

## PRESENT

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

## APOLOGIES

Professor Fred Hilmer	President and Vice-Chancellor
Professor Richard Henry	Deputy Vice-Chancellor, Academic
Professor Peter Smith	Dean, Faculty of Medicine
Mr Jonathan Blakeman	Vice-President, Finance and Operations
Mr Rob Forage	CEO, UNSW Global

## IN ATTENDANCE

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

## WELCOME AND APOLOGIES

Professor Field opened the meeting. Apologies as above were noted.

### 1. Minutes Of The Previous Meeting

The minutes from the previous meeting 23 May 2012 were accepted.

### Actions Arising from Previous Meeting

#### 2. Smoking on Campus Update

UNSW was declared a Smoke Free Campus except for six [designated smoke zones](#) on 1 July 2012. The Smoke Free Environment policy is being communicated through information for prospective students, recruitment advertising, contracts of employment, induction and orientation programs for staff and students, contracts for services undertaken on University property/premises and information for event holders and attendees.

#### 3. UNSW Emergency Procedures

UNSW's [Critical Incident Management Strategic Framework](#) was approved on 1 July 2012. The framework has three elements: (i) planning - which includes risk identification and development of plans to minimise risks; (ii) implementation – which outlines roles and responsibilities, resources, training, communication and document control; and (iii) annual checking and review phase. Included in the framework are flowcharts which outline the roles of

the various response teams (e.g. Critical Incident Response Team and Management Recovery Team).

**4. Online Chemical Management System update**

The Hazardous Materials and Dangerous Goods working party prepared a report for the Executive Team with a recommendation that appropriate funding be sourced to implement a University wide chemical management system. This will be an on-going issue for consideration by the University within the context of the IT Business Domain investment strategy and available budget for IT and capital projects.

**5. Corrective Action KPTs (discussed under item 9)**

Professor Davies asked for a progress report on 2 issues outstanding from previous meetings:

- i. The need for a Head of School to be notified immediately that an incident is reported in their area. Currently the online hazard and incident reporting system does not automatically trigger a notification to the Head of School. Mr Ward explained that with the current freeze on making system improvements to the NSS system this cannot be fixed at the programming end. The Faculty Coordinator for Engineering has already begun the manual task of downloading a copy of the incident report from myUNSW and forwarding to the respective Head of School as an interim measure.
- ii. An update on the issue of Defibrillators (raised at the February meeting). Mr Morris has sought advice from various parties regarding this issue including the new Director of UNSW's Health Services. It is generally agreed that defibrillators could be a useful addition to first aid resources and made available on a building basis. Many work units have already purchased one but a more systematic process is needed so that an inventory is maintained of all such equipment and an inspection and testing schedule is maintained. A request was made for a University wide policy on this issue. Mr Janssen commented that the First Aid policy could be reviewed and revised to include defibrillators since they are an item of first aid equipment.

**Action: Revise current UNSW First Aid Policy to include provision for Defibrillators [Mr Janssen to liaise with UNSW Emergency Coordinator]**

**6. Correspondence In:** Copy of email sent to all Facilities staff from Director of Facilities (see item 8).

**7. Correspondence Out:** Letter to WorkCover (Boating Incident)

The committee was provided with a copy of a letter that Professor Crossley wrote to WorkCover over their prosecution of the University in relation to the above incident. The committee discussed the University's decision to defend the prosecution and the request to WorkCover to consider alternatives to prosecution that would achieve better objectives.

**8. Significant Incidents**

Since the 1 January 2012 there have been 17 contractor and building related incidents at UNSW. Mr Janssen provided further detail on 7 of these during the meeting.

Several items were raised during the discussion on these contractor incidents:

- The letter from Director of Facilities to all Facilities staff (see item 6) focuses on increased reporting and investigation of contractor incidents. The committee felt that this did not address the issues. The incidents highlight the need for:
  - more vigorous screening of contractors pre-selection;
  - ensuring that contractual obligations are clearly documented prior to engagement of contractors;
  - better inspection regime by Facilities staff during and post works prior to handover;
  - ensuring compliance with construction standards;

- making a distinction between supervision by Facilities staff (which could be deemed unreasonable) and Facilities providing a monitoring role for contractor work (which ought to occur).
- The committee felt that since most contractor activity sits within a particular functional area of UNSW (Facilities), that Facilities should be required to provide an action plan at the next level 1 committee meeting.

**Action: Update on action plan to address contractor non conformance issues at next meeting [Robert Kelly].**

In addition to the above significant incidents, a staff member was injured when her hand slipped onto the rotating blade of a powered saw that she was using to prepare rock core samples. The saw is being replaced.

## **9. OHS Strategic Framework KPT Update**

Specific items noted by the Committee included:

- All Faculties and Divisions have achieved an 80% (the target) closure rate for all corrective actions raised from 1 January 2011 to 31 July 2012.
- Over the last 2 months of the 2<sup>nd</sup> quarter there has been a slight increase in the number of lost time injuries. The H&S Unit will work with managers to more thoroughly examine the cause of such incidents.
- Only 55% of staff hired since 1/1/2012 had completed the online H&S training courses. The committee agreed that supervisors should be encouraging new staff to complete the courses.

**Action H&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.**

## **10. Matters arising from Level 2 H&S Committees**

None.

Mr Janssen updated the committee on action that was taken following an issue raised by this committee in a previous meeting. The issue was to address lighting deficiencies at Barker Street. Randwick council has since upgraded 40 lights in the area and Facilities have undertaken tree trimming activity. The lighting levels are much improved since this action was taken.

## **CLOSE OF MEETING**

Next Meeting: 28 November 2012

**SUMMARY OF ACTIONS**

#	Date Action Was Agreed	Issue	Person Responsible	Target Date
1	29 Feb 2012	<b>Alcohol and Other Drugs in the Workplace Guideline</b> Action: Currently under review by the Student Safety Committee	Mr Janssen	TBA
2	29 Feb 2012	<b>UNSW policy on defibrillators</b> <u>Action:</u> Update the UNSW First Aid Policy to include provision and management of defibrillators	Karl Natschev	November 2012 meeting
3	29 Aug 2012	<b>Contractor Non Conformance Issues</b> <u>Action:</u> Update on action plan to address contractor non conformance issues at next meeting	Mr Robert Kelly	November 2012 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	<p>Ongoing + be reviewed as part of the OHS Strategic Framework KPT Update</p>