LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE) COMMITTEE MINUTES
Council Chamber, The Chancellery
Wednesday 10 May 2017 at 9am

PRESENT
Professor Eileen Baldry Academic Chair: UNSW Equity, Diversity & Inclusion Board
Professor Brian Boyle Deputy Vice-Chancellor, Enterprise
A/Professor David Cohen President, Academic Board
Mr Jason Coombs Director, Strategic Initiatives and Space Management
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
Professor Nicholas Fisk Deputy Vice-Chancellor, Research
Dr Rob Forage CEO, UNSW Global
Professor Michael Frater Rector, UNSW Canberra
Ms Elizabeth Grinston University Solicitor and General Counsel
Professor Peter Gunning Faculty of Medicine
Professor Ross Harley Dean, UNSW Art & Design
Professor Mark Hoffman Dean, Faculty of Engineering
Professor Ian Jacobs President and Vice-Chancellor (Chair)
Professor Emma Johnston Dean, Faculty of Science
Ms Jennie Lang Vice-President, Advancement
Professor Helen Lochhead Dean, UNSW Built Environment
Ms Shahina Mohammed Director of Operations & Int/External Liaison to the VC
A/Professor Grainne Moran Pro-Vice-Chancellor, Research Infrastructure
Ms Trish Mullins Director, Policy & Government Relations
Mr Peter Noble Chief of Staff and Vice-President
Mr Jon Paparsenos Vice-President, Philanthropy
Mr Laurie Pearcey Pro-Vice-Chancellor, International
Professor Laura Poole-Warren Pro-Vice-Chancellor, Research Training & Acting Pro-Vice-Chancellor, Research
Professor Chris Styles Dean, UNSW Business School
Mr Andrew Walters Vice-President, Finance & Operations
Mr David Ward Vice-President, Human Resources
Ms Catherine West Acting Director of Finance
Sci Professor George Williams Dean, Faculty of Law

APOLOGIES
Professor Geoff Crisp Pro-Vice-Chancellor, Education
Mr Grant Cura Director of Risk Management
A/Professor Jonathan Morris Acting Dean, Graduate Research
Mr Neil Morris Vice-President, Campus Life & Community Engagement
Professor Rodney Phillips Dean, Faculty of Medicine

IN ATTENDANCE
Mr Adam Janssen Senior Manager, Occupational Health and Safety
Mr Robert Kelly Director, Facilities Management
Mr Aaron Magner Director, UNSW Safety and Sustainability
Dr Tony Maniaty Senior Communications Advisor to the Vice-Chancellor
Mr Jeff Peers Facilities Management
Ms Fatima Velosa Senior Governance Officer (Minutes)
A: Procedural

1. Apologies
   The Committee noted the apologies listed above and welcomed Mr Peers to his first Level 1 HSE Committee meeting.

2. Minutes of the Previous Meeting: 22 March 2017
   The minutes of the meeting held on 22 March 2017 were confirmed as an accurate record.

B: Actions and business carried forward

3. Online reporting dashboard for HSE data
   The Committee noted that the transition from the manually produced Excel reporting to live online reporting had been completed. Mr Magner demonstrated the Dashboard to the members, advising that all the Committee members have access to it (Tableau Link and the login provided on page 10 of the Committee meeting pack). He welcomed feedback on the Dashboard from the Committee members.

   Mr Magner advised that it is proposed that the Level 2 HSE Committees be given a demonstration of the Dashboard, after which all the Level 1 Committee members will be contacted for feedback on, and refinement of, the Dashboard.

C: Standing Items

4. Significant Incidents
   The Committee discussed the report briefly, noting that requirements for ongoing health monitoring regarding the asbestos incident will be determined.

5. UNSW HSE Q1 Report
   The Committee noted the report provided (see item 3).

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

7. Matters Arising from Level 2 Committees
   Professor Hoffman reported concerns arising from a fire drill conducted about six weeks earlier, which had been reported immediately but not yet rectified a month later. Therefore, the Level 2 Committee requested that this be escalated to the Level 1 Committee. Mr Kelly advised he was aware of the concerns raised and was following up on having them rectified.

   **Action:** Mr Kelly to report back to the Level 1 Committee on why it took so long to rectify the recent concerns raised by the Level 2 Committee.

8. Health, Safety and Environment (HSE) Executive Update
   The Committee noted the update provided, with particular reference to the overall score of 99% for the UNSW workers’ compensation system from the Workers Compensation System Audit (see item 12). The Committee congratulated the UNSW team on their excellent work.

   The Committee noted the update provided.
10. **Status Update: Environmental Management Plan**
   The Committee noted the update provided.

   The Committee noted the report. Mr Magner advised that the Dashboard will include data from this report.

D:  **Correspondence**

12. **Inward**
   The Committee noted the following correspondence received, discussing item b in particular:
   a) Workers Compensation Audit Report
   b) Bartier Perry: Advice re “Journey” claims
      Mr Magner reported on the advice received from Bartier Perry Lawyers, in particular that a UNSW employee’s “place of employment” is the boundary of the University campus, which the Committee endorsed for the purposes of entitlement to compensation in relation to UNSW’s obligations under the workers’ compensation legislation to employees on UNSW campus grounds injured on the way to or from work.

      **Action:** The Committee requested regular monitoring of claims from injuries arising on an employee’s way to or from work within the University campus.

   c) NSW Health re Meningococcal
   d) NTEU to UNSW re Biolink

13. **Outward**
    a) UNSW to NTEU re Biolink

E:  **New Business**

14. **Any other business**
    The Committee noted that there is a large project under way on the waste management of non-hazardous waste as there have been changes to what is classified as hazardous in large environments such as university campuses – to be reported on at the next meeting.

There being no further business, the meeting closed at 9.40am.

Next meeting: Wednesday 9 August 2017 at 9am