



UNSW Level 1 HSE Committee Meeting Minutes

2 December 2015: 9.30-10.00am
Council Chamber, The Chancellery

UST: Ian Jacobs, Les Field, Iain Martin, Jennie Lang, Neil Morris, Peter Noble, Prem Ramburuth, Andrew Walters, David Ward

Deans: Eileen Baldy, Merlin Crossley, David Dixon, Michael Frater, Ross Harley, Mark Hoffman, Rodney Phillips, Chris Styles, Alec Tzannes

PVCs: Fiona Docherty, Laura Poole-Warren,

Senior officers: Elizabeth Grinston, Barry Munns, Rob Forage

Attendees: Aaron Magner, Adam Janssen, Martina Lavin, Robert Kelly

WELCOME AND APOLOGIES

Professor Ian Jacobs chaired the meeting. No apologies were received.

1. Minutes Of The Previous Meeting

The minutes from the previous meeting 20 May 2015 were accepted.

Actions arising from the previous meeting

2. Officer Work Health and Safety Due Diligence Training for senior officers

Due Diligence Training will be presented at the first meeting in 2016.

3. HR System Update

After a series of delays the HR NSS system upgrade is due for release in February 2016. With the HR update will include the ability to automatically enrol new staff onto the mandatory health and safety training courses. This will enable more accurate reporting for tracking percent completion. New staff will also be required to login to myUNSW to enter their personal details for payroll; this will ensure early familiarity with the system.

4. Contractor Safety Management

The Health and Safety Plan 2013-2015 identified contractor safety management as one of the projects to meet the objective: "improve systems for managing UNSW's top 5 high risk hazards/activities" Whilst the other four have been successfully completed this project, which involves multiple stakeholders, will be rolled over to the next health and safety plan release. The requirements for an online system have already been scoped and a business case is being prepared to seek funding.

5. Red Centre: water leak safety issue

Mr Kelly directed attention to the report included at item 5 in the agenda papers. Remediation was already commenced, working from the top down. The plan is to have critical areas completed during the summer break. Professor Baldry asked for clarity around the preventative maintenance program for buildings. Mr Kelly explained that there is a rolling maintenance program and regular building audits. Issues identified during the audits are tracked and prioritised for funding. Similarly there is a corrective maintenance budget to enable reaction to defects and damage etc

6. Significant Incidents

Two significant issues were reported for the quarter:

1. Shooting threat posted to 4Chan social media website: The report to the Risk Committee of University Council regarding this matter is included in the Level 1 papers at **Item 6b**.
2. International House Kitchen Food Safety: See Investigation and Food Safety Audit at **Item 6c**.

7. Health Safety & Environment Management Data: 2015 Quarter 3 report

- Workers compensation claims are down 37% compared to the same period Q3 in 2014.
- Lost time injury claims are down 55% compared to the same period Q3 in 2014.
- Major Incident Response Team – Responds to threats against UNSW – October Incident.
- UNSW's Health and Safety Management System is under review against the changes to the Self-Insurer National Audit Tool V3 – consultation to occur in December and January.
- Environmental Management Plan ready for consultation.
- In a recent 'Staff Voice' survey conducted amongst UNSW staff, and in which **64%** of staff participated, 92% of respondents believed UNSW placed a high value on safety. The committee noted that this result reflects a significant cultural change across the university over the years which has been led by senior management and promoted by all staff particularly middle management and supervisors.

8. Matters arising from Level 2 HSE committees

None reported

9. Health Safety and Environment Executive Report

The report was included with the agenda papers at item 9. Highlights included:

- UNSW scored 98% in an audit on its management of workers' compensation claims conducted by an independent assessor
- WorkCover NSW has been abolished and replaced by 3 new organisations: SafeWork NSW (responsible for health and safety regulation, audits and inspections); Insurance and Care NSW (injury management); and State Insurance

10. Health and Safety Plan 2013-2015 Status Update

All projects except the contractor safety management system and Traffic Management have been completed as per schedule. The Health and Safety Plan for the next three years is being drafted and will be presented at the first committee meeting of 2016.

11. Traffic Safety Management

Mr Kelly reported that the traffic management plan has been completed and a hyperlink to it is available in the agenda papers. It was noted as a comprehensive body of work and will assist inform the campus planning framework. At this stage the items for action are being categorised into those requiring action by UNSW and those which require lobbying at local and state government level. Mr Kelly will supply costings to the Executive by the end of the year.

12. **Correspondence:** All correspondence In and Out was included with the agenda papers and was for noting only.

13. Health, Safety and Environment Issue without notice

A question was asked about safety for cyclists around UNSW environs. It was noted that the last few metres of a cyclist's journey to UNSW is the most perilous. Mr Kelly commented that this matter is being addressed in the UNSW Bicycle Master Plan and the Traffic and Pedestrian Safety Management Plan.

Meeting Closed: 10am

Next Meeting

Q1 2016: 30 March 2016