

PRESENT

Professor Prem Ramburuth	President of the Academic Board
Professor Iain Martin	Vice-President & Deputy Vice-Chancellor (Academic)
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students)
Professor Mark Hoffman	Pro-Vice-Chancellor (Research)
Professor Laura Poole-Warren	Pro Vice-Chancellor (Research Training)
	Dean of Graduate Research,
Mr Neil Morris	Vice-President, University Services
Mr Jonathan Blakeman	Vice-President, Finance and Operations
Ms Jennie Lang	Vice-President, Advancement
Ms Fiona Docherty	Pro-Vice-Chancellor (International)
Professor Graham Davies	Dean, Faculty of Engineering
Professor Geoffrey Garrett	Dean, Australian School of Business
Professor Alec Tzannes	Dean, Faculty of the Built Environment
Professor David Dixon	Dean, Faculty of Law
Professor Ross Harley	Dean, College of Fine Arts
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor Merlin Crossley	Dean, Faculty of Science
Professor Michael Frater	Rector, UNSW Canberra
Mr Edward Ho	Director, Internal Audit
Dr Rob Forage	CEO, UNSW Global

APOLOGIES

Professor Fred Hilmer	President and Vice-Chancellor
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Peter Smith	Dean, UNSW Medicine

IN ATTENDANCE

Professor Mark Uncles	Deputy Dean (Faculty) Australian School of Business
Ms Jenny Denman	Deputy Director of Facilities Management
Mr Adam Janssen	HSE Senior Manager
Ms Martina Lavin	HSE Manager and meeting minute taker
Mr Aaron Magner	Director, UNSW Safety and Sustainability

WELCOME AND APOLOGIES

Acting President and Vice-Chancellor Iain Martin opened the meeting. Apologies as above were noted.

1. Minutes Of The Previous Meeting

The minutes from the previous meeting 5 March 2014 were accepted.

2. Proposed Amendments to the UNSW Risk Matrix

Mr Magner reported on the effort to harmonise risk rating across the various functions of the university including health and safety, environment, security, finance, and IT, *et. al.* Each business unit currently uses its own risk-rating matrix. After consultation with key stakeholders from these work areas UNSW is moving to a standardised 4x4 risk rating matrix. The descriptors for the 4 classifications of risk: minor, moderate, major and catastrophic have been considerably re-worked to ensure meaningful risk rating.

Action

That Level 1 HSE Strategic Planning Committee notes the proposed changes to harmonise UNSW's risk rating procedures.

3. Quarterly Reporting for HSE performance

Fourteen different internal reports detailing health safety and environmental management data are prepared by UNSW Safety and Sustainability each year for University Council (six meetings a year); Health, Safety and Environment Strategic Planning Committee (four meetings a year); and Risk Committee of University Council (four meetings a year). In addition there are annual reports and faculty health safety and environment committee reporting. University Council, HSE Level 1 Committee and Risk Committee meetings are scheduled at convenient but irregular times throughout the year. Current practice is to prepare up to date reports for each meeting reporting capturing data up to the date before

meeting papers are due. Mr Magner proposed that Health, Safety and Environment reporting be regularised with reports prepared quarterly and annually for University Council, Level 1 HSE Strategic Planning Committee and the Risk Committee of Council. This will reduce internal reporting from fifteen different reports per year to five standardised reports. The committee supported the proposal.

Action

That Health, Safety and Environment reporting be prepared quarterly and annually to University Council, Level 1 HSE Committee and the Risk Committee of Council.

Actions arising from the previous minutes

4. Review of the HSE Strategic Planning Committee

Mr Morris reported that the review of the operation of HSE Strategic Planning Committee (Level 1) with Deans and Executive team members is continuing. In short most HSE Strategic Planning Committee members surveyed believe the quarterly meetings operate effectively although a greater focus on emerging trends in safety and a focus on topics of themes would make the meetings more effective. Mr Morris said there should be a greater focus on activities where there is potential for fatalities with a risks in a central risk matrix and ensure that the risk controls for such risks were regularly audited.

Action:

A report on the review of the HSE Strategic Planning Committee will be presented at the next committee meeting.

5. Smoke Free Campus Policy

Mr Magner reported on implementation of the smoke free environment policy to take effect from 31 May, coinciding with the UN's World No Tobacco Day. Confidential internal legal advice (marked "Confidential and Privileged") addressing enforcement capacity and other legal aspects of policy implementation was included in agenda papers. Mr Magner advised the committee that an amendment to the Smoke Free Environment Policy will be made to ensure vaporisers and e-cigarettes are included within the "smoking". The new policy has been communicated to students and staff via emails, social media, website banners across a large number of UNSW websites, media release posters and handouts. Existing designated smoking areas, ashtrays and associated signage will be removed prior to the smoking ban taking effect. Information has been communicated to students by Professor Wai Fong's office and to staff via Mr Neil Morris's office. Contract documents are being revised to reflect this policy to ensure contractors are informed and templates have already been circulated. All social media sources have been utilised to further communicate the message. While there is a legal basis for the policy enforcement will be primarily through the UNSW community re-enforcing social norms and community standards.

Professor Harley raised concerns about the unintended consequence of enforcing the policy at the Paddington campus. Mr Magner offered to assist Professor Harley to investigate how best outcomes can be achieved for COFA. The provision of disposable ashtrays was considered counterproductive, as the aim is not to assist people to continue their habit but rather find ways to cease. It was clarified that smoking is not permitted at bus stops.

Action:

That HSE Strategic Planning Committee endorses the revised Smoke Free Environment Policy and will assist with communicating and implementing the policy. UNSW Health and Safety to assist COFA minimise potential impact on residents as a result of implementing this policy.

6. WHS Plan 2013-2015 update

An update on implementation of the Work Health and Safety Plan, was circulated with the agenda papers. Progress is occurring on all 5 of the systems to manage high-risk activities. The timelines on those requiring IT projects, in particular HMDG and Contractor Safety Management have been extended. Professor Poole-Warren enquired as to the scope of the fieldwork guidelines in particular whether provision has been made for the type of fieldwork that occurs in urban areas. Mr Magner confirmed that draft guidelines would be circulated widely so people involved in the non science based research fieldwork would have the opportunity to ensure their scenarios were catered for in the guidelines. The guidelines would also ensure consistency with the insurance and travel aspects from the risk management office.

Action:

Draft Fieldwork Safety Guidelines to be circulated for consultation.

7. Significant Incidents

There have been three significant incidents in the period as follows:

- i. **School of School of Mechanical and Manufacturing Engineering**
There was a near miss incident at the heavy structures laboratory at the Randwick campus. A notification and incident report was prepared for WorkCover. The regulator appears to be satisfied that the identified corrective action is appropriate.
- ii. **School of Biological, Earth and Environmental Sciences**
Low Oxygen Gas alarm in the Biological Sciences building. Advice was provided to the security guard remotely that it was safe to enter. This is a contravention of the emergency procedure. This incident highlighted a number of issues including the non-availability of the people listed as emergency contacts, communication of emergency procedures, training for security staff etc. Corrective action is in progress.
- iii. **UNSW Library**
A staff member in the Library contacted WorkCover alleging a breach of the Work Health and Safety Act. The notification relates to a set of frosted glass doors that the HSR claims present a safety hazard. WorkCover have attended UNSW to investigate the complaint and have advised UNSW and the complainant that doors do not present a hazard.

8. HSE Management Data – First Quarter 2014 report

- The trend in increased hazard reporting resulting in a decrease in incidents is continuing.
- Slight decrease in Slips/trips and falls which may be related to the work that has already commenced on the safety black spot project (*a project which relies on a targeted walk around by the safety committee of both the internal and external areas of the buildings they occupy specifically for hazards that could result in slips/trips/falls*).
- Corrective actions for all faculties and divisions are above the 80% closure target.
- The reduced workers compensation claims frequency rate achieved in 2013 is continuing for the first quarter of 2014. The target is to achieve a 40% reduction in such claims this year from those received in 2013.
- Current Lost time Injury Frequency Rate (LTIFR) is 0.6 (on track to meet the 2014 target of 1.6).
- 2014 completion rate for mandatory WHS training is well below the 100% target. These reports are for full time equivalent staff (i.e. do not include sessional or casual staff). Discussion arose as to how the issue of non-conformance with 'mandatory' training could best be managed. It was felt that a documented HR plan which outlines the process to be followed to address issues of noncompliance would assist. This would enable managers to provide a consistent response across the University. The normal staged disciplinary process could be instigated if the required training was not completed by the probationary period with a further two opportunities to comply before dismissal.

Action

UNSW Health and Safety liaise with Human Resources to develop processes to ensure all employees undertake mandatory WHS training as part of requirements for completion of probation period.

9. Matters arising from level 2 HSE committees

None

10. Executive Update

Mr Wagner spoke to the written Executive Update included in the agenda papers. Included is the service level agreement between the WHS unit and the Research Ethics and Compliance Support unit where there has been a change in some of the roles and functions of both work units. In addition, an update on the SciQuest project was provided. The need to integrate the SciQuest program with NSS Financials has been highlighted as a future key requirement.

Action

That HSE Strategic Planning Committee notes the Executive Update and recommended actions.

11. Safety and Security Services Report: First quarter 2014

The Safety and Security report for the periods January to March was included with the agenda papers. Ms Denman reported that overall a decline in the majority of incident categories is occurring for 2014. The 24/7 gate 2 security office, high visibility patrolling, personal safety workshops etc assist as well as the increased activity at night on campus as a result of the 1000 extra residents in student accommodation.

Action

That HSE Strategic Planning Committee notes the Safety and Security Report.

12. Barker Street Lighting Report

A Campus Lighting Report prepared by FM Energy Management was included with the agenda papers. The report concluded that street lighting on Barker Street between Anzac Parade and UNSW Kensington Camus Gate 14 is not adequate. The average horizontal illuminance is 2.5 lux which is lower than the relevant Australian Standard minimum of 3.5 lux. Barker Street lighting is the responsibility of Randwick City Council (RCC). Facilities Management has written to RCC to requesting a number of actions be taken including the replacement of lighting to provide a higher lighting output and the trim back of existing vegetation and trees so that the lighting is compliance with the relevant code requirement.

Action

That HSE Strategic Planning Committee notes the Barker Street Lighting Report and that Facilities Management continues to raise the non-compliance of lighting standards with Randwick City Council until safety issues are rectified.

13. Barker Street Lighting Report

FM Security Services also arranged an evening campus walk in March with four students, nine staff and a representative from NSW police in attendance. The walk highlighted four areas where additional lighting was required plus an area where tree trimming could be undertaken. Randwick Council's response to UNSW's recent request for upgrade to the street lighting was included in the report. Whilst the Campus Lighting Report did not offer any suggestions for improvements on the major roads (they were deemed adequate), it did identify some areas along minor lanes where a number of the older style fluorescent lights could be replaced with improved CFL technology. The Council also stated that options to remove or prune numerous trees along at least 9 different streets were being investigated. In addition they have added a second footpath on Kennedy Street to their works list which may provide a safer feel for pedestrians being on the same side of the street as the street lights.

Action

That HSE Strategic Planning Committee notes the Safety and Security Report.

14. Traffic Safety Management Register

A register of traffic management issues, their location, responsible party for action and status was included with the agenda papers. Many issues which were the responsibility of UNSW to resolve have been completed. A number of issues requested with responsibility of Randwick council were deferred due to the light rail project.

Action:

That HSE Strategic Planning Committee notes the Traffic Safety Management Register.

15. Student Safety and Wellbeing Committee update

The student safety committee, chaired by Professor Wai Fong Chua, is working with a number of organisations across UNSW to identify opportunities for collaboration and information sharing with emphasis on nurturing a more integrated, co-ordinated approach to student safety and wellbeing. A separate report will be provided at a future Level 1 HSE committee.

Action:

That HSE Strategic Planning Committee notes the Student Safety and Wellbeing Committee update.

16. Correspondence In – Nil

17. Correspondence Out - Nil

New Business

18. Officer duties under Work Health and Safety law

Mr Ho and Mr Magner reported that they had recently attended a mock trial conducted by Deloitte which focussed on Officer Duties under the WHS Act 2011. They believed it would be an effective means of refreshing the committee members on their Officer duties.

Action:

That UNSW Health and Safety bring a proposal for officer training to the next HSE Level 1 meeting.

19. Health Safety and Environment Issues without notice

None

CLOSE OF MEETING

Next Meeting:

- 30 July 2014

SUMMARY OF ACTIONS

Date of Resolution	Action	Responsibility	Status	Target Date
29 May 2013	Radiation Safety Management Review the Radiation Safety Procedures and update to reflect recent legislative changes (Radiation Safety Coordinator, HS Unit).	H&S RECS	On target. Correspondence with legislative guidance received from EPA in December 2013. H&S working with RECS to review and update procedures and systems.	June 2014
27 November 2013	Smoking on Campus UNSW to be declared a smoke-free environment from 31 May 2014, World No-Tobacco Day 2014.	H&S Neil Morris Aaron Magner	Smoke Free Environment Implementation Plan on track. Communications campaign commenced. Email sent to all staff	31 May 2014
7 August 2013	Defibrillator rollout Managed co-ordinated and centrally funded roll-out of additional defibrillators across UNSW.	H&S Aaron Magner	UNSW Health and Safety is managing and funding the roll-out of defibrillators and training for staff.	Ongoing
6 March 2013	WHS Plan 2013-2015 Each member of Level 1 H&S committee to review the WHS plan, consult with staff in their area and provide feedback to UNSW H&S representatives.	H&S Adam Janssen	Review of WHS Plan 2013-2015 to be discussed at the March meeting of HSE Strategic Planning Committee. Discussion of new targets and strategies.	5 March 2014