LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)  
COMMITTEE MINUTES  
Council Chamber, the Chancellery  
Wednesday 16 May 2018 at 9.15am

PRESENT
Professor Eileen Baldry  
Deputy Vice-Chancellor, Inclusion and Diversity  
Professor Brian Boyle  
Deputy Vice-Chancellor, Enterprise  
A/Professor David Cohen  
President, Academic Board  
Mr Jason Coombs  
Director, Strategic Initiatives and Space Management  
Professor Geoffrey Crisp  
Pro-Vice-Chancellor, Education  
Professor Merlin Crossley  
Deputy Vice-Chancellor, Academic  
Professor Megan Davis  
Pro-Vice-Chancellor, Indigenous  
Mr Warwick Dawson  
Director, Knowledge Exchange  
Professor Ana Deletic  
Pro-Vice-Chancellor, Research  
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  
Mr Shane Griffin  
2025 Strategy Portfolio Lead: Students  
Ms Elizabeth Grinston  
University Solicitor and General Counsel  
Professor Ross Harley  
Dean, UNSW Art & Design  
Professor Mark Hoffman  
Dean, Faculty of Engineering  
Professor Ian Jacobs  
President and Vice-Chancellor (Chair)  
Professor Simon Kilcross  
Faculty of Science  
Professor Helen Lochhead  
Dean, UNSW Built Environment  
Ms Shahina Mohamed  
Chief Operating Officer, President and Vice Chancellor's Office  
Mr Neil Morris  
Director, Student Life  
Mr Richard Morton  
Chief Financial Officer  
Mr Russell Nelms  
Vice-President, Strategy & Quality  
Mr Jon Paparsenos  
Vice-President, Philanthropy  
Mr Laurie Pearcey  
Pro-Vice-Chancellor, International  
Mr Jeff Peers  
Executive Director, Estate Management  
Professor Rodney Phillips  
Dean, Medicine  
Professor Laura Poole-Warren  
Pro-Vice-Chancellor, Research Training & Dean of Graduate Research  
Professor Anne Simmons  
Pro-Vice-Chancellor, Academic Excellence  
Professor Chris Styles  
Dean, UNSW Business School  
Mr Andrew Walters  
Vice-President, Finance and Operations  
Mr David Ward  
Vice-President, Human Resources  
Sci Professor George Williams  
Dean, Faculty of Law

APOLOGIES
Mr Dan Beecham  
Chief Digital Officer  
Professor Nicholas Fisk  
Deputy Vice-Chancellor, Research  
Dr Rob Forage  
CEO, UNSW Global  
Mr Darren Goodsr  
Chief Communications Officer  
Professor Emma Johnston  
Dean, Faculty of Science  
A/Professor Grainne Moran  
Pro-Vice-Chancellor, Research Infrastructure  
Ms Trish Mullins  
Director, Policy & Government Relations  
Mr Daniel Owens  
Executive Director, Research
Level 1 Health, Safety and Environment Committee
16 May 2018

IN ATTENDANCE
Mr Grant Cura Director of Risk Management
Mr Adam Janssen Senior Manager, Occupational Health and Safety
Mr Aaron Magner Director, UNSW Safety and Wellbeing
Mr William Syddall Manager, Facilities Management
Ms Fatima Velosa Senior Governance Officer (Minutes)

For convenience, items were taken out of agenda order.

A: Procedural

1. Apologies
The Committee noted the apologies listed above and the Chair welcomed Mr Morton who was attending his first Level 1 HSE meeting as the new Chief Financial Officer (CFO) at UNSW.

2. Minutes of the Previous Meeting: 14 March 2018
The minutes of the meeting held on 14 March 2018 were confirmed as an accurate record.

B: Actions and business carried forward

3. HSE and Wellbeing Reporting Dashboard
The Committee noted that improved HSE reporting had been initiated and follow-up actions completed.

4. Incident Response Communication Procedure
The Committee noted that the Incident Response Communication Procedure was under development by Emergency and Major Incident Manager, Mr Rick Minter, in consultation with relevant parties.

5. Workplace Wellbeing Program Funding
The Committee noted that a business case had been developed and submitted to the Vice-President, Human Resources and the Vice-President, Finance and Operations.

6. Hilmer Building Emergency Evacuation
The Committee noted that a Chief Warden had been appointed for the Hilmer Building and that a successful building drill had taken place on 15 March 2018.

C: Standing Items

7. Significant Incidents
The Committee discussed the significant incidents report of Q1 2018, noting that appropriate corrective actions had been taken.

8. Safety and Wellbeing Dashboard Q1 2018
The Committee discussed the Health, Safety and Environment Q1 2018 report, noting that the online dashboard is available to all Executive Team members.

Action: Mr Magner to provide more information in relation to UNSW’s liability to pay compensation to employee arising from a slip, trip and fall incident that resulted in a $57k worker compensation claim.

The Committee noted that every time there is a fall as a result of a slip and trip, the surface where an incident has occurred and been reported is investigated.

Action: Mr Magner to arrange for an investigation of the pavement outside the Red Centre where a fall has been reported. The surface has been patched but the trip hazard does not seem to have been eliminated.
9. Matters Arising from Level 2 Committees
Nil.

10. HSE Executive Update
The Committee discussed the Executive Team update provided, with particular reference to the following:
   a) UNSW has been assessed as a ‘top tier’ and ‘exemplary’ self-insurer for workers compensation management by the NSW Government State Insurance Regulatory Authority (SIRA) (see agenda item 15).
   b) Mr Syddall and relevant parties are working on a new UNSW Environmental Sustainability strategy and implementation plan as per the timeframes provided. The planning phase is complete and consultation activities will begin before the end of May 2018.

11. Health and Safety Plan 2016-2018 Status
The Committee discussed the status update on the UNSW health and safety plan – as per the completion of planned actions as at 11 May 2018.

Action: Mr Magner to liaise with the Office of the Deputy Vice-Chancellor, Inclusion & Diversity to ensure that the online training of contractors includes sexual misconduct training and/or links to relevant sexual misconduct training resources.

12. Environment Sustainability Strategy Plan
The Committee discussed the environmental sustainability strategy planning provided and supported it as an important exercise.

13. Workplace Wellbeing Update
The Committee discussed the update on wellbeing initiatives and activities at UNSW for the Q1 2018 period as well as the report on Workplace Wellness within Australian Universities.

The Committee discussed the security and traffic management report – January to March 2018 – specifically that there had been a decrease in overall incidents compared to the same period in 2017.

D: Correspondence
The Committee noted the following correspondence received by the University:

15. Inward
   a) State Insurance Regulatory Authority (SIRA) re UNSW awarded Top Tier

16. Outward – Nil

E: New Business

17. Any other business
There was no business without notice.

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

Next meeting: Thursday 20 September 2018 at 9.30am in the Council Chamber, the Chancellery