

PRESENT

Professor Richard Henry	Acting President and Vice-Chancellor
Professor Eileen Baldry	Acting Dean, Faculty of Arts and Social Sciences
Ms Jenny Bott	Chief Executive, UNSW Foundation
Professor Alec Cameron	Dean, Australian School of Business
Professor Terry Campbell	Acting Dean, Faculty of Medicine
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students) & Registrar
Professor Graham Davies	Dean, Faculty of Engineering
Professor David Dixon	Dean, Faculty of Law
Professor Les Field	Deputy Vice-Chancellor (Research)
Mr Rob Forage	CEO, UNSW Global
Professor Michael Frater	Rector, UNSW Canberra
Professor Margaret Harding	Pro-Vice-Chancellor (Research)
Mr Edward Ho	Director, Internal Audit
Professor Ian Howard	Dean, Faculty of the College of Fine Arts
Ms Jennie Lang	Pro-Vice-Chancellor (International)
Professor Peter Lovibond	Acting Dean, Faculty of Science
Mr Neil Morris	Executive Director, University Services
Professor Laura Poole-Warren	Dean of Graduate Research
Professor Prem Ramburuth	President of the Academic Board
Professor Alec Tzannes	Dean, Faculty of the Built Environment

APOLOGIES

Professor Fred Hilmer	President and Vice-Chancellor
Professor Peter Smith	Dean, Faculty of Medicine
Professor Merlin Crossley	Dean, Faculty of Science
Mr Jonathan Blakeman	Executive Director, Finance and Operations

IN ATTENDANCE

Ms Judy Brookman	Director, Communications
Ms Julie Romanowski	Executive Officer, Office of the Vice-Chancellor
Mr Adam Janssen	OHS Manager
Mr Aaron Magner	Director UNSW Sustainability
Mr Robert Kelly	Director Facilities

WELCOME AND APOLOGIES

Professor Henry opened the meeting. Apologies as above were noted.

1. Minutes Of The Previous Meeting

The minutes from the previous meeting 2nd November 2011 were accepted.

2. Correspondence *In*

- 2.1 Request from Division of National Security Law and Policy of the Attorney General's office for follow up site visit to UNSW to discuss chemicals of security concern

As reported in the November minutes (item 2.2), UNSW was asked to participate in a survey conducted by the Attorney General's office in its capacity as a downstream user of chemicals of security concern. There were 40 such chemicals identified for the purposes of the survey in which several schools across UNSW from the faculties of Engineering, Science and Medicine participated. Subsequent to the survey exercise, the School of Biotechnology and Biomolecular Sciences was chosen for a follow up site visit. The site visit primarily focused on tracing the path of one chemical, nitric oxide, from the ordering process through to disposal. The site visit took 45 minutes and typical information being sought included: how is nitric oxide ordered; what are the

systems checks to confirm that it is used for the intended purpose; how is it tracked from purchase to disposal; what happens if it goes missing; what training do end users receive etc.

Professor Field emphasized that the visit highlighted the level of regulation required by the department for such chemicals based on the industry in which they are used and the quantities likely to be stored.

3. Correspondence Out - None

ACTIONS ARISING FROM THE PREVIOUS MEETING

4. Smoking on Campus – update

The UNSW Executive Team have endorsed a policy on UNSW becoming a smoke free campus with the proviso that 4 designated smoking zones be provided on the North, South, East and West periphery of the Kensington campus. Enforcement would be by a combination of self regulation through cultural acceptance as well as some patrolling by security officers.

The next steps are to establish the four designated zones and then begin the communication strategy.

Action (i): Establish the designated smoking zones. [Robert Kelly]

Action (ii): Prepare a communication strategy and begin communications [Neil Morris]

5. Alcohol and Other Drugs in the Workplace Guideline

The comments from the updated draft have been incorporated into the guideline and this is now ready to be circulated for broader consultation.

Action: Upload the revised guideline to the Policy Management Unit website for consultation (Adam Janssen)

6. Laboratory space management project

Facilities Management are implementing a Space Management Program called [Archibus](#) across UNSW. Whilst not being a complete solution to being able to register laboratories and enable a link to the various inventories being held within the laboratory, it will provide the basic capacity to identify a space as a 'wet laboratory' or PC2 space etc. It will also have a built in 'post occupancy checklist'.

Action: Keep Committee informed of the progress of this program

7. UNSW wide chemical management system

Professor Field updated the committee on the progress of this project. A working party of key stakeholders has been established which is chaired by the Head of School of Chemistry, Professor Messerle. The working party was aiming to prepare a brief for the UNSW Executive Team outlining the rationale, scope and costing of the project.

Action: Committee to be kept informed of progress

8. UNSW Emergency Procedures update

Robert Kelly reported that an extensive review has been undertaken on the current UNSW emergency procedures and a much more condensed version of the procedures has been produced. Robert is also chairing the UNSW Critical Incidents Response Group. Once ready the revised emergency documents will be circulated to the Executive Team for sign off.

Action: Report back to committee when documents have been finalised

9. UNSW position on Defibrillators

A recent heart attack by a person attending a program at the Australian School of Business's CBD campus, prompted the ASB Health & Safety committee to seek guidance from the level 1 Health Safety and Environment Committee as to the University's position on providing defibrillators. Several members of the committee cautioned against a roll out of such equipment. Factors taken into account during the discussion included: the initial costs; installation and ongoing maintenance costs; appropriate location of the equipment; the need for sufficiently trained personnel and UNSW's ease of access to emergency department at the hospital etc.

The committee agreed that more information should be sought to enable UNSW's final position.

Action: Obtain more information to assist with decision making [Neil Morris]

10. Signification Incidents

3 incidents were noted:

- I. A prohibition notice was issued by WorkCover to the construction company conducting building work at COFA for issues of noncompliance related to an overhead crane.
- II. A contractor fell through a roof at COFA when he stepped off a walkway.
- III. Some issues of non-conformance with the Schedule 8 drugs procedure were highlighted by a recent visit by the duty pharmacist from NSW Health to UNSW. Issues primarily related to the keeping of inadequate records and not using a proper drugs register book.

A recent incident at Sydney University, which was reported in the media, involved a PhD student receiving significant burns in a chemical fire. It was believed that he was distilling large quantities of Hexane when the contents caught fire.

Some discussion occurred as to whether this process was carried out at UNSW. Professor Lovibond commented that in Science the chemicals are normally purchased at the required purity which reduces the need to distil the material. Whilst distillations are carried out they are normally conducted with small quantities of material and using intrinsically safe equipment.

Professor Harding also cited the University of California Los Angeles (UCLA) incident where a student was fatally burned in a laboratory fire in December 2008. Charges have been filed against both the University and a UCLA chemistry professor in connection with the incident.

11. New Workplace Health and Safety (WHS) Legislation Update

In early February both the VCAC and members of UNSW Council attended a briefing from external lawyers on the new [Work Health and Safety Legislation](#). Ms Rachael Brady, Legal Counsel in HR provided a summary of the pertinent aspects of this legislation as it applies to the members of this committee:

- ⇒ There are primary duties of care placed on 'Persons Conducting a Business or Undertaking' (PCBU);
- ⇒ Duties are to ensure the health and safety of 'workers' as well as 'others';
- ⇒ Positive duty on 'Officers' (members of this committee) to exercise due diligence to ensure the University complies with its duties as a PCBU;
- ⇒ Due Diligence requires Officers to have knowledge of WHS matters, understand the operations, hazards and risks under their control, ensure appropriate resources and processes to control risks as well as undertake implementation and verification activities.

12. OHS Strategic Framework KPT Update

- The Lost Time Injury Frequency Rate (LTIFR) target for 2011 was 5.0.
- The 2011 actual LTIFR was 4.1.
- There were 125 workers compensation claims in 2011 compared to 147 claims in 2010.
- Science has vastly improved their hazard reporting in 2011. Some areas are still reporting more incidents than hazards e.g. COFA, FASS, DVC Academic and University Services.

The total number of Hazards reported has increased 10 fold from 2006 to present assisted by the online hazard reporting system.

- The % completion of corrective actions was also reported:
 - In 2010, 9 out of the 12 Faculties and Divisions had a greater than 80% closure on their corrective actions. The 3 with less were Finance and Operations (52%), FASS (69%) and Law (75%).
 - In 2011, only 5 out of the 12 Faculties and Divisions had a greater than 80% closure rate. Those with less included: ASB (67%), Engineering (68%), FASS (65%), FBE (62%), Medicine (74%), Science (69%) and University Services (43%)..

OHS Strategic Framework KPT Update for 2012

- OHS Strategic Objective 2 and 3 to be maintained for another 12 months and include new HS Unit initiatives (SAT, SAFE Sys, WHS Legislative updates to OHSMS)
- OHS Strategic Objective 1 - The LTIFR target for 2012 was to bring the LTIFR down to 3.5.

Action: All Faculty and Divisions to achieve above 80% on corrective actions for all issues reported to date. This will be reported at the 23 May meeting of this committee.

13. Environment Policy

A revised Environment Policy was tabled at the committee. Mr Magner reported that this policy is to be accompanied by an Environmental Management Plan which will be authorised by the UNSW Executive Team.

14. Recycling and Diversion of Waste to Landfill

Mr Magner reported that a significant reduction in the quantity of waste going to landfill has been achieved in 2011. This has been made possible by the setting up of separate waste streams as well as sourcing of a contractor to assist with recycling.

15. Matters arising from Level 2 H&S Committees

- Mr Morris raised the traffic issues at Day Street.
- Professor Frater stated that the new legislation, which places a greater duty on PCBUs to consult with each other, was proving challenging for UNSW at Canberra.
- Professor Wai Fong Chua reported that the first meeting of a reconstituted Student Safety Committee (which she chairs) was held recently. It will be developing a Student Safety Plan which will identify risks for the student community.

CLOSE OF MEETING

Next Meeting: 23 May 2012

SUMMARY OF ACTIONS

	Date Action Was Agreed	Issue	Person Responsible	Target Date
1	29 Feb 2012	<p>Smoke Free Environment Policy <u>Action</u> (i): Establish the designated smoking zones. [Robert Kelly] <u>Action</u> (ii): Prepare a communication strategy and begin communications [Neil Morris]</p>	<p>I. Mr Robert Kelly II. Mr Neil Morris</p>	<p>1st July 2012 1st July 2012</p>
2	29 Feb 2012	<p>Alcohol and Other Drugs in the Workplace Guideline Action: Upload the revised guideline to the Policy Management Unit website for consultation (Adam Janssen)</p>	Mr Janssen	30 th June 2012
3	29 Feb 2012	<p>Failing from the Fire at Randwick Action 1 – Laboratory Space Management <u>Action</u>: Keep Committee informed of the progress of the Archibus program [Robert Kelly]</p>	Mr Robert Kelly	November 2012 Meeting
4	29 Feb 2012	<p>Failing from the Fire at Randwick Action 2 – Chemical Management System <u>Action</u>: Committee to be kept informed of progress of Chemical database program</p>	Prof. Les Field	TBA
5	29 Feb 2012	<p>Failing from the Fire at Randwick Action 3 – Review of Emergency Procedures <u>Action</u>: Report back to committee status of emergency procedures when finalised</p>	Mr Jonathan Blakeman	Consultation Closed 18 th May
6	29 Feb 2012	<p>UNSW position on providing defibrillators <u>Action</u>: Obtain more information to assist with decision making</p>	Mr Neil Morris	August meeting
7	29 Feb 2012	<p>Incident Hazard Reporting and % Corrective action completed <u>Action</u>: All Faculty and Divisions to achieve above 80% on corrective actions for all issues reported to date. This will be reported at the May 23 meeting of this committee.</p>	All Committee members	23 May 2012