outcomes.**
- **Fowlers gap, asbestos detected in field station.** – Health and Safety Coordinator (Science) identified asbestos contamination of some sites on the field station during annual inspection. External asbestos contractor inspected site and assisted in development of an Asbestos management plan that is currently being implemented. Remediation processes have commenced, scheduled for completion early 2015. **The committee expressed interest for the investigation to be reviewed by DVCA – All parties were happy with the investigation and outcomes.**
- **Peroxide burn in medicine** – A staff member in Medicine received peroxide burns to the thumb and 1 finger of one hand, only requiring first aid treatment. Issue was investigated and corrective actions implemented.
- **Contractors removing autoclave at St George clinical school** – Contractors were moving an autoclave from UNSW St George clinical School. The autoclave was removed from the building and hospital premises but upon crossing a nearby road the autoclave fell from the trolley onto a contractor breaking his leg. Issue was investigated by WorkCover and action taken. The interesting issue re this incident was that only the contractor was investigated by WorkCover. The WorkCover inspector indicated that because the incident occurred completely outside of UNSW's control, off UNSW premises and the nature of the incident the primary responsibility was held by the contractors. If the incident would have occurred on UNSW premises both UNSW and the contract would have been investigated by WorkCover.

**Action: The reporting of significant incidents to the committee should be in a table format.**

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**Action: The reporting of significant incidents to the committee should be in a table format.**

## **5. Health Safety and Environment Management Data – Q3 2014**

The Health Safety and Environment: Hazards and Incident Report for Q3 2014 continued the trend of low numbers recorded in 2014 to date. (Item 5) The Q3 Report does not however include October when there was a higher than usual number of incidents, Workers Compensation claims and lost time injuries. Sixteen Workers Compensation claims were submitted in October with up to twelve of those recording lost time injuries (issues and liability still to be determined). There were four workplace injuries suffered by child care workers in Early Years although there is otherwise no clear pattern or trend across the injury mechanism causes or contributors, nor physical location, Faculty or Division.

## **6. Matters arising from level 2 Health Safety and Environment Committees**

None

## **7. Health Safety and Environment: Executive Update**

An Executive Update on key activities since the previous HSE Level 1 Committee meeting was tabled. The Executive Update can be summarised as follows:

### **National Greenhouse and Energy Report**

UNSW lodged its National Greenhouse and Energy Report (NGER) with the Clean Energy Regulator prior to the 30 October 2014 deadline. There were some significant changes in the energy consumption, energy production and greenhouse gas emissions profile for UNSW in the 2013/14 NGER reporting period. While UNSW has been pursuing a strategy of increased on-site generation in the form of solar photovoltaic, co-generation and tri-generation for the 2013/14 financial year energy production from these sources decreased by 26%. Scope 1 emissions have decreased slightly and scope 2 emissions have increased by 13%. An executive summary of the NGERs is at Item 7A.

### **Recommendation**

That Health Safety and Environment Strategic Planning Committee note the National Greenhouse and Energy Report (NGER).

### **UNSW Health and Wellbeing Plan**

UNSW Health and Safety is developing a Health and Wellbeing Plan to enhance the underlying health and wellbeing of our staff and students. The plan aims to capture the health and wellbeing status of the UNSW community in partnership with UNSW Health and Safety, the UNSW Health Service, Sport and Fitness (UNSW Gym run by the YMCA) Student Recruitment, Human Resources (and the Employee Assistance Program) and Facilities Management, to improve the health of the UNSW community. It is proposed that UNSW identify as a "Healthy University". This means that UNSW aspires to; "create a learning environment and organisational culture that enhances the health, wellbeing and sustainability of its community and enables people to achieve their full potential." The Health and Wellbeing Plan will be consistent with the University's strategic Plan and the UNSW Health and Safety Plan.

### **Recommendation**

That Health Safety and Environment Strategic Planning Committee note the update on the development of the UNSW Health and Wellbeing Plan.

### **Radiation Safety: Audit Recommendations**

UNSW Health and Safety continues to work with Research Ethics and Compliance Support (RECS), within the division of the Deputy Vice-Chancellor (Research), to implement recommendations arising from the internal audit into radiation safety. Since the last Level 1 meeting the following audit recommendations have been completed are or are substantially commenced including:

- Clear statement of roles and responsibilities between RECS and UNSW Health and Safety has been completed and communicated to all staff.
- New Radiation Safety Committee Chair, Professor Scott Kable, commenced in September 2014.
- New Terms of Reference for the Radiation Safety Committee drafted and Operating Procedures drafted (addressing audit recommendations).
- Appointment of Radiation Safety Officer in UNSW Health and Safety (permanent appointment pending.)
- Radioactive waste has been fully reviewed with an inventory created and security controls being put in place.
- Business case is being prepared for removal of radioactive waste from UNSW.
- Upgrade to hazard and incident notification on-line tool (Harm 2 Zero) to address audit findings.

### **Radiation Safety: Incident in School of Biotechnology and Biomolecular Sciences**

A recent investigation was initiated after the removal of residual radiological waste from a secure licensed facility to a hazardous waste store in contravention of documented UNSW procedures. It was subsequently confirmed that ToxFree, UNSW's Hazardous Waste Contractor, had collected the radioactive residual radioactive material. Although the Materials exact location was unknown for a time, the radioactive material had always been in the secure custody of an authorised persons or contractors. Further, it was subsequently found to be sub-licensable when documentation relating to original consignments and stocks was collated.

#### **Recommendation**

That Health Safety and Environment Strategic Planning Committee note the BABS Radiation Safety Incident Investigation Report and that UNSW Executive Team be provided with an update regarding risks arising from asbestos materials identified at the Fowlers Gap Research Field Station (Fowlers Gap).

### **Asbestos Risk Assessment: Fowlers Gap Research Station**

After concerns were raised about asbestos waste at the Fowlers Gap Research Station UNSW commissioned an Asbestos Risk Assessment Report from an external consultant. The report recommends UNSW engage an appropriately licensed asbestos removal contractor to undertake remedial/removal works under controlled conditions as soon as practical (within 3 months). Asbestos fibre air monitoring during and after the remedial/removal works will provide clearance certification once works have been satisfactorily completed. The Asbestos Risk Assessment Report has been communicated and discussed with the staff at the field station through the Director Keith Leggett and action taken in relation to each of the recommendations. Professor Martin requested an update on health and safety risks from the Asbestos found at Fowlers Gap be provided to the Executive Team.

#### **Recommendation**

That Health Safety and Environment Strategic Planning Committee note the asbestos waste at the Fowlers Gap Research Station and request a written update be provided to Executive Team.

### **Campus Defibrillator Rollout**

During 2014 seven additional defibrillators have been installed across UNSW meaning a total of twenty-seven defibrillators are now installed on the Kensington campus. Each defibrillator is now registered on a central database with a regular maintenance schedule, a campus map, universal signage and staff-training program. The proposed future roll-out is as follows:

#### **2015**

<b>Building name</b>	<b>Map Reference</b>	<b>Tentative installation</b>
Electrical Engineering	G17	February
Old Main Building	K15	February
Chemical Sciences	F10	March
Matthew Building	F23	March
NDARC	Randwick Campus	April

#### **2016**

<b>Building name</b>	<b>Map Reference</b>	<b>Tentative installation</b>
Residential Colleges	C6	February
Biological Sciences	D26	February
Manly Vale Campus	Manly Vale Campus	March
Residential Colleges	B17	March
Chancellery	C22	April

#### **Recommendation**

That Health Safety and Environment Strategic Planning Committee note the proposed defibrillator roll-out plan.

### **UNSW Health and Safety personnel changes**

Since the last Level 1 HSE Committee meeting UNSW Health and Safety has recruited two staff replacing previously vacant positions. Andrea Dlouhy, Health Safety and Environment Coordinator, came from a role with BlueScope Steel and now looks after DVC Academic and Research, the Australian School of Business,

the Faculty of Law and the divisions of University Services and Finance & Operations. Andrea role will have a greater emphasis on workstation ergonomic health and safety as well as Health and Wellbeing.

Rohan Singh-Panwar has moved from the Health and Safety Coordinator position with Engineering to Facilities Management and John MacLeod has joined UNSW from ANSTO taking on the Health Safety and Environment Coordinator (Engineering) position. John has been acting as the University's Radiation Safety Officer on a temporary basis until a permanent Radiation Safety Officer is appointed.

**Action:** That the Executive Update be received and noted.

**8. Work Health and Safety Plan 2013-2015 Status Report**

Table with detailed actions from the Work Health and Safety Plan 2013-2015 and a status update for each item was tabled. All agreed actions are progressing. Item is a status update.

**Action:** That the Work Health and Safety Plan 2013-2015 Status Report be received and noted.

**9. Traffic Safety Management Register**

A report on the status of the identified issues was included in the background papers. Most actions have been completed and a number are being deferred due to the impeding light rail project. It was discussed that with all the imminent changes to traffic and parking restrictions, a schedule of UNSW events needs to be planned well in advance particularly dates of big events such as graduations and visits by high profile speakers etc.

**Action:** That the Traffic Safety Management Register be received and noted.

**10. Security Report Data Q3 2014**

The majority of security incident categories have remained stable for quarter 3. There was an increase in the Assaults and Malicious Damage although the assaults were isolated incidents with no emerging trend. Malicious damage incidents may be the result of increased skateboarder group activities on campus during school holidays and weekends. Security continues to enhance communication with the wider UNSW community through social media and marketing materials. Services such as the 24/7 Gate 2 office, safety escorts using the security buggy, night shuttle with online monitoring capability, incident reporting, high visibility patrolling, incident and emergency response, personal safety workshops, assist in providing a safe and secure campus environment.

**Action:** That the Campus Security Report be received and noted.

**11. Correspondence In:**

None

**12. Correspondence Out:**

None

**13. UNSW Ebola Preparedness Plan**

While the actual risk of Ebola infection on an Australian university campus is small, there remains an element of risk for staff, students and campus visitors. The Ebola outbreak has rapidly spread in West African and while Ebola remains an unlikely threat in Australia, the disease is difficult to contain, has a high mortality rate and with a large number of international travellers Universities have been advised to implement preparation plans. An ad-hoc Ebola Preparedness Committee has been established including the UNSW Health Service, UNSW Health and Safety, International Office, Student Services, UNSW Global, Residential Communities and the Media Office.

An email regarding Ebola has been sent to UNSW students and staff by the Vice President University Services in November 2014 (Item 13A). The UNSW Health Service web site now includes a section consolidating relevant health information specifically for students about the Ebola virus, and information about resources and agencies overseeing the community's response to it. (Item 13B) This website will be updated regularly.

The Travel Procedure has also been amended to restrict student and staff travel to Guinea, Liberia, and Sierra Leone - and, if necessary, other areas if conditions change. All travellers from affected areas are subject to the quarantine as mandated by the Australian Government. The Australian Government have

announced new border procedures for people entering or re-entering Australia from West African countries identified as at risk of Ebola, in particular Guinea, Liberia, and Sierra Leone.

The Federal Government may from time to time alter their current policy and re-entry from at-risk countries to Australia could be difficult. On that basis students are asked to consider not returning to at-risk countries during the summer break. Students returning to at-risk countries will be required to submit to a 21-day quarantine period prior to boarding a plane back to Australia. Students who decide to stay in Sydney over the summer should contact the UNSW Residential Communities for accommodation options on campus.

**Recommendation**

That Health Safety and Environment Strategic Planning Committee note the Ebola Preparedness Planning update.

**14. Traffic Management Plan**

A Project Planning Group has been established for a Traffic and Pedestrian Safety Management Plan for the Kensington Campus, in response to an action item in the UNSW Work Health and Safety Management Plan 2013-2015. Cardno, a Traffic Safety Consultancy, has been engaged to identify, assess and propose measures to eliminate or control known and potential risks relating to vehicle, bicycle and pedestrian interfaces on and surrounding UNSW's Kensington Campus.

Staff and students will be consulted during the development of the UNSW Traffic and Pedestrian Safety Management Plan. The project will also synchronize with other projects including Wayfinding Strategy, the Kensington Campus Master Plan, the South East Light Rail Project and Campus Bike Master Plan.

The Traffic and Pedestrian Safety Management Plan will be finalised by April 2015. It will include a full overview of the prioritised risks and include guidelines for risk management, incorporating major and minor construction projects and business as usual activities on and surrounding the campus. Facilities Management is funding the Traffic and Pedestrian Safety Management project.

**Recommendation**

That Health Safety and Environment Strategic Planning Committee note the Traffic and Pedestrian Safety Management Plan.

**15. Health Safety and Environment Issues without notice**

None

***CLOSE OF MEETING***

Next Meeting:

- 4 March 2015

**SUMMARY OF ACTIONS**

<b>Date Issue raised</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status</b>	<b>Target Date</b>
21 May 2014	<b>Work Health and Safety Due Diligence for Officers</b> Mr Magner to prepare a Work Health and Safety Due Diligence for VCAC and University Council course outline to be delivered early 2015.	H&S	Refresher training to be delivered in early 2015 shortly after the new Vice-Chancellor has commenced. Training to be a combination of an interactive workshop and review of relevant key case laws.	March 2015
21 May 2014	<b>Contractor Management</b> Present a proposal for IT based solution for contractor management	H&S	UNSW Health and Safety in discussions with UNSW Strategic Procurement, Facilities Management, IT and the Division of DVCCR) preparing a scope and business case. Business case then RFOQ to be released in 2015.	Q2 2015
29 May 2013	<b>Radiation Safety Management</b> Review the Radiation Safety Procedures and update to reflect recent legislative changes (Radiation Safety Coordinator, H&S).	H&S RECS	On target. Correspondence with legislative guidance received from EPA in December 2013. H&S working with RECS to review and update procedures and systems.	June 2014
7 August 2013	<b>Defibrillator rollout</b> Managed co-ordinated and centrally funded roll-out of additional defibrillators across UNSW.	H&S	UNSW Health and Safety is managing and funding the roll-out of defibrillators and training for staff.	Ongoing