

SENIOR LEADERSHIP TEAM HSE LEVEL 1 COMMITTEE

Outcomes of 20 February 2020 Meeting 10.00 am – 10.45 am

CONFIDENTIAL TO SLT MEMBERS ONLY



Members: Ian Jacobs (Chair), Claire Annesley, Eliathamby Ambikairajah, Eileen Baldry, Merlin Crossley, Fiona Docherty, Sean Emery, Nick Fisk, Stephen Foster, Ross Harley, Emma Johnston, Helen Lochhead, Shahina Mohamed, Jon Paparsenos, Michael Frater, Mark Uncles, Andrew Walters, David Ward, George Williams.

Apologies: Vlado Perkovic (Sean Emery to attend), Chris Styles (Mark Uncles to attend)

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

#	Discussion and Decisions	Actions	Due*	Owner	Status
A	Procedural Matters				
1.	Welcome and Apologies VC welcomed all members to the meeting and accepted apologies from Professors Perkovic and Styles.				
2.	Minutes and actions of previous meeting held on 13 November 2019 SLT HSE Level 1 approved the minutes of the previous meeting held on 13 November 2019.				
3.	Action Points from Previous Meeting Mr Magner provided an update on the following matters: <ul style="list-style-type: none"> the Procurement Portal and Library CCTV camera was complete; the MakerSpaces risk workshop would be occurring in March 2020, SLT would receive an update on the progress of the workshops at the May 2020 meeting; and 				

* Due date is end of month, unless otherwise stated

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	<ul style="list-style-type: none"> Council and Management Board had undertaken WHS due diligence refresher training, SLT noted that training for the remaining senior leaders of the University would be done in 2020. 				
B	HSE Level 1 Reports				
4.	<p>Health Safety and Environment Executive Update</p> <p>The Committee received and noted the Health Safety and Environment Executive Update.</p> <p>Mr Magner highlighted the following items:</p> <ul style="list-style-type: none"> the University's response to COVID-19 – SLT noted the University: <ul style="list-style-type: none"> ➤ was liaising with public health officials to ensure regular dissemination of information to staff and students, ➤ ensured its EAP provider was able to assist staff and students who may feel anxious during this period of time, and ➤ updated its cleaning measures across the various campuses; the University was considering the development of new safety measures during periods of hazardous air quality that was seen during the NSW bushfire season; and SafeWork Australia was evaluating potential changes to workplace exposure standard for Formaldehyde – SLT noted that Mr Magner would provide further updates on this matter if and when required. 				
5.	<p>Environmental Sustainability Update</p> <p>The Committee received and noted the Environmental Sustainability Executive Update.</p> <p>Mr Syddall highlighted the following items:</p> <ul style="list-style-type: none"> the new solar PV systems installed across the University; the installation of the first secure bike parking station on the Kensington campus; the development of a plan to reduce and potentially eliminate single-use plastic utensils from food retail outlets; and 				

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	<ul style="list-style-type: none"> the progress of the Solar Power Purchase Agreement – SLT noted the solar farm was complete, however there was a delay in connecting the farm to the grid due to grid capacity. Mr Syddall would keep SLT informed as to the progress of this matter. 				
6.	<p>Security and Traffic Executive Update</p> <p>The Committee received and noted the Security and Traffic Management – 2019 Year End Report.</p> <p>Mr Peers highlighted the following items:</p> <ul style="list-style-type: none"> the total reported incidents for 2018 -v- 2019 and the trend over the four year period from 2016 to 2019 – Mr Peers informed SLT of the usefulness of the four year data as it highlighted areas for the University to focus its resources; the development of awareness campaigns; and the meetings held between Campus Security and the various student organisations to increase student knowledge on ways to stay safe both on and off campus. 				
7.	<p>Agenda and Minutes from Level 2 Committee</p> <p>The Committee received and noted the agenda and minutes from the 13 February 2020 meeting of the Level 2 Committee.</p> <p>Mr Magner highlighted the Level 2 Committee's discussion regarding the Anzac Parade Pedestrian Crossing.</p>				
8.	<p>Correspondence</p> <p>The Committee received and noted the correspondence.</p> <p>Mr Magner highlighted the correspondence to the Minister for Transport and Roads regarding pedestrian safety and the increased pedestrian movements once the Light Rail commenced transporting people down Anzac Avenue. SLT noted that the Transport Department would be reducing speed limits around the Light Rail and engage staff to promote safety, including pedestrian safety, around the Light Rail.</p>				

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C	Items for Noting				
9.	Significant Incidents (Q4 2019) The Committee received and noted the Significant Incidents Report – Q4 2019.				
10.	HSE Reporting Dashboard (Q4 2019) The Committee received and noted the Safety, Wellbeing and Security Annual 2019 Report. Mr Magner highlighted the reduction in workers compensation claims which could indicate that staff were more aware of safe work practices. SLT discussed the HSE Mandatory Online Training completion rates of 83%. Mr Magner urged SLT to liaise with their leadership team and Faculty staff to encourage them to complete the HSE training.				
11.	UNSW Wellbeing Plan and Report (Q4 2019) The Committee received and noted the UNSW Wellbeing Program Update.				
D	Other business				
12.	Any other business <i>Item 1: Student Mental Health</i> SLT discussed the need for students to access mental health support given the recent bushfires and COVID-19. Mr Magner informed SLT that the EAP was for staff and CAPS was the primary provider for students. SLT noted demand for CAPS was high with limited capacity and discussed the core role of the University in relation to mental health. SLT agreed the University should obtain a quote from the EAP provider regarding the potential for covering students at peak points in time such as exams or crisis events.	Obtain a quote from EAP provider regarding additional coverage for students	21/5/20	A Magner	●

ACTIONS

IN PROGRESS

Date	Actions	Due*	Responsible	Status/Issues
11/9/19 20/2/20	Item 3 Action points from previous meeting: Risk Management Director (Trudy Devitre) to undertake a risk workshop and develop a risk appetite statement for student MakerSpaces and report back to committee.	May 2020	T Devitre	● A risk workshop, originally scheduled for mid-March 2020 but postponed due to COVID-19, was held on 13 May 2020 with key representatives from the Faculty of Engineering, Faculty of Art & Design, Faculty of the Built Environment, the Michael Crouch Innovation Centre, Estate Management and Health and Safety to identify enterprise risks for the operation of the workshop. The outcomes are currently being drafted. A revised University-wide risk appetite statement is also being developed in consultation with key stakeholders. This is likely to include elements related to safety, innovation and entrepreneurship.

COMPLETED

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20/2/20	Item 12 Other business – Student Mental Health: Obtain a quote from EAP provider regarding additional coverage for students.	May 2020	A Magner	● Benestar, UNSW's EAP provider, has given indicative pricing and pricing methodology to offer all UNSW students psychological counselling support service similar to the EAP. Based on a utilisation rate of 5% for all UNSW students (based on the utilisation rate for

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				UNSW staff) the additional cost to UNSW would be approximately \$1.4m per annum.
11/9/19	Procurement Portal to be modified to better manage the availability to purchase hazardous materials	Dec 2019	Procurement A Magner	● Following significant investment in CCTV cameras in the Library over the last 2 years, further cameras will be installed in 2020 and together with a trial of facial recognition software, this is expected to increase the deterrence and security against opportunist thieves.
11/9/19	Council and Management Board to undertake the WHS due diligence training in Q1 2020 with refresher training for remaining UNSW senior leaders to be held in 2020	March 2020	A Magner	● Refresher WHS officer due diligence training provided to University Council on 17 February 2020. This training will also be provided to Level 1 and Level 2 HSE Committees through Q1-Q2 2020.