

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.

10. Health and Safety Plan 2016-2018 Status

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.

13. Security 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