

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 Killcross	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 Goodsir	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.

14. Security Management Report

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