

PRESENT

Professor Fred Hilmer	President and Vice-Chancellor
Professor Iain Martin	Vice-President & Deputy Vice-Chancellor (Academic)
Professor David Dixon	Dean, Faculty of Law
Ms Fiona Docherty	Pro-Vice-Chancellor (International)
Professor Prem Ramburuth	President of the Academic Board
Professor Graham Davies	Dean, Faculty of Engineering
Professor Alec Tzannes	Dean, Faculty of the Built Environment
Ms Jennie Lang	Vice-President, Advancement
Mr Edward Ho	Director, Internal Audit
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students)
Professor Peter Smith	Dean, UNSW Medicine
Professor Laura Poole-Warren	Dean of Graduate Research, Pro Vice-Chancellor (Research Training)
Mr Neil Morris	Vice-President, University Services
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor Merlin Crossley	Dean, Faculty of Science
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Mark Hoffman	Pro-Vice-Chancellor (Research)

APOLOGIES

Professor Geoffrey Garrett	Dean, Australian School of Business
Mr Jonathan Blakeman	Vice-President, Finance and Operations
Professor Ross Harley	Dean, College of Fine Arts
Professor Michael Frater	Rector, UNSW Canberra
Dr Rob Forage	CEO, UNSW Global
Aaron Magner	Director, UNSW Sustainability

IN ATTENDANCE

Professor Mark Uncles	Deputy Dean (Faculty) Australian School of Business
Mr Robert Kelly	Director of Facilities
Mr David Ward	Director Human Resources
Mr Adam Janssen	HSE Senior Manager
Ms Martina Lavin	HSE Manager and meeting minute taker

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 7 August 2013 were accepted.

Actions Arising from Previous Meeting

2. Defibrillators

Defibrillators are being rolled out across the University in the locations mapped out in the previous minutes. A central register will be maintained to ensure the inspection and maintenance is coordinated centrally.

Action

UNSW Health & Safety to continue with rollout of campus defibrillators, update and maintain a public register and map of defibrillator locations and ensure all defibrillators and storage cabinets are inspected and maintained in good order.

3. WorkCover Audit Corrective Actions

All actions have been completed as described in the attachment included with the agenda papers.

4. Smoking on Campus

Following a short discussion the committee agreed that it was timely for UNSW to consider becoming a smoke free campus. It is now over a year since smoking has been restricted to just 6 areas. The issue of monitoring compliance arose again and it was generally agreed to work on a self-regulation basis in the first instance. An advertising campaign would be

required, more visible signage and the possibility of introducing penalty fees if deemed. UNSW to be declared a 'Smoke Free campus' from an agreed date in 2014

Action

That the UNSW Smoke Free Environment Policy be amended to remove designated smoking areas. That UNSW Health and Safety determine an appropriate date and lead the implementation of the policy.

5. Correspondence In – Nil

6. Correspondence Out - Nil

7. Environment Update

Environmental Reporting Statistics and Analysis

Environmental Hazard and incident report data and analysis for the period were tabled.

National Greenhouse and Energy Report (NGERs) Executive Summary

The National Greenhouse and Energy Report (NGERs) Executive Summary for 2012/2013 was tabled. While net energy consumption for the University has increased efforts at on-site generation from a combination of photovoltaic, co-generation and tri-generation has resulted in a decrease in electrical demand from the grid. Co-generation and tri-generation now supply 7% of UNSW's total electrical consumption.

8. Significant Incidents

There were no significant incidents for the period.

9. WHS Plan 2013-2015 update: 2013 Third quarter review

- UNSW continues to show strong reporting in hazards and incidents
- Close out of corrective actions rates is above 80% for all areas except COFA (77%) and UNSW Canberra (75%)
- Workers Compensation claims have reduced; the average number of claims over the last 6 years for the first 10 months of the year was 94; for the same period in 2013 the number of claims is 53 (a reduction of 43%)
- The Lost Time Injury Frequency Rate (LTFR) rolling average is 2.4 (compared to 3.8 for the same period in 2012).
- Completion of the 2 mandatory online training courses for new staff is below the 80% target for half of the areas (all areas except ASB are sitting above 60%)
- Professor Hilmer believes the target for this training should be 100% and should be implemented immediately.
- All areas except 1 who undertook an internal HS audit in 2013 achieved audit results in excess of 90% (Physics scored 89%).

10. SciQuest ERM – HMDG Management project update

The committee received an update on the progress of the pilot of the new chemical inventory management system. Over the second half of 2013 the UNSW Health and Safety worked with UNSW IT and schools of Chemistry, Chemical Engineering and the Mark Wainwright Analytical centre to trial and test the SciQuest ERM program in a test environment. The program has now gone into production after undergoing extensive testing. A schedule of rollout will be drawn up in early 2014 with key stakeholders in the schools for whom this will be relevant.

11. Security

The UNSW Safety and Security report was tabled for the period July to October 2013. Statistics for most categories showed a reduction in incidents; three sexual assaults had occurred (one off site) up from none in 2012. There was a marked reduction in the two categories of theft and vandalism.

12. New Department of UNSW Safety and Sustainability

Mr Morris advised the committee that from January 2014 UNSW Health and Safety be taken out from under Human Resources joining UNSW Sustainability to form a new administrative unit - UNSW Safety and Sustainability. The Director of UNSW Safety and Sustainability will be Aaron Magner. Aaron will report to the Vice President, University Services while Adam

Janssen will continue his role as Senior Manager for UNSW Health and Safety now reporting to Aaron.

13. Matters arising from Level 2 HS Committees

None

CLOSE OF MEETING

Next Meeting:

- 5 March 2014.

SUMMARY OF ACTIONS

Date of Resolution	Action	Responsibility	Status	Target Date
29 May 2013	Radiation Safety Management Review the Radiation Safety Procedures and update to reflect recent legislative changes (Radiation Safety Coordinator, HS Unit).	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
27 November 2013	Smoking on Campus UNSW to be declared a smoke-free environment from 31 May 2014, World No-Tobacco Day 2014.	H&S Neil Morris	Smoke Free Environment Implementation Plan on track. Communications campaign commenced. Email sent to all staff	31 May 2014
7 August 2013	Defibrillator rollout 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
6 March 2013	WHS Plan 2013-2015 Each member of Level 1 H&S committee to review the WHS plan, consult with staff in their area and provide feedback to UNSW H&S representatives.	H&S Adam Janssen	Review of WHS Plan 2013-2015 to be discussed at the March meeting of HSE Strategic Planning Committee. Discussion of new targets and strategies.	5 March 2014