LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)
(Senior Leadership Team)
COMMITTEE MINUTES
Council Chamber, the Chancellery
Thursday 20 September 2018 at 9.50am

PRESENT
Professor Brian Boyle                Deputy Vice-Chancellor, Enterprise
Ms Fiona Docherty                   Vice-President, External Relations
Professor Susan Dodds               Dean, Arts and Social Sciences
Professor Nicholas Fisk             Deputy Vice-Chancellor, Research
Professor Michael Frater            Rector, UNSW Canberra
Professor Ross Harley               Dean, UNSW Art & Design
Professor Mark Hoffman              Dean, Faculty of Engineering
Professor Ian Jacobs                 President and Vice-Chancellor (Chair)
Professor Emma Johnston             Dean, Faculty of Science
Ms Shahina Mohamed                  Chief Operating Officer, President and Vice Chancellor's Office
Professor Rodney Phillips           Dean, Medicine
Professor Chris Styles              Dean, UNSW Business School
Mr Andrew Walters                   Vice-President, Finance and Operations

APOLOGIES
Professor Eileen Baldry            Deputy Vice-Chancellor, Equity Diversity and Inclusion
Professor Merlin Crossley          Deputy Vice-Chancellor, Academic
Professor Helen Lochhead           Dean, UNSW Built Environment
Mr Jon Paparsenos                  Vice-President, Philanthropy
Mr David Ward                      Vice-President, Human Resources
Sci Professor George Williams       Dean, Faculty of Law

IN ATTENDANCE
Mr Adam Janssen                    Senior Manager, Occupational Health and Safety
Mr Aaron Magner                    Director, UNSW Safety and Wellbeing
Mr Jeff Peers                      Executive Director, Estate Management
Mr William Syddall                 Manager, Facilities Management
Ms Fatima Velosa                   Senior Governance Officer (Minutes)

A: Procedural

1. Apologies
   The Committee noted the apologies listed above.

2. Minutes of the Previous Meeting: 16 May 2018
   The minutes of the meeting held on 16 May 2018 were confirmed as an accurate record.

B: Actions and business carried forward

3. Incident Communication Procedure

   RESOLVED
   The Committee received and noted the Estate Management Communications Strategy.

   Note for the record
   The Level 2 Communications Plan would be completed and made available in due course.
4. **Pavement Behind the Red Centre**
The Committee noted that Mr Peers would ensure that the work on the pavement behind the Red Centre would be undertaken before the start of the next semester and report back to Professor Lochhead accordingly.

5. **Contractor Induction: Sexual Misconduct**
The Committee noted that this item had been completed.

### C: Standing Items

6. **Significant Incidents**

   **RESOLVED**
   The Committee received and noted the Significant Incidents Report.

   **Note for the record**
   - The Committee noted that more safety managers had been appointed to cover the increased levels of construction on campus.
   - The contractors had an obligation to report HSE incidents on campus and the University was confident that incidents were reported appropriately.
   - As some of the Makerspaces at UNSW were higher risk than others and the appropriate rules were not always followed in the higher risk spaces, a working group was assessing the concerns raised.

   **Action**
   A report on the Makerspaces to be provided by Engineering and Art & Design, in conjunction with Mr Magner, for the next meeting.

7. **HSE Reporting Dashboard Q2 2018**

   **RESOLVED**
   The Committee received and noted the HSE Reporting Dashboard, Q2 2018.

   **Note for the record**
   The Committee noted that an increase in the number of people on campus and the number of workplace changes increased the University’s risk profile.

   **Actions**
   - Mr Magner to investigate using the Bradford Factor formula to obtain more information about when and why staff take sick leave.

8. **Matters Arising from Level 2 Committees**

   Professor Hoffman reported that the myCareer documents and forms for completion by staff did not include consideration of Health, Safety & Environment (HSE) matters. The Committee noted that HR were aware of this omission and encouraged discussion of HSE matters in myCareer conversations as they would be inserted in the next iteration of the documentation.

   **Actions**
   - Mr Magner to request that HR myCareer documents and forms include Health, Safety & Environment (HSE) matters.

9. **HSE Executive Update**

   **RESOLVED**
   The Committee received and noted the HSE Executive Update.
The Committee noted the update on the status of the Health and Safety Plan, and that a new Health and Safety Plan for 2019-23 would be available for feedback and endorsement prior to the Q1 2019 meeting.

11. Environment Sustainability Strategy Plan
RESOLVED
The Committee received and noted the Environment Sustainability Strategy Plan.

12. UNSW Wellbeing Plan and Report
RESOLVED
The Committee received and noted the UNSW Wellbeing Plan and Report.

RESOLVED
The Committee received and noted the Security and Traffic Management Report.

D: Correspondence

14. Inward
RESOLVED
The Committee received and noted the correspondence on the following:
   a) Individual Biosecurity Direction
   b) SafeWork NSW Notifications
   c) State Insurance Regulatory Authority

15. Outward – Nil

E: New Business

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

There being no further business, the meeting closed at 10.35am.

Next meeting: Wednesday 28 November 2018 at 9.30am in the Council Chamber, the Chancellery