

## SENIOR LEADERSHIP TEAM HSE LEVEL 1 COMMITTEE

Outcomes of 21 May 2020 Meeting 10.00 am – 10.30 am

**CONFIDENTIAL TO SLT MEMBERS ONLY**



**Members:** Eliathamby Ambikairajah, Claire Annesley, Eileen Baldry, Merlin Crossley, Fiona Docherty, Stephen Foster, Michael Frater, Ross Harley, Ian Jacobs, Emma Johnston, Helen Lochhead, Shahina Mohamed, Jon Paparsenos, Vlado Perkovic, Anne Simmons, Chris Styles, Andrew Walters, David Ward, George Williams.

**Apologies:** Nicholas Fisk

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

#	Discussion and Decisions	Actions	Due*	Owner	Status
<b>A</b>	<b>Procedural Matters</b>				
1.	<b>Welcome and Apologies</b> VC welcomed all members and attendees to the meeting and noted the apology from Professor Fisk.				
2.	<b>Minutes and actions of previous meeting held on 20 February 2020</b> <b>SLT HSE Level 1 approved</b> the minutes of the previous meeting held on 20 February 2020.				
3.	<b>Action Points from Previous Meeting</b> Mr Magner provided an update on the following matters: <ul style="list-style-type: none"> <li>the University received a quote for \$1.5m from its EAP provider to expand its program to include students; and</li> <li>the MakerSpaces undertook a virtual risk workshop and noted that the University had a Risk Appetite Statement that covered all aspects of University risk.</li> </ul>				

\* Due date is end of month, unless otherwise stated

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● Complete ● In progress ● Stalled/Significant Issues

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B	HSE Level 1 Reports				
4.	<p><b>Health Safety and Environment Executive Update</b></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"> <li>the three significant incidents that had occurred since the February 2020 meeting; and</li> <li>the University's health and safety response in relation to COVID-19 including the supporting of staff engaged in activities that require attending the University's various campuses.</li> </ul>				
5.	<p><b>Environmental Sustainability Update</b></p> <p>SLT HSE Committee:</p> <ol style="list-style-type: none"> <li>received and noted the Environmental Sustainability Executive Update;</li> <li>discussed and endorsed Option 2 as the UNSW net zero greenhouse gas (GHG) emission reduction target for endorsement by Finance and Business Committee and approval by University Council; and</li> <li>noted that the EM Sustainability Unit was responsible for developing a strategy to achieve the chosen target and would require support from key UNSW stakeholders, which includes a commitment to prioritise and resource the required emissions reduction activities in future Environmental Sustainability Plans post-2021.</li> </ol> <p>Mr Syddall highlighted the following items:</p> <ul style="list-style-type: none"> <li>revising activities planned for 2020 due to COVID-19;</li> <li>the work undertaken to produce the Net Zero GHG Emissions Strategy – SLT noted the presentation from Mr Syddall on the Emissions Strategy and congratulated Mr Syddall and Estates Management for the production of a high-level Strategy. SLT agreed that Option 2 should be forwarded to Council for approval</li> </ul>				

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	and encouraged Estates Management to explore the viability of implementing Option 3 in the future.				
6.	<p><b>Security and Traffic Executive Update</b></p> <p>The Committee received and noted the Security and Traffic Committee Report Q1 2020.</p> <p>Mr Peers highlighted the increase in fraud and scams compared to the same period in 2019. SLT noted most incidents involved persons claiming to work for government agencies and that Estates Management were working with the student community to ensure all students were aware of the various scams.</p> <p>SLT discussed, given the COVID-19 pandemic and public transport restrictions, whether it was possible to increase secure bike parking across the various campuses. Mr Peers advised members that he would review whether it was possible to increase bike parking and create temporary bike storage.</p> <p>SLT noted the reduction in assaults and domestic violence, however recommended that the University remain vigilant given the majority of staff were working from home and ensure support for staff was in place to deal with matters of violence. Mr Magner advised SLT that the University had requested the EAP provider to supply a breakdown of data, and include COVID-19 consultation so that the University could act on any matters that required intervention.</p>				
7.	<p><b>Agenda and Minutes from Level 2 Committee</b></p> <p>The Committee received and noted the agenda and minutes from the 30 April 2020 meeting of the Level 2 Committee.</p>				
8.	<p><b>Correspondence</b></p> <p>The Committee received and noted the correspondence.</p> <p>Mr Magner highlighted the correspondence including:</p>				

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	<ul style="list-style-type: none"> <li>the advice received from Bartier Perry regarding the University's responsibility under the <i>WHS Act</i> in relation to the COVID-19 pandemic; and</li> <li>the University's response to SafeWork NSW regarding the anonymous complaint regarding alleged inadequate controls to deal with COVID-19 – SLT noted all the steps the University had undertaken to ensure a safe workplace for staff remaining on campus, including additional cleaning and installation of hand sanitiser stations across the University.</li> </ul>				
<b>C</b>	<b>Items for Noting</b>				
9.	<b>Significant Incidents (Q1 2020)</b> The Committee received and noted the Significant Incidents Report – Q1 2020.				
10.	<b>HSE Reporting Dashboard (Q1 2020)</b> The Committee received and noted the Safety and Wellbeing Q1 2020 Report.				
11.	<b>UNSW Workplace Wellbeing Program Update</b> The Committee received and noted the UNSW Wellbeing Program Update.				
<b>D</b>	<b>Other business</b>				
12.	<b>Any other business</b> There was no further business.				

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## ACTIONS

### IN PROGRESS

Date	Actions	Due*	Responsible	Status/Issues

### COMPLETED

Date	Actions	Due*	Responsible	Status/Issues
20/2/20	<b>Item 12 Other business – Student Mental Health:</b> Obtain a quote from EAP provider regarding additional coverage for students	May 2020	A Magner	
11/9/19	<b>Item 3 Action points from previous meeting:</b> New Risk Management Director (Trudy Devitre) to undertake a risk workshop and develop a risk appetite statement for student MakerSpaces and report back to committee.	March 2020	T Devitre	
20/2/20	<b>Item 3 Action points from previous meeting:</b> SLT would receive an update on the progress of the workshops at the May 2020 meeting	May 2020		● Safety training and inductions for students working in MakerSpaces is within the scope of the SafeSys IT replacement plan.

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