LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)
COMMITTEE MINUTES
Council Chamber, The Chancellery
Wednesday 23 November 2016 at 9.15am

PRESENT
Professor Eileen Baldry
Academic Chair: UNSW Equity, Diversity & Inclusion Board
Professor Merlin Crossley
Deputy Vice- Chancellor, Education
Dr Kevin Cullen
CEO, UNSW Innovation
Professor Susan Dodds
Dean, Arts and Social Sciences
Professor Les Field
Senior Deputy Vice- Chancellor
Professor Michael Farrell
Faculty of Medicine
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
Pro- Vice-Chancellor, Research
Professor Fleur Johns
Faculty of Law
Professor Helen Lochhead
Dean, UNSW Built Environment
Professor Peter Lovibond
Acting Dean, Faculty of Science
Ms Shahina Mohammed
Director of Operations & Int/ External Liaison to the VC
A/Professor Grainne Moran
Pro- Vice-Chancellor, Research Infrastructure
Mr Neil Morris
Vice- President, Campus Life & Community Engagement
Ms Trish Mullins
Director, Policy & Government Relations
Mr Peter Noble
Chief of Staff and Vice- President
Mr Jon Paparsenos
Vice- President, Philanthropy
Professor Prem Ramburuth
President, Academic Board
Professor Hans Riesen
UNSW Canberra
Mr Andrew Walters
Vice- President, Finance & Operations
Mr David Ward
Vice- President, Human Resources

APOLOGIES
Professor Brian Boyle
Deputy Vice- Chancellor, Enterprise
Mr Jason Coombs
Director, Strategic Initiatives and Space Management
Professor Geoff Crisp
Pro- Vice-Chancellor, Education
Ms Fiona Docherty
Vice- President, International
Professor Nicholas Fisk
Deputy Vice- Chancellor, Research
Dr Rob Forage
CEO, UNSW Global
Professor Michael Frater
Rector, UNSW Canberra
Ms Elizabeth Grinston
University Solicitor and General Counsel
Professor Rodney Phillips
Dean, Faculty of Medicine
Professor Laura Poole-Warren
Pro- Vice-Chancellor, Research Training
Professor Chris Styles
Dean, UNSW Business School
Ms Catherine West
Acting Director of Finance
Sci Professor George Williams
Dean, Faculty of Law

IN ATTENDANCE
Mr Grant Cura
Director, Risk Management
Mr Adam Janssen
Senior Manager, Occupational Health and Safety
Mr Robert Kelly
Director, Facilities Management
Mr Aaron Magnay
Director, UNSW Safety and Sustainability
Mr Tony Maniaty
Senior Communications Advisor to the VC
Ms Fatima Velosa
Senior Governance Officer (Minutes)
Level 1 Health, Safety and Environment Committee  
23 November 2016

A: Procedural

1. **Apologies**  
The Committee noted the apologies listed above.

2. **Minutes of the Previous Meeting: 1 September 2016**  
The minutes of the meeting held on 1 September 2016 were confirmed as an accurate record.

B: Actions and business carried forward

3. **Student Health Safety & Wellbeing Committee**  
The Committee noted that this action had been completed, as detailed in the update and the Student Health Safety and Wellbeing Committee documents presented.

4. **Significant Incidents Status** (see item 7)  
The Committee noted that an additional column had been added to the significant incidents report to indicate the status of the incidents reported.

5. **Corrective Action Strategy and KPI Reporting**  
The Committee noted that this action had been completed.

6. **PiMs/SiMs Online Training Issues**  
The Committee noted the update and the suggested corrective actions provided.

C: Standing Items

7. **Significant Incidents**  
The Committee discussed the report briefly, noting that the reporting on investigations into traces of lead in the soil at a UNSW child care centre had been communicated to relevant parties appropriately and in a timely manner.

8. **UNSW HSE Quarterly Report (Q3)**  
The Committee noted the report provided.

9. **Health, Safety and Environment KPI Scorecard**  
The Committee discussed the orange items briefly, noting that orange, rather than red, is used for some projects that may have to be completed in the longer term. The Committee requested that an explanation be given for items with longer deadlines and possibly marked with a colour other than orange.

   **Action:** Use an asterisk and provide a justification for long deadlines (exceeding one year) for items with an orange code and/or use a different colour code.

10. **Matters Arising from Level 2 Committees**  
The Committee discussed the following item from the Engineering Level 2 HSE Committee:
   - Fire doors in Tyree Energy Technologies Building, which are difficult to open during a building evacuation (page 142 of Level 1 HSE Committee meeting pack)

   The Committee noted that the engineers are reviewing the long-term solution of redesigning the doors.

   **Action:** Mr Kelly advised that a short-term solution was to replace the latches, which would be undertaken the following week.
11. **Health, Safety and Environment Executive Update**  
The Committee noted the update provided.

12. **Health and Safety Plan 2016-2018 Update**  
The Committee noted the update provided.

13. **Environmental Management Plan**  
The Committee noted the plan provided.

14. **Security, Traffic and Pedestrian Safety Update**  
The Committee noted the information provided and discussed the possibility that there was under-reporting, for various reasons, of sexual offences, in particular.

   **Action:** Consider what could be done to encourage increased reporting of sexual offences, in particular.

**D: Correspondence**

15. **Inward**  
The Committee noted the following correspondence received:  
a) State Insurer Regulator Authority Update  
b) Soil Hygienist Report  
c-g) SafeWork NSW Notified Incidents

16. **Outward – 0 Items**

**E: New Business**

17. **Any other business**  
There was no other business.

There being no further business, the meeting closed at 10am.

Next meeting: Wednesday 22 February 2017 at 1pm.