LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE) COMMITTEE MINUTES

Council Chamber, The Chancellery
Wednesday 22 March 2017 at 9.15am

PRESENT
Professor John Arnold
UNSW Canberra
Professor Eileen Baldry
Academic Chair: UNSW Equity, Diversity & Inclusion Board
Professor Brian Boyle
Deputy Vice-Chancellor, Enterprise
Mr Jason Coombs
Director, Strategic Initiatives and Space Management
Professor Geoff Crisp
Pro-Vice-Chancellor, Education
Professor Merlin Crossley
Deputy Vice-Chancellor, Education
Dr Kevin Cullen
CEO, UNSW Innovation
Ms Fiona Docherty
Vice-President, International
Professor Susan Dodds
Dean, Arts and Social Sciences
Professor Les Field
Senior Deputy Vice-Chancellor
Dr Rob Forage
CEO, UNSW Global
Professor Mark Hoffman
Dean, Faculty of Engineering
Professor Ian Jacobs
President and Vice-Chancellor (Chair)
Professor Peter Lovibond
Acting Dean, Faculty of Science
Ms Shahina Mohammed
Director of Operations & Int/External Liaison to the VC
A/Professor Grainne Moran
Pro-Vice-Chancellor, Research Infrastructure
Mr Peter Noble
Chief of Staff and Vice-President
Professor Alan Peters
UNSW Built Environment
Professor Marie Sierra
UNSW Art & Design
Professor Chris Styles
Dean, UNSW Business School
Mr David Ward
Vice-President, Human Resources
Ms Catherine West
Acting Director of Finance
Sci Professor George Williams
Dean, Faculty of Law

APOLOGIES
Mr Grant Cura
Director, Risk Management
Professor Nicholas Fisk
Deputy Vice-Chancellor, Research
Professor Michael Frater
Rector, UNSW Canberra
Ms Elizabeth Grinston
University Solicitor and General Counsel
Professor Ross Harley
Dean, UNSW Art & Design
Professor Emma Johnston
Pro-Vice-Chancellor, Research
Mr Robert Kelly
Director, Facilities Management
Professor Helen Lochhead
Dean, UNSW Built Environment
Mr Neil Morris
Vice-President, Campus Life & Community Engagement
Ms Trish Mullins
Director, Policy & Government Relations
Mr Jon Paparsenos
Vice-President, Philanthropy
Professor Rodney Phillips
Dean, Faculty of Medicine
Mr Andrew Walters
Vice-President, Finance & Operations
Professor Laura Poole-Warren
Pro-Vice-Chancellor, Research Training

IN ATTENDANCE
Ms Jenny Denman
Associate Director, Strategy & Business Systems (for Mr Robert Kelly – Director, Facilities Management)
Mr Adam Janssen
Senior Manager, Occupational Health and Safety
Mr Aaron Magner
Director, UNSW Safety and Sustainability
Dr Tony Maniatty
Senior Communications Advisor to the Vice-Chancellor
Ms Fatima Velosa
Senior Governance Officer (Minutes)
Level 1 Health, Safety and Environment Committee
22 March 2017

A: Procedural

1. Apologies
   The Committee noted the apologies listed above.

2. Minutes of the Previous Meeting: 23 November 2016
   The minutes of the meeting held on 23 November 2016 were confirmed as an accurate record.

B: Actions and business carried forward

3. Health and Safety Scorecard Notations (see item 8)
   The Committee noted this action had been completed.

4. Fire Door Issue in Tyree Energy Building
   The Committee noted this action had been completed.

5. Under-reporting of Incidents in Particular Sexual Assaults
   The Committee noted this action was ongoing and briefly discussed its multi-dimensional challenges as detailed in the ‘summary of actions’.

C: Standing Items

6. Significant Incidents
   The Committee discussed the report briefly, noting all the injuries were minor.

7. UNSW HSE Annual Report (2016)
   The Committee noted the report provided, which reflects a positive trend and an improved culture at UNSW as hazards are taken seriously and action is taken, as appropriate. The Committee congratulated the staff involved in improving HSE at UNSW.

8. Health, Safety and Environment KPI Scorecard
   The Committee noted the HSE Performance Scorecard presented.

9. Matters Arising from Level 2 Committees
   The Committee noted the minutes of the Level 2 Student Health, Safety and Wellbeing Committee meeting of 21 February 2017, in particular the attendance of an external representative, which was commended as a good initiative.

10. Health, Safety and Environment Executive Update
    The Committee noted the update provided and congratulated Mr Magner and his team on the excellent outcome of the Safety Management System Audit, as detailed in the report presented.

    The Committee noted the update provided.

    The Committee discussed the update briefly.

D: Correspondence

13. Inward
    The Committee noted the following correspondence received:
a) Best Practice Certification WHS Audit

14. Outward
   a) RUOK? Day

E: New Business

15. Any other business
   There was no other business.

There being no further business, the meeting closed at 9.50am.

Next meeting: Wednesday 10 May 2017 at 9.00am
### SUMMARY OF ACTIONS

<table>
<thead>
<tr>
<th>Date Issue Raised</th>
<th>Action</th>
<th>Responsibility</th>
<th>Status</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 March 2017</td>
<td>Online Reporting for Health, Safety and Environment</td>
<td>AM</td>
<td>Completed PDF of new online HSE reporting format based on tableau software and set up in consultation with UNSW Planning &amp; Performance. See: <a href="https://tableau.unsw.edu.au">https://tableau.unsw.edu.au</a></td>
<td>10 May 2017</td>
</tr>
</tbody>
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**Action:** Transition from manually produced excel reporting to live online reporting.