

LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)

(Senior Leadership Team)

COMMITTEE MINUTES

Council Chamber, the Chancellery

Wednesday 20 March 2019 at 10am



PRESENT

Professor Ian Jacobs	President and Vice-Chancellor (Chair)
Professor Brian Boyle	Deputy Vice-Chancellor, Enterprise
Professor Merlin Crossley	Deputy Vice-Chancellor, Academic
Ms Fiona Docherty	Vice-President, External Relations
Professor Susan Dodds	Dean, Arts and Social Sciences
Professor Nicholas Fisk	Deputy Vice-Chancellor, Research
Professor Michael Frater	Rector, UNSW Canberra
Professor Ross Harley	Dean, Art & Design
Professor Mark Hoffman	Dean, Engineering
Professor Emma Johnston	Dean, Science
Professor Helen Lochhead	Dean, Built Environment
Ms Shahina Mohamed	Chief Operating Officer, President and Vice-Chancellor's Office
Mr Jon Paparsenos	Vice-President, Philanthropy
Professor Rodney Phillips	Dean, Medicine
Professor Chris Styles	Dean, Business School
Mr Andrew Walters	Vice-President, Finance and Operations
Mr David Ward	Vice-President, Human Resources
Sci Professor George Williams	Dean, Law

APOLOGIES

Professor Eileen Baldry	Deputy Vice-Chancellor, Equity Diversity and Inclusion
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IN ATTENDANCE

Professor Anne Simmons	Pro-Vice-Chancellor, Academic Excellence
Ms Sancha Cromie	Acting Executive Director, Estate Management
Mr Adam Janssen	Senior Manager, Health and Safety
Mr Aaron Magnier	Director, UNSW Safety and Wellbeing
Mr Jeff Peers	Acting Chief Financial Officer
Mr William Syddall	Head of Environmental Sustainability, Estate Management
Ms Fatima Velosa	Senior Governance Officer (Minutes)

For convenience, items were taken out of agenda order.

1. Welcome, Apologies and Update

The Committee noted the apologies listed above.

2. Minutes of the Previous Meeting: 28 November 2018

The minutes of the meeting held on 28 November 2018 were confirmed as an accurate record.

2.1 Action Points from Previous Meeting/s

The Committee noted that the new Health and Safety Plan for 2019 to 2023 had been developed and was included in the meeting papers as item C.

Regarding the UNSW MakerSpace Safety Review, the Committee noted that Engineering and FBE, in conjunction with UNSW Safety and Wellbeing, had developed the following:

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The HSE for MakerSpaces and Project Based Learning model (included in the meeting papers) to manage the MakerSpace Network and activities at UNSW across multiple locations.

The Chair enquired about whether UNSW needed to revisit its own review.

Action: It was agreed that the working group that undertook the internal review of the MakerSpaces should work with UNSW Risk Management (Mr Cura) to revisit the review and ensure appropriate safety mitigation measures and actions have been taken.

3. Health, Safety and Environment Executive Update

The Committee noted the UNSW Safety and Wellbeing Executive Update as at 15 March 2019.

Mr Magner discussed the SafeWork NSW improvement notices, included under item 7, and summarised in the update. The Committee noted that the notices were issued to UNSW to provide the necessary information, training (and refresher training) and instruction on preventing and responding to workplace bullying to employees on UNSW systems of work.

The Committee noted that UNSW's existing Responsible Employee Training module had been updated and would be rolled out by the end of the month. It would be issued for new and existing employees and it would be reissued regularly, as per the SafeWork NSW improvement notices. Casual staff and contractors would be required to complete the training as well, but further consideration was being given to how this would be implemented. The Committee noted that the module would be improved further to incorporate all the feedback from SafeWork NSW, but that the priority was to roll it out urgently to the identified areas in order to comply with the improvement notices.

Workplace Bullying Procedure

The Committee noted the Procedure and that the title should be amended to Workplace Bullying Prevention Procedure. The Procedure was to be uploaded to the Policy website for consultation until 5pm on Wednesday 3 April 2019.

3.1 UNSW Safety and Wellbeing: 2019 Strategic goals

The Committee noted the goals presented.

4. Environmental Sustainability Executive Update

The Committee noted the update provided and Mr Peers introduced Ms Cromie, who would attend Level 1 HSE Committee meetings going forward.

5. Security and Traffic Management Executive Update

The Committee noted the high-level overview of the crime-related security incidents reported to Security and Traffic Management in 2018, including a comparison of the 2017 figures and an analysis of trends.

6. Matters Arising from Level 2 Committees (all members – issues for escalation)

- Matters from Faculty of Engineering Level 2 Committee

The Committee discussed the following:

- The timing of the traffic lights on Anzac Parade at the pedestrian crossing did not allow sufficient time for pedestrians to cross and took too long to change to green.

Action: Mr Magner undertook to take this up with the relevant authorities. Mr Magner explained that there were various reasons, including the light rail construction,

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that made it difficult to address these issues in the past. He advised that a signed letter from the Vice-Chancellor to the NSW Minister could help.

- Employees have realised that it would be possible to bypass the University systems to purchase hazardous substances. The Committee noted that an internal audit was being conducted.

Action: Mr Magner to advise Procurement and take steps to ensure it is not possible to bypass the University existing systems to purchase hazardous substances, via Jaggear (the Chemical Inventory Management System) with the new online procurement system.

- The Committee noted that when staff had moved into the new Science and Engineering building, there seemed to be a lack of evacuation signs. Mr Peers advised that this matter was being addressed and that all the necessary signs would be posted by 1 April 2019.

7. Correspondence

The Committee noted the following correspondence:

Inward

- a) SafeWork NSW, Improvement Notice 7-348161 (Faculty of Engineering)
- b) SafeWork NSW, Improvement Notice 7-349309 (Research Integrity/Central Systems)
- c) SafeWork NSW, Improvement Notice 7-348723 (Faculty of Business)
- d) SafeWork NSW, Improvement Notice 7-348717 (Faculty of Science)
- e) SafeWork NSW, Improvement Notice 7-348724 (Faculty of the Built Environment)

Outward

- a) Regulatory Affairs and EHS Manager, Merck Australia, re Schedule 7 poisons under the Poisons and Therapeutic Goods Regulation 2008

8. Any other business

Mr Paparsenos reported that the lack of access for the disabled, in particular, to and around construction sites could be registered as a hazard. Mr Peers reported that work was being undertaken to improve disability access across campus and ensuring that construction was not impeding proper access for the disabled, in particular.

ITEMS FOR NOTING

The Committee noted the following items:

- A. Significant Incidents Register** (Q4 2018 + current)
- B. HSE Reporting Dashboard** (Q1 – Q4 2018)
- C. Health and Safety Plan 2019 – 2023** Consultation Draft
- D. UNSW Wellbeing Plan and Report** (Q4 2018)

There being no further business, the meeting closed at 10.50am.

Next meeting: Wednesday 29 May 2019 from 10.45 to 11.30am in the Council Chamber, the Chancellery

President and Vice-Chancellor
Chair
29 May 2019

Level 1 Health Safety and Environment Committee Q2: 24 May 2019

Action Items

<i>Date of Meeting</i>	<i>Action</i>	<i>Responsible</i>	<i>Due Date</i>	<i>Status</i>
20/3/2019	UNSW MakerSpace Safety Review and Risk Assessment MakerSpace safety working group engage with UNSW Risk Management (Mr Cura) to revisit the review and ensure appropriate safety management procedures and action has been taken.	A Magnier	Q2 2019	In Progress Discussions initiated and relevant workshop participants and risk categories identified but as a result of the departure of the UNSW Risk Director (Mr Cura) this action has been delayed pending the appointment of a new Risk Director.
20/3/2019	Anzac Parade - Pedestrian Safety Mr Magnier undertook to address pedestrian safety issues with the relevant authorities. A signed letter from the Vice-Chancellor could help with this enquiry.	A Magnier	Q2 2019	Complete A letter signed by the Vice-Chancellor stating UNSW's position has been sent to the NSW Transport Minister. UNSW is waiting for a response.
20/3/2019	New Procurement portal allows researchers to bypass Jaggaer (Chemical Inventory Management System) Mr Magnier to advise Finance/Procurement of the safety and compliance risk from allowing UNSW employees to bypass the University hazardous materials and dangerous goods chemical inventory management system.	A Magnier	Q2 2019	In Progress Procurement has been advised of the risk and have undertaken to take action to restrict the availability for purchase of hazardous materials and dangerous goods via the Finance Procurement Portal. UNSW IT and Finance systems need to be amended to "hide" catalogue that include chemicals.