

LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)

(Senior Leadership Team)

COMMITTEE MINUTES

Peter Farrell Room, Ground Floor, John Niland Scientia Building

Wednesday 29 May 2019 from 2.15pm



PRESENT

Professor Ian Jacobs	President and Vice-Chancellor (Chair)
Professor Eileen Baldry	Deputy Vice-Chancellor, Equity Diversity and Inclusion
A/Professor David Blaazer	Interim Dean, Arts and Social Sciences
Professor Brian Boyle	Deputy Vice-Chancellor, Enterprise
Professor Merlin Crossley	Deputy Vice-Chancellor, Academic
Ms Fiona Docherty	Vice-President, External Relations
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 Anne Simmons	Provost
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 Nicholas Fisk	Deputy Vice-Chancellor, Research
Professor Michael Frater	Rector, UNSW Canberra

IN ATTENDANCE

Ms Sancha Cromie	Acting Executive Director, Estate Management
Mr Adam Janssen	Senior Manager, Health and Safety
Mr Aaron Magner	Director, UNSW Safety and Wellbeing
Mr William Syddall	Head of Environmental Sustainability Estate Management
Ms Fatima Velosa	Senior Governance Officer (Minutes)

1. Welcome, Apologies and Update

The Chair welcomed members and attendees to the meeting. The Committee accepted the apologies received for the meeting.

2. Minutes of the Previous Meeting: 20 March 2019

The Committee confirmed the minutes of the meeting held on 20 March 2019 as an accurate record and authorised the Chair to sign them.

2.1 Action Points from Previous Meeting – 20 March 2019

The Committee noted the status of the action items as detailed in the summary table presented. Mr Magner advised that he would discuss the action on the UNSW MakerSpace Safety Review and Risk Assessment with the Acting Director of Risk (Mr Bran Black).

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3. Health, Safety and Environment Executive Update

The Committee noted the UNSW Safety and Wellbeing Executive Update as at 24 May 2019.

Regarding the Work Health and Safety Due Diligence Training, the Committee noted that, given that training should be provided every three years, Committee members should complete training in 2019 as the last training was provided in March 2016. Mr Wagner asked Committee members to familiarise themselves with the WHS Due Diligence information provided on pages 33 to 47 of the 29 May 2019 HSE Level 1 meeting pack.

Action: Mr Wagner to liaise with Ms Mohamed on a suitable date and time for Work Health and Safety Due Diligence Training to be provided to HSE Level 1 Committee members and UNSW Council members in 2019.

4. Environmental Sustainability Executive Update

The Committee noted the report as a high-level overview of the status of the Environmental Sustainability Plan (ESP) 2019-21 to be launched on 5 June 2019, World Environment Day, subject to approval by Management Board.

5. Security and Traffic Management – Executive Update

The Committee noted the report on security and traffic management for January to March 2019.

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

Professor Hoffman advised that 'work towards' in Objective 4.2 ['Work towards a new learning management system (LMS) for UNSW'] of the WHS Plan 2019 – 2023 (see item C) may be too vague as it was noted that it was a risk to the University if the monitoring and recording of WHS training and refresher training appeared inadequate, especially in the event of significant incidents. Mr Wagner advised that the current system had limitations and that he would refer the systems issues to Human Resources (Mr Ward).

Actions:

1. Mr Wagner to review the wording of Objective 4.2 of the WHS Plan 2019 – 2023.
2. Mr Wagner to refer the issue of the scope of the Learning Management System (LMS) for UNSW to Mr Ward for consideration by Human Resources.

7. Correspondence

Inward – NIL

The Committee noted the following correspondence:

Outward

Hon. Andrew Constance MP, Minister for Roads and Transport re Anzac Parade Pedestrian Crossing Safety

8. Any other business

The Committee discussed the student suicide of Friday 24 May 2019 on the Kensington campus.

Action: Mr Wagner to include the student suicide of 24 May 2019 on the Kensington campus in the Significant Incidents Report for the 11 September 2019 Level 1 HSE meeting.

ITEMS FOR NOTING

The Committee noted the following:

- A. Significant Incidents Report** (Q1 2019 + current)
- B. Safety and Wellbeing Report** (Q1 2019)
- C. Work Health and Safety Plan 2019 – 2023**
- D. UNSW Wellbeing Program Update** (Q1 2019)

There being no further business, the meeting closed at 2.45pm.

Next meeting: Wednesday 11 September 2019 from 10am to 10.45am in the Council Chamber,
the Chancellery

Professor I Jacobs, Vice-Chancellor
Chair
11 September 2019

Level 1 Health Safety and Environment Committee Q2: 11 September 2019

Action Items

<i>Date of Meeting</i>	<i>Action</i>	<i>Responsible</i>	<i>Due Date</i>	<i>Status</i>
20/3/2019	<p>New Procurement portal allows researchers to bypass Jaggaer (Chemical Inventory Management System)</p> <p>Mr Wagner 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.</p>	A Wagner	Q3 2019	<p>In Progress</p> <p>UNSW Finance and Procurement advised of the risk and are taking action to restrict the availability for purchase of hazardous materials and dangerous goods via the Finance Procurement Portal. UNSW IT and Finance systems to be amended.</p>
20/3/2019	<p>UNSW MakerSpace Safety Review and Risk Assessment</p> <p>MakerSpace safety working group engage with UNSW Risk Management to revisit the review and ensure appropriate safety management procedures and action has been taken.</p>	A Wagner	Q3 2019	<p>In Progress</p> <p>Discussions initiated and relevant workshop participants and risk categories identified but with the departure of UNSW Risk Director, Mr Cura, this action has been delayed. Recently appointed Director of Risk, Trudy Devitre, has been advised of action item.</p>
29/5/2019	<p>Work, Health and Safety Due Diligence Training</p> <p>Committee noted that, given that training should be provided every 3 years. Mr Wagner to liaise with Ms Mohamed on suitable dates and time for Level 1 HSE Committee and Council.</p>	A Wagner	Q4 2019	<p>In Progress</p> <p>Dates and Times have been set for training to be provided to University Council and Management Board at Council meeting on 9 December. Refresher training for Executive Team to be confirmed following Council refresher training.</p>

<i>Date of Meeting</i>	<i>Action</i>	<i>Responsible</i>	<i>Due Date</i>	<i>Status</i>
29/5/2019	WHS Plan 2019- 2023 – Objective 4.2 1) Mr Magner advised he would review the wording of Objective 4.2 of the WHS Plan 2019-2015 2) Mr Magner to refer the scope of the Learning Management System (LMS) for UNSW to Mr Ward for consideration by HR.	A Magner	Q3 2019	Completed Section 4.2 of the WHS Plan has been reviewed and determined it was appropriate for UNSW to be aspirational to achieve some requirements. System issues referred to VP HR, Mr David Ward, who advised this issue has been identified on HR. An update to UNSW's LMS is not scheduled at this point in time.