

## PRESENT

Professor Ian Jacobs	President and Vice-Chancellor
Professor Iain Martin	Vice-President & Deputy Vice-Chancellor (Academic)
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Peter Smith	Dean, UNSW Medicine
Professor Merlin Crossley	Dean, Faculty of Science
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students)
Professor Mark Hoffman	Dean, Engineering
Mr Peter Noble	Chief of Staff and Vice-President
Ms Jennie Lang	Vice-President, Advancement
Professor Alec Tzannes	Dean, Faculty of the Built Environment
Professor David Dixon	Dean, Faculty of Law
Professor Ross Harley	Dean, Faculty of Art and Design
Professor Peter Lovibond	Senior Associate Dean, Science
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor Michael Frater	Rector, UNSW Canberra
Mr Stephen Rees	Finance and Operations
Professor Prem Ramburuth	President of the Academic Board
Ms Fiona Docherty	Pro-Vice-Chancellor (International)
Mr Neil Morris	Vice-President, Campus Life and Community Engagement
Professor Chris Styles	Dean, Australian School of Business
Dr Rob Forage	CEO, UNSW Global
Mr Barry Munns	Director Risk & Internal Audit
Mr David Ward	Vice-President Human Resources
Ms Elizabeth Grinston	General Counsel/UNSW Solicitor

## APOLOGIES

### IN ATTENDANCE

Mr Aaron Magner	Director, UNSW Safety and Sustainability
Mr Robert Kelly	Director, Facilities Management
Mr Adam Janssen	Senior Manager, Health Safety and Environment
Ms Martina Lavin	Meeting minute taker

### WELCOME AND APOLOGIES

Professor Ian Jacobs chaired the meeting. No apologies were received.

#### 1. Minutes Of The Previous Meeting

The minutes from the previous meeting 4 March 2015 were accepted.

#### Actions arising from the previous meeting

#### 2. Fowlers Gap Asbestos Management Update

At its March 2015 meeting, the committee requested confirmation that UNSW is doing all that is reasonably practicable in relation to managing asbestos at the Fowlers Gap research station. The independent consultant group 'Greencap', an Australian leader in integrated risk management and compliance, were asked to perform a follow-up review of activities already undertaken at the site. Action already taken includes: the asbestos containing material indicated on the asbestos register as 'requiring removal' has already been removed, fences to prevent access to the exclusion zone have been erected and staff have received training in asbestos identification. Greencap has assured UNSW that it is doing all that is reasonably practicable in relation to this issue.

#### 3. Work Health and Safety Training

Due Diligence Training for Level 1 WHS committee members and UNSW Council will be scheduled when the new management structure has been finalised. The IT upgrade to the HR system will assist with the process for managing and reporting of the mandatory WHS training for all new staff and is scheduled for completion in early October. Mr Ward will provide an update regarding training and health, safety and environmental reporting features of the updated HR system to the Level 1 HSE Committee.

**Action: Details of due diligence training will be provided at next committee meeting.  
Mr Ward to provide update on new HR system.**

#### 4. Slips Trips and Falls mapping report

A report providing an analysis of Slips Trips and Falls incidents from 2006 to 2014 was provided to the committee. Six key contributing factors were: stairs, slippery paths, uneven surfaces, wet internal floors, walking without undue attention and inappropriate footwear. There were three notable footpaths accounting for incidents and a number of buildings accounting for stairwell incidents. The recommendations arising out of the analysis as well as responsible authority and due date for corrective actions were included in the report. It was acknowledged that incidents attributed to personal behaviour would be difficult to eliminate but an education campaign would assist in raising awareness.

#### 5. Contractor Management

Mr Magner reported that a business case is currently being prepared in consultation with Strategic Procurement, FM, IT and DVC Research to develop/purchase an electronic system for managing contractors. It is anticipated that the system would be relevant for all of UNSW business units who engage contractors.

**Action: Report on outcome of business case for contractor management system at committee meeting when details finalised.**

#### 6. Significant Incidents

A report of the four significant incidents that had occurred since the last committee meeting was tabled. The incidents were: student injury while transporting a barbeque; damage caused to a high voltage line during excavation works at gate 11; wall mounted air conditioning unit caught fire; and incorrect classification of an imported chemical by overseas supplier. Details of the corrective action taken for each incident were included in the report.

#### 7. Health Safety & Environment Management Data: 2015 Quarter 1 report

- The number of incidents reported continues to show a downward trend in line with increased hazard reporting.
- Workers compensation claims for Q1 2015 (11) show ~35% decrease from Q1 2014 (17).
- Lost time Injury Frequency Rate target of 2.5 for 2015 is on track based on Q1 2015 stats.
- Corrective action completion rates are above 80% for all areas and above 90% for 14 out of 16 areas.
- Mandatory training completion rates still need improvement in most areas. Achieving better compliance should be assisted by new HR upgrade discussed at item 3.

Professor Jacobs requested that the quarter statistics be compared to the same quarter for the previous years for clarity.

In relation to the question about how UNSW's data compares to other universities, Mr Magner reported that historical comparisons is difficult due to the difference in reporting criteria for each organisation and definition used in each jurisdiction. It was believed that the engagement of an external resource to conduct an independent analysis of data for all organisations would be worthwhile.

**Action: Modify the reporting to enable more accurate comparison with quarterly data.  
Ask Go8 to consider external review of WHS data to allow benchmarking.**

#### 8. Matters arising from Level 2 HSE committees

Professor Tzannes raised the issue of repeated flooding in various areas of the red centre following rain. The ad-hoc maintenance that occurs to address each event is insufficient and the necessity to close off the flooded fire stairs following the most recent bout of wet weather is unacceptable. Professor Tzannes requested a more comprehensive review and redesign to address this ongoing issue.

Professor Jacobs requested an urgent risk assessment be undertaken to identify both the immediate remediation and the longer term solution including identification of the most appropriate action to take when the fire-stairs get flooded. He requested that the risk assessment be presented within 7 days of the committee meeting.

**Action: UNSW Health and Safety and FM to undertake an urgent risk assessment to identify action to address flooding in the red centre, report to be provided within 7 days.**

## **9. Health Safety and Environment Executive Report**

Mr Wagner spoke to the Executive HSE Report which was included with the agenda papers. Subject matters covered in the report included: Workers Compensation Audit, Internal Health and Safety Audits, Global Corporate Challenge, UNSW 2015 Influenza Clinic, Campus After Dark Safety Walk, New Smart Phone App: StaySafe@UNSW and UNSW Health and Safety personnel changes.

## **10. Work Health and Safety Plan 2013-2015 Status Update**

- Objective 1 - Manage high risk activities: A status update on the five high-risk WHS projects (Fieldwork, Hazardous Materials, Plant, Contractor management and Traffic & pedestrian safety) was tabled. All projects are on target to be finalised by December 2015.
- Objective 2 - LTIFR reduction: Original target was for LTIFR of 2.5 by end of 2015. The ambitious stretched target set in January 2014 (after a successful 2013) will not be reached so original target is being reinstated.
- Objective 3 – Improve WHS management systems: The SafeSys system for managing health and safety documentation is being progressively rolled out across UNSW and is on target to be rolled out to all work units by end of 2015. In addition, the improvements to the on-line incident and hazard reporting system will coincide with the HR system upgrade.

## **11. Traffic Safety Management**

A report showing the status of action to address issues highlighted in the Traffic Management Register was tabled at the committee. Many items have already been completed and a number are being deferred as a result of the light rail project. The final version of the 'Campus Traffic and Pedestrian Management Plan' for the Kensington campus is almost ready for distribution. It is anticipated that some of its recommendations will also assist in influencing external bodies.

## **12. Security Report Data: 2015 Quarter 1 report**

The report was included with the agenda papers. Overall security statistics have remained stable compared to the same period in 2014. The report highlighted a number of initiatives being undertaken by UNSW security including the launch of a new 'Staysafe@UNSW' security App.

## **13. Correspondence In: WorkCover NSW Self Insurance Audit Synopsis**

An independent consultant engaged by UNSW, to assist with its self-auditing of workers compensation claims, assessed its performance at 98% based on analysis of 15 claims over the preceding 18 months. Acknowledgement is due to Alecia Ford and her team in the Workers' Compensation Unit. [Mandatory self-auditing is a condition of UNSW's self-insurance licence].

## **14. Correspondence Out - WorkCover partnership agreement**

The letter from Mr Wagner to the Regional Manager of WorkCover requesting a formal partnership agreement between UNSW and WorkCover was included with the agenda papers. The aim of such an agreement is to better facilitate communication between the two organisations and assist to set an even higher standard of health and safety for the education sector.

## **15. Health, Safety and Environment Issue without notice**

A discussion led by Peter Noble requesting a traffic light dashboard for Health and Safety objectives as part of the regular reporting and annual report. Mr. Wagner indicated that the report for the following meeting will have a traffic light summary for objectives and targets. Mr. Wagner also indicated that a more comprehensive traffic light dashboard would be developed for the annual review of the Health and Safety management system and an online dashboard is being developed to highlight Health Safety and Environment data in conjunction with BRIDG.

**Meeting Closed: 10.00am**

### **Next Meetings**

- 15 July 2015 (Cancelled)
- 18 November 2015

## SUMMARY OF ACTIONS

Date Issue raised	Action	Responsibility	Status	Target Date
20 May 2015	Details of due diligence training to be organised/ scheduled by next committee meeting for planning.	Aaron Magner	Completed	July meeting
	Mr Ward to provide update on new HR system and integration of induction training and enhancements to safety hazard and incident reporting.	David Ward	In progress	November meeting
20 May 2015	Report on outcome of business case for contractor management system at next committee meeting	Aaron Magner	In progress	November meeting
20 May 2015	Modify the reporting to enable more accurate comparison with quarterly data.	Adam Janssen	Completed	July meeting
	Request Go8 Health and Safety Directors consider external review of health and safety data to allow benchmark comparisons.	Aaron Magner	Completed	Next Go8 Health and Safety Directors meeting
20 May 2015	UNSW Health and Safety to undertake an urgent risk assessment to identify action to address flooding in the Red Centre.	Adam Janssen	Completed and submitted to Director Campus Life and Community Engagement	Completed
20 May 2015	Traffic Light Dashboard for Health and Safety Objectives to be incorporated into report system Health, Safety and Environment objectives in quarterly and annual reports.	Adam Janssen	Quarterly HSE report - Completed	Next report
			Annual report – in progress	February 2016