

## PRESENT

Professor Fred Hilmer	President and Vice-Chancellor
Mr Jonathan Blakeman	Vice-President, Finance and Operations
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students)
Professor Graham Davies	Dean, Faculty of Engineering
Professor David Dixon	Dean, Faculty of Law
Ms Fiona Docherty	Pro-Vice-Chancellor (International)
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Mr Graham Forsyth	Associate Dean Academic, College of Fine Arts
Professor Michael Frater	Rector, UNSW Canberra
Mr Edward Ho	Director, Internal Audit
Ms Jennie Lang	Vice-President, Advancement
Professor Peter Lovibond	Deputy Dean, Faculty of Science
Professor Iain Martin	Vice-President and Deputy Vice-Chancellor Academic
Mr Neil Morris	Vice-President, University Services
Professor Laura Poole-Warren	Acting Pro-Vice-Chancellor (Research), Dean of Graduate Research
Professor Prem Ramburuth	President of the Academic Board
Professor Peter Smith	Dean, Faculty of Medicine
Professor Alec Tzannes	Dean, Faculty of the Built Environment
Professor Mark Uncles	Deputy Dean, Australian School of Business

## APOLOGIES

Professor Alec Cameron	Dean, Australian School of Business
Professor Merlin Crossley	Dean, Faculty of Science
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Dr Rob Forage	CEO, UNSW Global
Professor Ian Howard	Dean, Faculty of the College of Fine Arts

## IN ATTENDANCE

Ms Judy Brookman	Director, Communications
Mr Robert Kelly	Director of Facilities
Mr David Ward	Director Human Resources
Mr Adam Janssen	HS Manager
Mr Aaron Magner	Director UNSW Sustainability

## WELCOME AND APOLOGIES

Professor Hilmer opened the meeting. He commented on the positive response from the recent Aspiration Survey where 86% of respondents believed that UNSW was performing well in safety. Apologies as above were noted.

### 1. Minutes Of The Previous Meeting

The minutes from the previous meeting 29 August 2012 were accepted.

### Actions Arising from Previous Meeting

#### 2. UNSW First Aid Procedure

UNSW's First Aid procedure will be updated to incorporate provision of defibrillators and information on how these will be managed and maintained centrally.

**Action: Emergency Management Unit**

#### 3. Contractor Non Conformance Issues

Mr Robert Kelly updated the committee on a review of contractor management within Facilities. Whilst systems were stronger for the larger contractors some areas of improvement were identified for the smaller contractors. Additional human resources have been allocated to assist Facilities Management better manage and audit this process.

Some clarification was sought as to the extent of UNSW's responsibilities in terms of the monitoring of contractors who are specialists in their own fields.

Mr Kelly explained the importance of the tender assessment process and the need for the contractors to meet UNSW's contract specifications. At the selection process the contractor must be able to demonstrate their system to UNSW. UNSW's responsibility is thus to ensure that the contractor is following their own documented process.

Professor Davies commented that it would be useful to have an information sheet to assist with management of contractors in the local area e.g. to distinguish between the responsibilities of Facilities and responsibilities of the local area. There was acknowledgement that with over 30,000 works and services orders received annually to Facilities that there could be limitations on the extent of monitoring that Facilities could provide to each specific job.

**Action: Provide information sheet clarifying responsibilities for contractors in local area (Facilities Management).**

**4. Correspondence In:** *Provisional Improvement Notice issued to a manager in the Library*

**5. Correspondence Out:** *UNSW response to WorkCover re: the PIN*

A workgroup in the Library exercised their right under the new WHS Regulation (s18) to be represented by a Health and Safety Representative (HSR). Such representatives have been granted additional power under s90 of the WHS Act to issue Provisional Improvement Notices (PIN) if it is believed H&S breaches are occurring in their workgroup which management has not adequately addressed. This power is only granted subject to the representative having attending a mandatory accredited 5 day training course.

A PIN was issued to a manager in the Library by this HSR for alleged failure to address lighting issues in their work area.

On 5 November UNSW submitted a request to WorkCover for their review of the PIN.

A WorkCover inspector visited the area in question on 14 November 2012. After observing the work environment and speaking with surrounding workers, WorkCover's response was to cancel the PIN acknowledging that Library management had taken steps to remedy the situation.

**6. Environment Update**

Deloitte audited UNSW's environmental management system in 2010. That audit found UNSW's environment management "unsatisfactory". This was one of the reasons for dissolving the former "Environment Unit" and establishing "[UNSW Sustainability](#)". A follow up review to the 2010 audit was conducted by Deloitte in July/August 2012. Arising from this review Deloitte reported to the Audit committee of Council that "*progress has been made*" and the "*unsatisfactory rating no longer applies.*" A full and comprehensive audit of UNSW's environmental management system is scheduled to be undertaken in the first half of 2013.

**7. Significant Incidents**

- A student attacked by a fellow student in a Chemistry laboratory in October is being treated as a police matter.
- Contractors cut through a gas line near the Morvan Brown building but the situation was controlled.

**8. OHS Strategic Framework KPTs**

The current [H&S strategic framework](#) expired in December 2011. Due to the introduction of the WHS Act and Regulation 2011, which came into force on January 2012, and the fact that supporting Codes of Practice are still being rolled out by Safe Work Australia, it was decided to wait 12 months before putting together the next three year H&S plan.

Professor Hilmer was concerned that UNSW appears to be experiencing a plateau in terms of its Lost Time Injury (LTI) and Significant Injury frequency rates. He requested some additional information be sought to help the committee set a target for the next 3 years. Two items that were believed could help were:

- Longer history of injury statistics at UNSW (e.g. 10years)
- Benchmark data from other Universities

The draft 3 year H&S plan for 2013-2015 will be tabled at the March 2013 committee meeting

**Action:** (1) Provide 10 year trend analysis for significant injuries at UNSW (H&S unit)  
(2) Investigate similar targets set by other Universities (H&S Unit)  
(3) Prepare draft 3 year H&S plan for 2013 to 2015 (H&S Unit)

#### **9. Zodiac Boating Incident – Overview of the WorkCover prosecution**

Rachael Brady, HR Legal Counsel, delivered a presentation on the WorkCover OHS prosecution in respect of the Zodiac Boating Incident. The presentation covered:

- A brief overview of the incident;
- Outline of events from the date of the incident in July 2009 until present including the charges and the prosecution.

Rachael identified some of the additional impact of the prosecution on UNSW, including:

- A significant number of staff and students were interviewed by WorkCover;
- 14 staff and students were subpoenaed by WorkCover to give evidence at the hearing;
- UNSW expended a significant amount in legal fees;
- There was a significant amount of time required by in-house legal counsel and relevant UNSW staff in preparing the University's case.

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There were a number of key OHS lessons highlighted, including:

- Areas of improvement in relation to risk identification, processes and procedures – although the School acted promptly to improve processes and procedures following the incident.
- It was important that the University, the Faculty and the School had processes and procedures in place at time of incident (even if this did not provide a complete defence to the prosecution) because the processes and procedures in place went a long way to mitigating the University's exposure.
- Incident response – identified the need to have someone take charge (formal 'crisis management') and ensure appropriate direction and communication to those involved.

#### **10. Oktoberfest**

A report from the Security Manager outlining a series of events that occurred during the day of Oktoberfest (11 October, 2012), was tabled at the committee.

Whilst the Security Manager had met with both the Events Manager and Maroubra Police prior to the event and a number of strategies put in place including: securing all but one perimeter door to surrounding buildings; patrolling the village green to enforce the 'no alcohol' policy there; employing extra security personnel for the event, nonetheless at least a dozen separate issues that involved intoxication were reported between midday and 10.20pm that night.

Although there were no serious incidents the security manager requested that the University implement a policy restricting alcohol consumption to licensed premises and authorised events only.

The Committee generally agreed that Oktoberfest would continue to be held at UNSW but Mr Morris would work with Arc to assist in reviewing the controls to ensure that any concerns raised by the event are addressed.

**Action: Ensure the UNSW Alcohol and Other Drugs in the Workplace Guideline is updated to accommodate the requirements that alcohol consumption is restricted as above (H&S Unit)**

### **11. Security Lighting report**

Security personnel are continuing with their regular walkthrough around campus to identify and fix any lighting deficiencies. A report on updated action was provided to the committee.

### **12. Matters arising from Level 2 HS Committees**

Professor Davies continued to express his dissatisfaction with the online hazard and incident reporting system and the fact that Heads of Schools are not automatically notified by the system when an incident has occurred in their school. Mr Ward explained that the current IT freeze of the HR system prevents any improvements/modifications to the computer program but that this functionality will be included in the replacement HR system. In the interim, the Faculty H&S Coordinators are assisting with communication of such incidents to Heads of Schools/Units.

### **CLOSE OF MEETING**

Next Meetings:

- 6 March 2013
- 29 May 2013
- 7 Aug 2013
- 27 Nov 2013

**SUMMARY OF ACTIONS**

#	Date Action Was Agreed	Issue	Person Responsible	Target Date
1	29 Feb 2012	<p><b>Alcohol and Other Drugs in the Workplace Guideline</b></p> <p><u>Action:</u> Currently under review by the Student Safety Committee (See new requirement no. 5 below)</p>	Adam Janssen	TBA
2	29 Feb 2012	<p><b>UNSW policy on defibrillators</b></p> <p><u>Action:</u> Update the UNSW First Aid Policy to include provision and management of defibrillators</p>	Karl Natschev	March 2013 meeting
3	28 Nov 2012	<p><b>Contractors in Local Area</b></p> <p><u>Action:</u> Provide information sheet clarifying responsibilities for contractors in local area</p>	Robert Kelly	March 2013 meeting
4	28 Nov 2012	<p><b>H&amp;S Strategic Framework - update</b></p> <p><u>Action:</u></p> <p>(1) Provide 10 year trend analysis for significant injuries at UNSW                      (2) Investigate similar targets set by other Universities                      (3) Prepare draft 3 year H&amp;S plan for 2013 to 2015</p>	Adam Janssen	March 2013 meeting
5	28 Nov 2012	<p><b>Oktoberfest</b></p> <p><u>Action:</u> Ensure the UNSW Alcohol and Other Drugs in the Workplace Guideline is updated to accommodate the requirements that alcohol consumption is restricted as above</p>	Adam Janssen	March 2013 meeting

Archive of Closed Actions

	Date Action Was Agreed	Issue	Person Responsible	Target Date
1	29 Feb 2012	<p><b>Smoke Free Environment Policy</b>  <u>Action (i):</u> Establish the designated smoking zones. [Robert Kelly]  <u>Action (ii):</u> Prepare a communication strategy and begin communications [Neil Morris]</p>	<p>I. Mr Robert Kelly                      II. Mr Neil Morris</p>	COMPLETED
2	29 Feb 2012	<p><b>Review of Emergency Procedures</b>  <u>Action:</u> Report back to committee status of emergency procedures when finalised</p>	Mr Jonathan Blakeman	<p>COMPLETED  <i>Critical Incident Strategic Management Framework available on Emergency webpage</i></p>
3	29 Aug 2012	<p><b>% Completion of Corrective Actions and online training course completion</b>  <u>Action:</u> H&amp;S staff work with supervisors and local committees to identify cause of significant injuries and ensure new staff are completing the mandatory online training courses.</p>	H&S staff, Supervisors and local H&S committees	Ongoing + be reviewed as part of the OHS Strategic Framework KPT Update
4	29 Aug 2012	<p><b>Contractor Non Conformance Issues</b>  <u>Action:</u> Update on action plan to address contractor non conformance issues at next meeting</p>	Mr Robert Kelly	COMPLETED