LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT COMMITTEE
MINUTES
Council Chamber, The Chancellery
Wednesday 15 June 2016 at 9.30am

PRESENT
Professor Eileen Baldry  Academic Chair: UNSW Equity, Diversity & Inclusion Board
Professor Brian Boyle  Acting Deputy Vice-Chancellor, Research
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 & Social Sciences
Professor Les Field  Senior Deputy Vice-Chancellor
Dr Rob Forage  CEO, UNSW Global
Professor Michael Frater  Rector, UNSW Canberra
Ms Elizabeth Grinston  University Solicitor and General Counsel
Professor Mark Hoffman  Dean, Faculty of Engineering
Professor Ian Jacobs  President and Vice-Chancellor (Chair)
Ms Jennie Lang  Vice-President, Advancement
Professor Peter Lovibond  Acting Dean, Faculty of Science
Ms Shahina Mohammed  Director of Operations & Int/External Liaison to the Director
A/Professor Grainne Moran  Pro-Vice-Chancellor, Research Infrastructure
Mr Neil Morris  Vice-President, Campus Life & Community Engagement
Mr Peter Noble  Chief of Staff and Vice-President
Mr Jon Paparsenos  Vice-President, Philanthropy
Professor Rodney Phillips  Dean, Faculty of Medicine
Professor Laura Poole-Warren  Pro-Vice-Chancellor, Research Training
Professor Prem Ramburuth  President, Academic Board
Professor Chris Styles  Dean, UNSW Business School
Mr Andrew Walters  Vice-President, Finance and Operations
Mr David Ward  Vice-President, Human Resources
Professor George Williams  Dean, Faculty of Law

APOLOGIES
Professor Ross Harley  Dean, UNSW Art & Design
Professor Helen Lochhead  Dean, UNSW Built Environment
Mr Stephen Rees  Director of Finance
Professor Emma Johnston  Pro-Vice-Chancellor, Research

IN ATTENDANCE
Mr James Fitzgibbon  Director of Governance
Mr Shane Griffin  2025 Strategy Office
Mr Robert Kelly  Director, Facilities Management
Mr Aaron Magner  Director, UNSW Safety and Sustainability
Ms Kate Morton  Director, 2025 Strategy Office
Professor Alan Peters  Deputy Dean, Built Environment
Ms Fatima Velosa  Senior Governance Officer, Governance (Minutes)
A: Procedural

1. Apologies
   The Committee noted the apologies listed above.

2. Minutes of Previous Meeting: 30 March 2016
   The minutes of the meeting held on 30 March 2016 were confirmed as an accurate record.

B: Actions and business carried forward

3. WHS Due Diligence Training for Council
   The Committee noted WHS due diligence training was provided to University Council members on 14 June 2016. The focus was on Council members’ duties and responsibilities under the Work Health and Safety Act.

4. WHS Due Diligence Training for L2 HSE Committees
   **Action:** WHS Due Diligence training for Faculty/Divisional L2 Health Safety and Environment Committee members to take place by the next Level 1 meeting (1 September 2016) with confirmation of such completion to be provided to next Level 1 meeting.

5. SafeWork NSW Audit
   The Committee noted the report provided, with particular reference to the following:
   - The four-day SafeWork NSW Self-Insurance audit was completed on 15 April 2016. UNSW passed the audit with a compliance score of 90.9% for Management Responsibility and 90.9% for Risk Management, an improvement on the last audit. This is an excellent outcome and evidence of UNSW’s operational effectiveness and efficiency in health and safety.

   The Vice Chancellor congratulated and thanked everyone who helped UNSW to achieve this outcome.

   The Committee noted that the UNSW Health, Safety and Environment Office will provide regular updates to ET/Level 1 Health, Safety and Environment Committee on the completion of the agreed actions arising from the audit.

C: Standing Items

6. Significant Incidents
   The Committee noted the report provided.

7. HSE KPI Scorecard
   The Committee noted the Strategic Performance Indicator Scorecard.

8. Matters Arising from Level 2 HSE Committees
   Nil

9. HSE Executive Update
   The Committee noted the update provided.

    The Committee noted the Work Health and Safety Plan 2016-2018 provided.
The Committee noted the update.

**D: Correspondence**

12. **Inward – 4 Items**
The Committee noted the correspondence received.

13. **Outward – 1 Item**
The Committee noted the correspondence sent by the University.

**E: New Business**

14. **Strategy Office Review of HSE Function**
The Committee noted the information provided to the Strategy Office as part of the review of the HSE Function.

**Student Safety and Wellbeing**
Professor Baldry asked about how student welfare and safety issues were managed and the governance structure for student safety and wellbeing.

Mr Morris advised that a new Level 2 Student Safety and Wellbeing Committee was to be established that would report to the Level 1 HSE Committee. Terms of reference, including representation from students, have been prepared and relevant stakeholders are being engaged. Mr Magner advised that an update regarding the establishment of a Level 2 Student Safety and Wellbeing Committee would be provided to the next Level 1 meeting.

15. **Any other business**

**Smoke Free Campus Policy**
The Committee discussed the challenges in enforcing the smoking ban on campus. It was noted that as there is no capacity to enforce the policy, additional signs could be placed appropriately on campus and brochures could be handed out wherever possible. Committee members were asked to remind colleagues in Faculty and Divisional meetings that the entire University campus is a smoke-free environment.

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

Next meeting: Thursday 1 September 2016 at 9am.