

**PRESENT:**

Professor Fred Hilmer	President and Vice-Chancellor
Professor Eileen Baldry Acting	Dean, Faculty of Arts and Social Sciences
Mr Jonathan Blakeman	Executive Director, Finance & Operations
Ms Jenny Bott	Chief Executive, UNSW Foundation
Professor Alec Cameron	Dean, Australian School of Business
Professor Wai Fong Chua	Pro-Vice-Chancellor (Enterprise Systems)
Professor Joan Cooper	Pro-Vice-Chancellor (Students) & Registrar
Professor Graham Davies	Dean, Faculty of Engineering
Professor David Dixon	Dean, Faculty of Law
Professor Michael Frater	Rector, ADFA
Professor Margaret Harding	Pro-Vice-Chancellor (Research)
Mr Neil Morris Executive	Director, University Services
Professor Laura Poole-Warren	Dean of Graduate Research
Professor Peter Smith	Dean, Faculty of Medicine
Professor Alec Tzannes	Dean, Faculty of the Built Environment

**APOLOGIES:**

Professor Merlin Crossley	Dean, Faculty of Science
Professor Les Field	Deputy Vice-Chancellor (Research)
Mr Rob Forage	CEO, UNSW Global
Professor Richard Henry	Deputy Vice-Chancellor (Academic)
Mr Edward Ho	Director, Internal Audit
Professor Ian Howard	Dean, Faculty of the College of Fine Arts
Ms Jennie Lang	Pro-Vice-Chancellor (International)
Professor Prem Ramburuth	President of the Academic Board

**IN ATTENDANCE:**

Ms Judy Brookman	Director, Communications
Mr Graham Forsyth	Faculty of the College of Fine Arts
Ms Gill Kirk Acting	Executive Officer, Office of the Vice-Chancellor
Professor Peter Lovibond	Faculty of Science
Mr Desmond Lee	Governance Support
Ms Fatima Velosa	Secretary
Mr Adam Janssen	OHS Manager
Mr Aaron Magner	Director UNSW Sustainability
Mr Peter McGeorge	Associate Director Facilities

**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 10<sup>th</sup> August were accepted.

**2. Correspondence In**

2.1 Request from Sigma-Aldrich to confirm that UNSW complies with scheduled poisons regulations.

A letter from Sigma Aldrich addressed to Professor Hilmer, one of the largest suppliers of chemicals to UNSW, was tabled at the meeting. Sigma-Aldrich has supplier responsibilities under the *Poisons and Therapeutic Goods Regulation 2008* to ensure that they only supply schedule 2, 3, 4 and 7 poisons to scientifically qualified people and that all locations where these poisons are stored and handled comply with the storage requirements in that regulation.

They are seeking a written declaration from UNSW confirming that the above requirements are being complied with and thus an authorization for them to continue to supply such scheduled poisons.

Each school to which this applies will be contacted to obtain their confirmation that only scientifically qualified persons purchase such chemicals and that storage provisions in the laboratory are compliant.

## 2.2 Chemicals of Security Concern

The Deputy Vice Chancellor- Research has been asked to respond to a letter from the National Industrial Chemicals Notification and Assessment Scheme (NICNAS) in the Government's Department of Ageing. NICNAS has been commissioned by the Attorney-General's Department to conduct a survey of the downstream users of 40 Chemicals listed as chemicals of security concern.

The information collected will primarily be used to enable risk assessment on the security implications for these chemicals. The 40 chemicals listed is a subset of 96 identified security sensitive chemicals.

Questions are being asked for each chemical such as: chemical name, concentration of the chemical (%), uses, estimated quantity used per year, container size, location where chemical is stored or used, whether the chemical is stored continuously or only sometimes.

The OHS Unit is assisting with preparing a response on behalf of UNSW by **Nov 23rd**.

## 3. Correspondence *Out - None*

### **ACTIONS ARISING FROM THE PREVIOUS MEETING**

#### **4. Smoking on Campus – Verdict on smoke-free campus**

The re-drafted smoke free environment policy was tabled together with a report outlining a potential 9 proposed designated outdoor smoking locations. The report also highlighted some implementation cost considerations such as either providing, or improving existing, lighting, shelter, seating and receptacles for ash and butts. Professor Hilmer expressed concern at the whole philosophy of spending money to support an initiative that is known to cause death or serious long term health effects. There was unanimous agreement from the members present that UNSW should instead move to becoming a smoke free campus and rather than spending money which condones an unsafe practice spend it instead on education and awareness campaigns such as the Quit Smoking campaigns.

Professor Wai Fong Chua relayed feedback that the student body is strongly supportive of a UNSW smoke free campus and is keen to hear that this is imminent. Other committee members reported similar feedback.

**Action: Alternative Smoke Free Policy to be drafted with a move for UNSW to go smoke free. UNSW as a smoke free campus to be discussed/finalised at the next ET or VCAC meeting.**

#### **5. Traffic Management and Pedestrian Safety**

Mr McGeorge updated the committee with the following:

- The University is extending the car park on the Western Campus to replace the Gate 2 car park that is now a construction site for the 399-bed independent living Gate 2 student accommodation project.
- Completion of the 137-space car park is now scheduled for early December 2011.
- Until then alternative parking is available at the Barker Street parking station on lower campus.

- Brookfield Multiplex, in conjunction with UNSW Facilities Management, conducts regular reviews of the interface between the campus and the construction site, and associated activity, with a focus on pedestrian safety.
- Staff and students disembarking from buses at Gate 2 were frequently disregarding traffic signals and advice from contracted traffic and pedestrian management personnel, a safety issue which has now been significantly alleviated with the relocation of the Gate 2 bus stop to the eastern side of the Gate 2 intersection.

## **6. Campus Lighting Project**

Mr Mc George provided a report highlighting the following:

- Lighting at the western end of the CLV has been replaced.
- New lights have been installed at the southern end of the Lifestyle Centre swimming pool and the garden area trimmed back to given clearer view.
- Upgrade to the College Road wall mounted lights will be completed by November 2011.
- New lighting system will be completed by end of December 2011 to the Barker Apartments entry.
- This will be followed by upgrade to the lighting along southern drive.
- Upgrade to the lighting along the pathway between the Newton building and Village Green will be completed by March 2012.

A further 7 areas were identified in a September 30<sup>th</sup> walkthrough and these will be progressively updated in early 2012. These included the Webster garden, Blockhouse, West end Material Science, Scientia walkway, Physics lawn and Baxter college.

## **7. Slips, Trips and Falls Project**

Facilities department provided an outline of expenditure on paved surface repairs for year to date. In total \$89,763 has been spent since January 2011. Upgrades included: adding road base, removing and repairing tiles, upgrading signage, repairing pavers, repairing potholes, adding porous paving to tree bases and drainage repairs.

## **8. Alcohol on campus**

The updated draft 'Alcohol and Other Drugs in the Workplace Guideline' was tabled at the committee. Feedback from the National Drug and Alcohol Research Centre had been received and incorporated into this version. In summary there is a requirement that university events involving alcohol appoint an event manager who oversees the function and ensures that a risk assessment is carried out, that liquor licenses are applied for if applicable, that persons serving have 'Responsible Serving of Alcohol' certification and that they attend the function and monitor behaviour. No person conducting high risk activities should be under the influence of alcohol or any other drug. The guideline also states that alcohol should not be consumed whilst on duty without approval from senior management. There was discussion about the section 'Consumption of alcohol whilst on duty' and it was believed that rather than requiring senior management approval that work unit managers exercise judgement and require all staff to behave responsibly on any occasions where alcohol is consumed during work time (e.g. staff celebrations, farewells, Melbourne cup day etc.). In addition the question of alcohol on fieldtrips was raised and there was general agreement that the responsible person for the fieldtrip remain alcohol free and in charge to ensure that people act appropriately and responsibly.

**Action: The Guideline be amended to allow managers to use discretion for celebrations where alcohol would be served rather than requiring senior management approval.**

## **9. Randwick campus fire – laboratory space management**

Three corrective actions were identified at the August meeting:

1. Investigate the feasibility of registering laboratory spaces. Mr Janssen said he had approached Facilities department but was told that the existing space management system

would not be able to incorporate this functionality. However further investigations will be held to ascertain how such spaces could be registered.

2. Implement a UNSW wide chemical management system. The items raised in both 2.1 and 2.2 in these minutes further highlight the need for such a system. The Executive Directors for University Services and Finance and Operations together with the Deputy Vice Chancellor (Research) will meet to discuss and see how this can be progressed.
3. Review current UNSW emergency procedures and resources. Currently the UNSW's emergency coordinator is reviewing all emergency procedures.

**Action: Progress updates for each item will be available at next the meeting.**

#### **10. Exit Checklists for staff and students**

Since the August meeting it has transpired that various local checklists exist but a consistent University wide protocol needs to be established.

**Action: Laura Poole Warren to meet with the OHS Unit to develop a university wide approach.**

#### **11. Signification Incidents**

A break-in to the School of Chemistry's chemical store had occurred. The police were investigating. Investigations were continuing to confirm suspicions that a drug precursor was taken.

#### **12. New Workplace Health and Safety (WHS) Legislation Update**

On 4 May 2011, the NSW Government introduced a Bill to enact the national model work health and safety legislation. The Bill was passed by the NSW Parliament on 1 June 2011.

Duties under the model WHS Act will apply on and from the date of commencement of the model WHS Act which is 1 January 2012.

UNSW Council and VCAC will be provided with training on Duties of Officers early next year. This training will also be provided at Heads of Schools forums.

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

The LTIFR target for 2011 was set at 6. Currently for 2011 the LTIFR is sitting at 3.5.

There were 88 workers compensation claims reported in 2011 for UNSW.

A graph comparing the workers compensation claims between 2010 and 2011 was tabled. The number of falls injuries has decreased from 34 in 2010 to 15 in 2011; 'Hit by object' injuries decreased from 26 to 11; muscular stress decreased from 40 to 31; RSI remains the same at 5; stress injuries has increased from 2 in 2010 to 9 in 2011.

The average cost per claim has dropped from \$3,527 in 2010 to \$1,760 in 2011.

To date in 2011, a total of 827 hazards and 463 incidents have been reported. This is a nearly 800% increase in hazard reporting since the introduction of the online hazard reporting system.

Five areas of UNSW were highlighted as requiring more hazard reporting (as they had higher incident reporting than hazard reporting). These areas are: COFA, DVC A, FASS, FBE and University Services.

There are still four areas at UNSW that are sitting below 80% on corrective actions completed for issues reported in **2010**. The four areas are: COFA (74%); DVC R(73%); FASS (69%); and Finance and Operations (58%).

For issues reported in 2011, only 2 areas have 80% or more completion on corrective actions: Faculty of Law and DVC R.

Eight OHS management systems audits were carried out in 2011. Only three audit reports were finalised at the time of this meeting and all three areas had passed the audit (i.e. scored 75% or more). The three areas were all in the Faculty of Engineering namely: Chemical Engineering; Electrical Engineering and Telecommunications; and Mechanical and Manufacturing Engineering.

**Action:** All Faculty and Divisions to achieve above 80% on corrective actions for all issues reported to date. This will be reported at the February 2012 meeting of this committee.

**Action:** The areas where incident reporting rates are higher than hazard reporting rates are to be contacted by this committee and informed of the need to ensure that workplace inspections occur and that deficiencies identified are uploaded onto the hazard reporting system for corrective action. These areas are: COFA, DVC A, FASS, FBE and University Services.

#### **14. National Greenhouse and Energy Report**

UNSW's National Greenhouse and Energy Report (NGER) for 2010/2011 was tabled together with a detailed memo setting out the report boundary, methodology and record management procedures. The NGER report was submitted more than a week prior to the 31 October deadline.

#### **15. Amendments to NSW Environmental Protection laws**

Director UNSW Sustainability, Aaron Magner, tabled a paper and reported on substantial changes to NSW environmental protection laws. The amendments to the *Protection of the Environment Operations Act 1997* include more stringent reporting requirements for holders of environment protection licences and any person responsible for a pollution incident. A paper was tabled outlining the key changes and the implications for UNSW.

#### **16. Environmental Hazard and incidents report**

A summary and graphical representation of reported Environmental Hazard and incidents was tabled. There were no major environmental hazards of incidents reported since the last meeting.

### **NEW BUSINESS**

#### **17. Matters arising from Level 2 and Level 3 OHS Committees**

Professor Cameron inquired as to the University's position on making Defibrillators available in University buildings. He said that the Faculty of Business had purchased one for the O Connell Street building following increased lobbying from occupants.

**Action:** Advice to be sought from the Emergency Manager and brought to next meeting

### **CLOSE OF MEETING**

Next Meeting: 19 February 2012

SUMMARY OF ACTIONS

Item	Date Action Was Agreed	Issue	Person Responsible	Target Date
1	2 Nov. 2011	<b>Smoke Free Environment Policy</b> Alternative Smoke Free Policy to be drafted with a move for UNSW to go smoke free. UNSW as a smoke free campus to be discussed/finalised at the next ET or VCAC meeting.	Mr Janssen	January 2012
2.	2 Nov. 2011	<b>Alcohol and Other Drugs in the Workplace Guideline</b> The Guideline be amended to allow managers to use discretion for celebrations where alcohol would be served rather than requiring senior management approval.	Mr Janssen	February 2012 meeting
5.	10 Aug. 2011	<b>Failing from the Fire at Randwick Action 1</b> Action: Investigate feasibility of registering laboratory spaces through space management plans.	Mr Janssen	February 2012 meeting
6.	10 Aug. 2011	<b>Failing from the Fire at Randwick Action 2</b> Action: Implement a UNSW wide chemical management system	Prof. Les Field	February 2012 meeting
7.	10 Aug. 2011	<b>Failing from the Fire at Randwick Action 3</b> Action: Review current UNSW Emergency Procedures	Mr Jonathan Blakeman	February 2012 meeting
8.	10 Aug. 2011	<b>Staff / Student Exit Checklist</b> Laura Poole Warren to meet with the OHS Unit to consolidate existing forms and develop a university wide approach.	Professor Poole-Warren, OHS Unit	2012
9.	2 Nov. 2011	<b>Incident Hazard Reporting and % Corrective action completed</b> All Faculty and Divisions to achieve above 80% on corrective actions for all issues reported to date. This will be reported at the February 2012 meeting of this committee.  The areas where incident reporting rates are higher than hazard reporting rates are to be contacted by this committee and informed of the need to ensure that workplace inspections occur and that deficiencies identified are uploaded onto the hazard reporting system for corrective action. These areas are: COFA, DVC A, FASS, FBE and University Services.	All Committee members	2012

**Minutes LEVEL 1 OHS&E COMMITTEE MEETING: 2 November 2011**

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Item	Date Action Was Agreed	Issue	Person Responsible	Target Date
10.	2 Nov. 2011	<b>UNSW position on providing defibrillators</b> Advice to be sought from the Emergency Manager and brought to next meeting	Mr Robert Kelly	<b>February 2012 meeting</b>