

SENIOR LEADERSHIP TEAM HSE LEVEL 1 COMMITTEE

Outcomes of 19 November 2020 Meeting 10.00 am – 10.45 am

CONFIDENTIAL TO SLT MEMBERS ONLY



Members: Eliathamby Ambikairajah, Claire Annesley, Eileen Baldry, Merlin Crossley, Nicholas Fisk, Stephen Foster, Michael Frater, Ian Jacobs, Emma Johnston, Andrew Lynch, Sarafina Mohamed, Vlado Perkovic, Anne Simmons, Chris Styles, Andrew Walters, George Williams.

Apologies: Fiona Docherty

Attending: Mark Smith (Secretary), Trudy Devitre, Alecia Ford, Adam Janssen, Jeff Peers, William Syddall

#	Discussion and Decisions	Actions	Due*	Owner	Status
A	Procedural Matters				
1.	Welcome and Apologies The Vice-Chancellor welcomed all members and attendees to the final SLT HSE meeting for 2020.				
2.	Minutes and actions of previous meeting held on 27 August 2020 SLT HSE Level 1 approved the minutes of the previous meeting held on 27 August 2020.				
3.	Action Points from Previous Meeting SLT noted there were no action points from previous meetings.				
B	HSE Level 1 Reports				
4.	Health Safety and Environment Executive Update SLT HSE Level 1 received and noted the Health Safety and Environment Executive Update. Ms Devitre highlighted the following items: <ul style="list-style-type: none"> the monitoring of the emerging injury claims relating to psychological stress and ergonomics – SLT noted that Ms Devitre 				

* Due date is end of month, unless otherwise stated

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	<p>and the Safety team were working with HR to address these matters through a range of preventative activities, including data collection in the way staff set-up their work environment at home;</p> <ul style="list-style-type: none"> during Quarter 4, 2020 the Safety team would be reviewing and updating the Safety and Workers Compensation 2021 Strategy; and the alignment of student and staff mental health strategies – SLT noted that the Safety team would be working with both the Health Services and HR to leverage resources to support students and staff. <p>SLT discussed:</p> <ul style="list-style-type: none"> the Top 5 Workers Compensation Claims – Ms Ford updated SLT on the claims, noting that the highest claims were from staff not coping with the Workplace Change process; the reviewing of the complaints systems and processes – Ms Ford advised SLT that work would be undertaken to review the Complaints Policy to ensure it was fit-for-purpose which would assist staff if they were considering lodging a complaint; the Benestar report and the Top 5 Presenting Issues – Ms Devitre highlighted to SLT the rise in mental health and work role change for this period which had lead to the rise in psychological stress claims. SLT agreed that it was important to keep a watching brief on the Top 5 Presenting Issues in particular mental health and work role change. <p>The Vice-Chancellor thanked Ms Devitre for the report.</p>				
5.	<p>Environmental Sustainability Update</p> <p>SLT HSE Level 1 received and noted the Environmental Sustainability Executive Update.</p> <p>Mr Syddall highlighted the following items:</p> <ul style="list-style-type: none"> the development of the Net Zero Emissions Strategy and the connection to the electricity grid of the University's Sunraysia Solar Farm by the end of 2020; 				

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	<ul style="list-style-type: none"> the development of the new furniture reuse portal OpenCart which would provide staff with access to the current recycled furniture in stock – SLT discussed whether it was possible to extend the furniture usage for staff to use University furniture at home. Mr Syddall advised that under the current policy staff were not allowed to remove furniture from the campus. Mr Peers advised SLT that Estate Management would take this matter on notice and report back at a future meeting whether staff could utilise University furniture in their homes [Matters arising]; the development of a communications campaign regarding the new waste recycling the University would implement in 2021 including compostable waste and drink container bins across the Kensington and Paddington campuses; and the review of the UNSW Travel Policy and Procedures to align it with the UNSW Science Sustainable Travel Policy. <p>The Vice-Chancellor thanked Mr Syddall for the report.</p>	Review of policy to ascertain whether staff could remove furniture from University to use in their 'home office'.	Q1, 2021	J Peers and W Syddall	●
6.	<p>Security and Traffic Executive Update</p> <p>SLT HSE Level 1 received and noted the Security and Traffic Committee Report Q3 2020.</p> <p>Mr Peers highlighted the following items:</p> <ul style="list-style-type: none"> fraud and scams were still a major issue for the University, SLT noted that Campus Security were meeting with students, in particular international students to increase their knowledge about fraud and scams; the significant fall across other categories given COVID-19 and the restriction for accessing the various campuses; and the work undertaken by Campus Security, in particular the Distancing Compliance Officers in ensuring physical distancing was maintained across the various campuses. Professor Simmons commended the work done by the Distancing Compliance Officers and reminded SLT members that it was everyone's responsibility to 				

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	<p>ensure staff and students maintained the physical distancing measures.</p> <p>The Vice-Chancellor thanked Mr Peers for the report.</p>				
7.	<p>Agenda and Minutes from Level 2 Committee</p> <p>There was no report from the Level 2 Committee for this meeting.</p>				
8.	<p>Correspondence</p> <p>SLT HSE Level 1 received and noted the correspondence.</p>				
C	Items for Noting				
9.	<p>Significant Incidents (Q3 2020)</p> <p>SLT HSE Level 1 received and noted the Significant Incidents Report – Q3 2020.</p> <p>Ms Devitre highlighted the incident in the School of Chemistry. SLT agreed that the student supervision in labs was critical, this included ensuring students and staff correctly labelled bottles and the removal of all chemicals that were old or not in use for current experiments. SLT noted that the Faculties of Science and Engineering would work with the Estate Management and Safety teams offline to ensure compliance with all safety regulations.</p>				
10.	<p>HSE Reporting Dashboard (Q3 2020)</p> <p>SLT HSE Level 1 received and noted the Safety and Wellbeing Q3 2020 Report.</p>				
11.	<p>UNSW Workplace Wellbeing Program Update</p> <p>SLT HSE Level 1 received and noted the UNSW Wellbeing Program Update.</p>				
D	Other business				
12.	Any other business				

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	<p>The Vice-Chancellor took the opportunity to thank all members and attendees for the outstanding work and commitment to the University's wellbeing throughout 2020.</p> <p>There was no further business for this meeting.</p>				

ACTIONS

IN PROGRESS

Date	Actions	Due*	Responsible	Status/Issues
19/11/20	Environmental Sustainability Update: Review of policy to ascertain whether staff could remove furniture from University to use in their 'home office'.	Q1, 2021	J Peers and W Syddall	●

COMPLETED

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