LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)
COMMITTEE MINUTES
Council Chamber, the Chancellery
Wednesday 14 March 2018 at 9.15am

PRESENT
Mr Dan Beecham Chief Digital Officer
Professor Brian Boyle Deputy Vice-Chancellor, Enterprise
A/Professor David Cohen President, Academic Board
Professor Merlin Crossley Deputy Vice-Chancellor, Academic
Mr Warwick Dawson Director, Knowledge Exchange
Ms Fiona Docherty Vice-President, External Relations
Professor Susan Dodds Dean, Arts and Social Sciences
Dr Elizabeth Eastland Director, Entrepreneurship
Professor Michael Frater Rector, UNSW Canberra
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
Professor Anthony Kelleher Acting Dean, Faculty of Medicine
Professor Helen Lochhead Dean, UNSW Built Environment
Ms Shahina Mohamed Chief Operating Officer, President and Vice Chancellor's Office
A/Professor Grainne Moran Pro-Vice-Chancellor, Research Infrastructure
Mr Neil Morris Director, Student Life
Mr Russell Nelms Vice-President, Strategy & Quality
Mr Daniel Owens Executive Director, Research
Mr Jon Paparsenos Vice-President, Philanthropy
Mr Jeff Peers Executive Director, Estate Management
Professor Laura Poole-Warren Pro-Vice-Chancellor, Research Training & Dean of Graduate Research
Professor Leisa Sargent UNSW Business School
Professor Anne Simmons Pro-Vice-Chancellor, Academic Excellence
Mr Andrew Walters Vice-President, Finance and Operations
Mr David Ward Vice-President, Human Resources
Ms Catherine West Acting Chief Financial Officer
Sci Professor George Williams Dean, Faculty of Law

APOLOGIES
Professor Eileen Baldry Deputy Vice-Chancellor, Inclusion and Diversity
Mr Jason Coombs Director, Strategic Initiatives and Space Management
Professor Geoffrey Crisp Pro-Vice-Chancellor, Education
Professor Megan Davis Pro-Vice-Chancellor, Indigenous
Professor Ana Deletic Pro-Vice-Chancellor, Research
Professor Nicholas Fisk Deputy Vice-Chancellor, Research
Dr Rob Forage CEO, UNSW Global
Mr Darren Goodsir Chief Communications Officer
Ms Elizabeth Grinston University Solicitor and General Counsel
Ms Trish Mullins Director, Policy & Government Relations
Mr Laurie Pearcey Pro-Vice-Chancellor, International
Professor Chris Styles Dean, UNSW Business School

IN ATTENDANCE
Mr Adam Janssen Senior Manager, Occupational Health and Safety
Mr Aaron Magnier Director, UNSW Safety and Sustainability
Mr William Syddall Manager, Facilities Management
Ms Fatima Velosa Senior Governance Officer (Minutes)
A: Procedural

1. Apologies
   The Committee noted the apologies listed above and the Chair welcomed newly appointed Manager, Facilities Management, Mr Syddall.

2. Minutes of the Previous Meeting: 8 November 2017
   The minutes of the meeting held on 8 November 2017 were confirmed as an accurate record.

B: Actions and business carried forward

3. Faculty Workplace Change Impact on HSE
   The Committee noted the status of this item, as detailed in the update presented.

4. UNSW Wellbeing Plan Status
   The Committee noted the information provided under agenda items 12 and 16.

5. Security Data Verification
   The Committee noted the status of this item, as detailed in the update presented.

C: Standing Items

6. Significant Incidents
   The Committee noted the report on significant incidents, with particular reference to the items that have corrective actions ‘in progress’.

   The Committee discussed the communications challenges around the discovery of potentially hazardous materials (asbestos) at the old Biological Sciences Building construction site as staff first became aware of the discovery via the media, which had caused some anxiety among staff.

   Action: The Division of External Relations, Estate Management and the Chief Communications Officer (Mr Goodsir) to review and/or establish UNSW’s significant incident response process and protocol so that staff receive communication about such incidents from the University rather than the media.

7. HSE Report Dashboard Q1-Q4 2017
   The Committee discussed the annual report provided, noting that more information relevant to the Faculties is available via the online dashboard.

   Action: Mr Magner to follow up with Professor Dodds on the Faculty of Arts & Social Sciences data.

8. Matters Arising from Level 2 Committees
   8.1 Wellness program
   The Committee discussed whether there are additional resources to run the wellness program under the following circumstances:

   The University wellness program is highly reliant on staff volunteers (both academic and professional), but as a result of the operational excellence exercise, the capacity and/or willingness of staff to volunteer may currently be lower than usual.
Mr Magner advised that 25 wellbeing champions were enthusiastic and optimistic. A proposal for additional funding to support an enhanced workplace wellbeing program was being prepared.

**Action:** Mr Ward and Mr Magner to prepare a proposal for extra resourcing for an enhanced workplace wellbeing program that could operate across the University.

### 8.2 Hilmer Building

Professor Hoffman reported that he had been advised as follows:

- Many staff members have been moved in and out of the laboratory in the last 18 months, involving dangerous activities.

The Committee noted the recent appointment of Mr Rick Minter, Manager, Security and Traffic Management (emergency and major incidents).

**Action:** Mr Minter to investigate the high traffic in the Hilmer Building laboratory and refer the matter to the Building Warden.

### 9. Safety and Wellbeing: Executive Team Update

The Committee noted the update provided.


The Committee noted the status update on the health and safety plan.

### 11. Environmental Management Plan Status

The Committee noted the annual status update provided and the following update on a query about increased theft on campus:

- Although there had been a slight increase in theft on campus in 2017, theft was decreasing on campus and UNSW had lower rates of theft compared to other universities.

### 12. UNSW Wellbeing Report

The Committee noted the following (in conjunction with agenda item 16):

- Information provided by Benestar (rebranded EPA), which promises to step ‘beyond EAP to provide a holistic approach to health and wellbeing’.
- Benestar’s new direction recognises a growing shift in the workplace towards a more proactive approach to health and wellbeing as there is a clear link between good health and great performance.
- More communications will be released in due course.


The Committee noted the report on security and traffic management.

### D: Correspondence

The Committee noted the following correspondence received by the University:

14. **Inward**

   a) SafeWork NSW Incident – No. 1-378331
   b) Certificate: ACT Minister for Safety and Workplace Relations

15. **Outward**

   Nil

### E: New Business
16. **UNSW Wellbeing Strategy and 2018 Plan** (see agenda item 12)

Mr Magner sought feedback from the Committee on the draft Workplace Wellbeing Strategy provided, including the proposed four pillars, based on the outcomes of a workshop held with the relevant champions who endorsed a wellbeing strategy. He noted that reference to the students should be included as the framework may also be relevant to student wellbeing, although Australian universities have not had an integrated approach to staff and student wellbeing (as in the UK). The Committee approved the Workplace Wellbeing Strategy and the 2018 Workplace Wellbeing Plan.

17. **Any other business**

There was no business without notice.

There being no further business, the meeting closed at 10am.

Next meeting: Wednesday 16 May 2018 at 9am in the Council Chamber, the Chancellery
## 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>14 March 2018</td>
<td><strong>Incident Response Communication Procedure</strong></td>
<td>JP/AM</td>
<td>Incident Response Communication Procedure under development by Emergency Manager Rick Minter in consultation with relevant parties.</td>
<td>Q2 2018</td>
</tr>
<tr>
<td></td>
<td>The Division of External Relations, Estate Management and the Chief Communications Officer, Mr Goodsir, to review and/or establish UNSW’s significant incident response process and protocol so that staff receive communication about such incidents from the University rather than the media.</td>
<td></td>
<td><strong>In Progress</strong></td>
<td></td>
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<tr>
<td>14 March 2018</td>
<td><strong>UNSW HSE Reporting Reporting Dashboard</strong></td>
<td>AM</td>
<td>Safety and Wellbeing office are working with the University UNSW Planning &amp; Performance to ensure the Health Safety and Environment Reporting (Tableau) dashboard is distributed to all Faculties and Divisions.</td>
<td>Q3 2018</td>
</tr>
<tr>
<td></td>
<td>Mr Magner to initiate improved HSE reporting for the Faculty of Arts and Social Sciences and follow up with Professor Dodds.</td>
<td></td>
<td><strong>In Progress</strong></td>
<td></td>
</tr>
<tr>
<td>14 March 2018</td>
<td><strong>Workplace Wellbeing Resources and Funding</strong></td>
<td>AM</td>
<td>Business case has been developed and preliminary submission with VP Human Resources, and VP Finance and Operations.</td>
<td>Q2 2018</td>
</tr>
<tr>
<td></td>
<td>Mr Ward and Mr Magner to prepare a proposal for extra resourcing for an enhanced workplace wellbeing program that could operate across the University.</td>
<td></td>
<td><strong>In Progress</strong></td>
<td></td>
</tr>
<tr>
<td>14 March 2018</td>
<td><strong>Hilmer Building Emergency Evacuation</strong></td>
<td>JP</td>
<td>The recently appointed Emergency and Major Incident Manager has commenced a review of all building warden requirements and emergency team staffing levels. A Chief Warden has been appointed for the Hilmer Building and successful building drill occurred on 15 March 2018.</td>
<td>Q2 2018</td>
</tr>
<tr>
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<td>Mr Minter to investigate the high traffic in the Hilmer Building laboratory and refer the matter to the Building Warden.</td>
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