

PRESENT

Professor Fred Hilmer	President and Vice-Chancellor
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Iain Martin	Vice-President and Deputy Vice-Chancellor (Academic)
Professor Geoffrey Garrett	Dean, Australian School of Business
Professor David Dixon	Dean, Faculty of Law
Ms Fiona Docherty	Pro-Vice-Chancellor (International)
Professor Prem Ramburuth	President of the Academic Board
Dr David Clements	Associate Dean (Academic), Faculty of Engineering
Ms Jennie Lang	Vice-President, Advancement
Professor Bill Randolph	Associate Dean (Research), Faculty of the Built Environment
Professor Mark Hoffman	Pro-Vice-Chancellor (Research)
Mr Edward Ho	Director, Internal Audit
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students)
Professor Ian Howard	Dean, College of Fine Arts
Professor Peter Smith	Dean, UNSW Medicine
Professor Michael Frater	Rector, UNSW Canberra
Professor Laura Poole-Warren	Dean of Graduate Research, Pro Vice-Chancellor (Research Training)
Mr Neil Morris	Vice-President, University Services
Professor Merlin Crossley	Dean, Faculty of Science
Professor James Donald	Dean, Faculty of Arts and Social Sciences

APOLOGIES

Professor Graham Davies	Dean, Faculty of Engineering
Professor Alec Tzannes	Dean, Faculty of the Built Environment
Dr Rob Forage	CEO, UNSW Global
Mr Jonathan Blakeman	Vice-President, Finance and Operations

IN ATTENDANCE

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. Apologies as above were noted.

1. Minutes Of The Previous Meeting

The minutes from the previous meeting 28 November 2012 were accepted.

Actions Arising from Previous Meeting

2. Alcohol and other drugs in the workplace

UNSW's 'Alcohol and other drugs in the workplace guideline' has been amended as requested by UNSW Security (following the events of Oktoberfest and some more recent issues during 'O-week') to now explicitly state that consumption of alcohol is restricted to licensed premises or authorised events only.

3. UNSW First Aid policy

Mr Morris reported that the request to include defibrillators as an item of first aid equipment in UNSW buildings has prompted a broader look at the whole issue of first aid on campus. There were two key drivers for this:

- 1) A new Safe Work Australia Code of Practice for '[First Aid in the workplace](#)'
- 2) A new Director of the UNSW Health Services (Dr Bill Kefelas)

Dr Kefelas suggested that the fully equipped health services facility could be used more widely to cater for the administration of first aid and as an alternative option to contacting the ambulance for transportation to the POW hospital. However this raises issues in relation to transporting staff and students to the Health Service, primarily for UNSW Security.

Action: Director of Health Services and Director of Facilities Management to resolve [Neil Morris]

4. Contractors in local area – responsibility issue

Mr Robert Kelly reported that Facilities Management is undertaking a comprehensive review of their contractor management processes from procurement to managing and monitoring phases. It is also addressing corrective action identified in recent internal and WHS audits. An assessment is also being made on the communication mechanisms between FM, FM engaged contractors and schools/work units to identify opportunities for improvement. WHS is being included as a KPT for all FM staff in 2013.

Mr Kelly emphasised that a more holistic contractor management system was needed at UNSW since Facilities were not the only work unit on campus engaging contractors.

5. 2013 Draft Work Health and Safety Plan

A comprehensive analysis was undertaken in order to formulate the 2013-2015 draft work, health and safety plan. This included: a review of the last 10 years of injury statistics – including workers compensation claims and lost time injuries; review of UNSW's risk register; and benchmarking with other GO8 Universities (see section 8 for annual review of H&S statistics).

The WHS plan was tabled at the committee with 3 key H&S objectives:

- 1) Improve systems for managing UNSW's top 5 high risk hazards/activities (the risk register identified these as being: remote locations and fieldwork; hazardous materials; plant and equipment; contractor management; and traffic/pedestrian safety)
- 2) Continue the Harm to Zero campaign and aim to reduce UNSW's LTI to 2.0 by 2015
- 3) Implement, review and improve UNSW's HS Management System

The committee discussed the appropriateness of the five high risk activities; there have been several near misses related to each of these in the past. Whilst none of them account for the most frequent cause of injury at UNSW, it was recognised that the severity of an incident would be much greater for any one of these – all of them possessing the potential for a fatality.

The committee also discussed whether an LTIFR of 2 was achievable given the size of the campus and the factors that are often outside its control e.g. weather affecting slips/trips and falls.

Professor Hilmer suggested that the committee be given two weeks to further digest the plan and seek feedback from key people in each area.

Action: Members to review the WHS plan fully, consult with staff in their area and provide feedback by 20 March 2013.

6. Correspondence In: WorkCover notified UNSW re: alleged lack of consultation.

A health and safety representative from the Library contacted WorkCover to complain about the lack of consultation with staff during a building renovation project (to replace window sills). The issue was resolved without WorkCover taking any action.

7. Correspondence Out: Nil

8. Environment Update

Mr Magner reported a spike in environmental issues from the Morven Brown building since the new Subway food outlet went into operation. Both Mr Kelly and Mr Magner reported that there is no apparent contravention with either the Building Code of Australia or the Protection of the Environment Operations Act. However Professor Donald reported that the odour is affecting the wellbeing of the occupants in the building. Professor Hilmer requested that Professor Donald and Mr Kelly meet offline to discuss and resolve.

9. Significant Incidents

Three significant incidents were reported:

1. In late 2012 UNSW engaged a scientific diving contractor to place some UNSW research equipment onto an Offshore Artificial Reef (OAR) owned by the Department of Primary Industries. The reefs are located just greater than 30metres below sea level. During the activity in November 2012 one of the contract divers fell unconscious on his return from an otherwise uneventful dive. The stand by diver rescued the diver and he was revived. An investigation is currently being conducted by WorkCover which involves UNSW and the contract dive organisation and is heavily focussed on contractor management.

A detailed process relevant to engaging dive contractors has now been included in the UNSW SCUBA Diving Operations manual. All persons engaging contractors for such activity must follow the revised procedures. In addition both the fieldwork guidelines and the contractor safety guidelines have been updated.

2. A contractor engaged by Venues and Events sustained an electric shock whilst working in a ceiling space in one of UNSW's buildings. On investigation it was discovered that there were live wires in the roof space as a result of previous contractor activity. The area was made safe within the hour. FM has investigated and are following up as part of their whole contractor management system.
3. A worker at the Water Research Laboratory at Manly Vale (School of Civil Engineering) had an amputation to the tip of his middle finger when his hand came into contact with the blade of a bench saw whilst cutting timber. A modification following the investigation of the incident included provision of a wooden featherboard which will be used in place of the hand to hold the timber in place whilst cutting. The SWP has been revised and communicated to all involved in the task.

To date WorkCover have not required further action on any of these incidents.

Professor Hilmer enquired as to the lessons learned from the latter incident for UNSW as a whole. Mr Janssen cited examples such as ensuring that access is prevented to high risk plant and facilities (e.g. workshops and laboratories) by unauthorised persons - particularly students and particularly out of hours. There was some discussion on this issue and the pushback from academics to allow some students such access in order for them to meet deadlines on their assignments etc. The need for a cultural change was discussed to ensure that all academics understood that safety was an absolute priority. The committee agreed that strong messages from senior management are required to assist with this cultural change. Professor Hilmer suggested that the Academic Board, which provides advice on academic policy and standards, be utilised to ensure this message gets incorporated into formal processes and communicated widely to all academic staff.

Action: Ensure that the message that Safety takes priority is communicated in formal academic processes as utilised by UNSW's Academic Board [Prof. Ramburuth]

10. OHS Strategic Framework KPTs

As discussed at the last level 1 meeting (28 November 2012) the current [H&S strategic framework](#) expired in December 2011. Due to the introduction of the WHS Act and Regulation in January 2012, it was decided to continue to report on existing projects and attempt to maintain an LTIFR of 3.5 before developing the next three year plan. The following is a summary of UNSW's achievements in relation to the targets set in the 2009-2011 Strategic Framework:

Target	Achievement
Reduce LTIFR from 2008 value by 25% by end of 2011 and maintain a LTIFR of 3.5 for 2012	<ul style="list-style-type: none"> • The LTIFR of 3.5 was achieved (see graph included with agenda papers) • All claims frequency rate has reduced from 16.4 in 2004 to 9.9 in 2012 • Manual handling and ergonomic incidents have reduced • Reduction in the <u>average</u> number of manual handling claims in the period from 2004 to 2011 (27.3) to the number in 2012 (9) • Reduction in the <u>average</u> number of ergonomic claims in the period from 2004 to 2011 (25) to the number in 2012 (16) • Similarly average number of <u>LTI</u> claims between 2004 to 2011 compared to 2012 result shows similar reduction trend • Most areas have achieved the 80% target on completion of corrective actions for all issues reported through the online system
Implement, review and improve UNSW's OHS management system across all faculties and divisions	<ul style="list-style-type: none"> • SAT has been completed by most Faculties and Divisions • Most areas reporting >75% score • Internal audits are being conducted and in most cases are verifying this score
Facilitate cultural acceptance of OHS activities through UNSW wide computer based systems	<ul style="list-style-type: none"> • Steady increase in hazard reporting since 2010 • Many more areas adding their workplace inspections onto the database • 9/13 business units are achieving over 70% completion of the 2 mandatory online courses for new staff

11. Student Safety Committee 2012 report

The 2012 annual report from the Student Safety and Wellbeing Committee (chaired by Professor Wai Fong Chua) was tabled.

12. Security 2012 report

A report was tabled related to crime incidents reported at UNSW in 2012. 209 incidents were reported including 11 off site incidents.

13. Personal Security Management Assessment

The Risk Committee of Council requested a strategic review of security at the Kensington campus in early 2012 with a focus on personal security of all staff, students and visitors as well as the protection of all property. Its main purpose was to provide an assessment of current security risk management and to provide a recommended approach to developing a personal security risk management plan. The report findings were endorsed by the Risk Committee of Council at their 19 February 2013 meeting and were provided to this committee for information.

14. Matters arising from Level 2 HS committees

Nil

15. New Business

WorkCover have notified UNSW of the date of its H&S audit; the audit will take place week beginning 20th May 2013 with a pre-audit meeting scheduled for 27 March 2013.

CLOSE OF MEETING

Next Meetings:

- 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>UNSW policy on defibrillators</p> <p>Action: Director of Health Services and Director of Facilities Management to examine the broader issue of first aid on campus and utilisation of University Health Services [Neil Morris]</p>	Neil Morris	29 May 2013
2	6 March 2013	<p>WHS Plan 2013-2015</p> <p>Action: Each member of Level 1 H&S committee to review the WHS plan fully, consult with staff in their area and provide feedback by 20 March 2013.</p>	Each member	20 March 2013
3	6 March 2013	<p>Incorporate 'Safety is priority' formally in academic policy and standards</p> <p>Action: Ensure that the message that Safety takes priority is communicated in formal academic processes as utilised by UNSW's academic board [Prof. Ramburuth]</p>	Prof. Ramburuth	29 May 2013

Archive of Closed Actions

	Date Action Was Agreed	Issue	Person Responsible	Target Date
1	29 Feb 2012	<p>Smoke Free Environment Policy</p> <p><u>Action</u> (i): Establish the designated smoking zones. [Robert Kelly] <u>Action</u> (ii): 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>Review of Emergency Procedures</p> <p><u>Action</u>: Report back to committee status of emergency procedures when finalised</p>	Mr Jonathan Blakeman	<p>COMPLETED</p> <p><i>Critical Incident Strategic Management Framework available on Emergency webpage</i></p>
3	29 Aug 2012	<p>% Completion of Corrective Actions and online training course completion</p> <p><u>Action</u>: 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.</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>Contractor Non Conformance Issues</p> <p><u>Action</u>: Update on action plan to address contractor non conformance issues at next meeting</p>	Mr Robert Kelly	COMPLETED
5	29 Feb 2012	<p>Alcohol and Other Drugs in the Workplace Guideline</p> <p><u>Action</u>: Currently under review by the Student Safety Committee</p>	Adam Janssen	TBA
6	28 Nov 2012	<p>Oktoberfest</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	COMPLETED