

## Health, Safety and Environment Committee (Level 1)

30 March 2016

meeting held on 2 December 2015 were confirmed as an accurate record.

### Actions Arising from the Previous meeting

#### 2. Health and Safety Policy

Mr Magner advised that the Health and Safety Policy had been reviewed. It was provided for the Vice-Chancellor's signature at the meeting.

#### 3. Health and Safety Plan 2016-2018

The members noted the implementation of the three-year Plan for regular review and monitoring via quarterly and annual reports to the Committee.

**Action:** Mr Magner to investigate how sexual harassment could be incorporated into the Plan.

#### 4. Due Diligence Training for Officers

Mr T Morris (Senior Partner, Safety and Sustainability, Deloitte) highlighted the WHS due diligence requirements and Officers' duties, detailed in the document and PowerPoint slides presented. The Committee discussed the following key areas, which include external contractors and subcontractors:

- Provision of adequate training
- Consultation and communication
- Risk assessment and management
- Consequences and penalties
- Reporting

#### Actions:

- 1) All Committee members to familiarise themselves fully with the due diligence information provided.
- 2) All Committee members to distribute the due diligence training document and PowerPoint slides to all Level 2 Committees and Heads of Schools for information and action, as appropriate, and to emphasise the inclusion of external contractors.
- 3) All Committee members to consider significant risks in their Division/Faculty that may not have been properly identified or assessed and communicate them to Mr Magner urgently for appropriate action.
- 4) Deloitte to consider the UNSW reports and advise whether they are comfortable that the University is demonstrating due diligence.

#### 5. SafeWork NSW Self-Insurance Audit Update

The Level 1 Health, Safety and Environment Committee noted the SafeWork NSW audit and proposed activities.

### STANDING ITEMS

Professor Jacobs requested that items 6 to 12 be taken as read and considered together.

#### 6. Significant/Reportable Incidents

Mr Magner advised that there is a good reporting culture at UNSW and that there has been a decrease in significant incidents, resulting in improved statistics for the University, as detailed on page 37 of the papers provided. The Committee noted that no significant incidents had been reported in 2015 since the last meeting.

#### 7. HSE Management Data: Annual Report 2015

The Committee noted the report.

**Health, Safety and Environment Committee (Level 1)**  
30 March 2016

**8. Matters Arising from Level 2 HSE Committees**  
Nil

**9. Health and Safety Environment Executive Update**  
The Committee noted the update.

**10. WHS Plan 2013-2015 Status Update/Review**  
The Committee noted the update.

**11. Traffic Safety Management Register**  
The Committee noted the Register.

**CORRESPONDENCE**

**12. In**

The Committee noted the correspondence received:

- 1. EPA Compliance for Radiation Safety & Security**
- 2. SafeWork NSW Pre-Audit Meeting letter 28/1/2016**
- 3. Self-Insurance Licence Security letter 16/2/2016**
- 4. State Insurance Regularity Authority 1/3/2016**
- 5. State Insurance Regularity Authority 11/2/2016**
- 6. Self-Insurance Regulatory Actuary report**  
(Full Report available on request from Mr Magner)

**13. Out – Nil**

**NEW BUSINESS**

**14. Health, Safety and Environment issues without notice**  
Nil

There being no further business, the meeting closed at 10.00am.

Next meeting: Wednesday 15 June 2016 at 9am.