

PRESENT

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

APOLOGIES

Professor Fred Hilmer	President and Vice-Chancellor
Mr Jonathan Blakeman	Vice-President, Finance and Operations
Professor Michael Frater	Rector, UNSW Canberra
Professor Merlin Crossley	Dean, Faculty of Science

IN ATTENDANCE

Mr Robert Kelly	Director of Facilities
Mr David Ward	Director Human Resources
Mr Adam Janssen	HS Manager
Mr Aaron Magner	Director UNSW Sustainability

WELCOME AND APOLOGIES

Professor Martin chaired the meeting in the absence of Professor Hilmer. Apologies as above were noted.

1. Minutes Of The Previous Meeting

The minutes from the previous meeting 6 March 2013 were accepted.

Actions Arising from Previous Meeting

2. First Aid on campus

Discussions between the key stakeholders (UNSW Health Service, Security, Vice-President of Finance and Operations) have yet to resolve whether the UNSW Health Service facility can be used as an alternative to organising an ambulance to take injured staff or students to hospitals.

The main issue that is unresolved is who would take the injured party to the UNSW Health Service; security staff would not be able to provide this service.

Professor Smith asked for an outcome on the issue of defibrillators; Mr Morris will send out an options paper to the members of the committee so that a final resolution on this issue could be obtained.

Action: Mr Morris to document options for first aid and defibrillators and circulate to the committee

3. OHS Strategic Framework – HS Plan and KPTs

The WHS Plan 2013 to 2015 has been signed off and is available on the [HS website](#). Each Faculty and Division is now required to ensure that the objectives and targets from this plan are incorporated into Faculty / Divisional strategic or operational plans and that KPTs are set for senior managers within each area. H&S Coordinators can assist with this process.

Mr Janssen thanked the sponsors for the five high risk projects outlined in the WHS plan (Fieldwork & Diving, Contractor management, Chemicals management, Plant and Pedestrian safety).

Action: Deans and Divisional Managers to ensure H&S objectives and targets are incorporated into Faculty / Divisional operational plans. HS coordinators to assist.

4. ‘Safety is priority’ and Academic Board

Mr Janssen reported that the timing of the WorkCover audit precluded any progress on this but that he has been invited to speak at the next meeting of the Academic Board. It was acknowledged that senior management in each Faculty and Division are responsible for driving this message and monitoring compliance with health and safety in each area. The Academic Board is simply being asked to endorse the message.

Action: Prepare a message to be communicated at the next Academic Board meeting

5. Correspondence In - WorkCover audit

The audit took place over 4 days from 21 - 24 May 2013. UNSW were audited on 2 elements from the self-insurer’s national audit tool: Management Responsibility and Risk Management. UNSW had to demonstrate that it had strong overarching policy in place underpinned by specific H&S targets and objectives. It required evidence that H&S responsibilities were communicated to all staff from senior management to workers and that there were mechanisms available to hold staff accountable for their H&S performance. The audit also required UNSW to demonstrate that it had effective consultation processes in place. As part of risk management the auditors sought evidence of completed risk assessments, attendance at HS training courses and safe systems of work for high risk hazards such as chemicals and equipment (plant).

UNSW successfully passed the audit with a score of 84% in Management Responsibility and 83.3% in Risk Management. Congratulations to the two verification sites: Facilities Management (FM) and the School of Chemistry.

There were a total of 8 non-conformances which will be addressed over the coming weeks. The audit report will be communicated to all work areas as well as the action required to address the non-conformances. All work areas at UNSW are required to implement the corrective actions (if the item is relevant in their area), not just the verification sites.

Action: All work areas to implement corrective action from the WorkCover audit as relevant once the audit findings have been communicated.

5a. Correspondence In - Chemicals of Security Concern

Professor Crossley co-hosted a forum specifically for Universities and Laboratories for the purpose of developing sector specific guidance material

to enable laboratories and universities to comply with the voluntary National Code of Practice for Chemicals of Security Concern. The forum was held on 29 May in Sydney and coordinated by the Attorney-General's Department. It is anticipated that more practical guidance material will be developed for Universities.

Mr Morris also reported that the Hazardous Materials and Dangerous Goods database project was approved at the Business Domain Owners Meeting on 14 May and that funding has been secured including a contribution from the Faculties of Engineering, Science and Medicine. This will assist with identifying the quantities and location of chemicals of security concern held on site to better manage risks and security of such chemicals.

6. Correspondence Out: Nil

7. Environment Update

A summary of notified environmental hazard and incident reports was tabled. Aaron Magner, Director UNSW Sustainability, advised the committee that there were no major or significant environmental incidents reported since the last Level 1 HS&E meeting.

8. Significant Incidents

A student was hit by a reversing car near the Computer Science and Engineering building. The student sustained only minor injuries.

It is timely that the pedestrian safety project, which will focus on Botany, High, Anzac and Barker Streets and is being sponsored by Mr Morris, has been highlighted in the 2013-2015 WHS plan. The project will require liaison with both the RTA and Randwick council.

Some members of the committee believed lighting levels could be improved e.g. along both High Street and Barker Street. It was felt that more could be done even if current light levels are in accordance with the Australian standards as has been reported.

Improvement in light levels through cutting back trees, particularly on Barker Street, was also suggested.

The project team will be working on all these issues and providing regular updates to this committee.

9. Work Health and Safety (WHS) Plan 2013-2015

Following an opportunity for comment following the tabling of a draft at the March meeting, the WHS plan was officially endorsed on 1 May 2013 with a Lost Time Injury Frequency Rate (LTIFR) target set at 2.5.

Members who had volunteered to act as champions for the five high risk projects in the WHS plan are as follows:

Remote locations and fieldwork	Prof Merlin Crossley
Hazardous materials	Mr Neil Morris & Prof Merlin Crossley
Plant and equipment	Prof Graham Davies
Contractor management	Mr Jonathan Blakeman
Traffic/pedestrian safety	Mr Neil Morris

Mr Janssen presented the Health and Safety statistics for the first quarter 2013:

- Hazard reporting is continuing to increase as well as increased workplace inspection reports

- First quarter statistics show a decrease in ergonomic and manual handling injuries
- All areas except COFA are showing 80% or greater closure rate of corrective actions for all issues reported since 1 April 2010 (when online reporting began)
- There is an overall reduction in workers compensation claims frequency rate for the 1st quarter of 2013 compared to 2012
- Lost time Injury frequency rates are showing a decrease for the first quarter this year; showing an average of 1.2 against a target of 2.5
- % completion of training for the 2 mandatory online courses for staff hired in 2012 have increased significantly with 10 out of the 13 Faculties and Divisions showing completion rates of greater than the target of 80%. Only COFA, FBE and Finance and Ops. are below the target.
- Completion rates for training for staff hired in 2013 are well below targets
- 2013 schedule for HS audits has been set and will be conducted in the second half of 2013

10. Student Safety Committee 2012 report

Professor Wai Fong Chua updated the committee on the activities of the student safety and wellbeing committee. At their March 2013 meeting the committee focused on their 2013 priority objectives including: developing a 'required medical leave protocol'; establishing the protocol for managing critical incidents involving students and launching the enhanced [online safety and well-being](#) tutorial. The proposal to make registration compulsory for all students when they travel on UNSW business, whether local or overseas, will enable UNSW to better manage critical incidents. Two versions of the online tutorial are available; one for local students and one for international. Professor Chua reported that 75% of international students have completed the online tutorial; completion rate for local students is 50%. There is also a plan to create a webpage which brings together all health and safety information for students as well as information about travelling overseas and insurance issues.

11. Security update report

A report of security incidents was tabled for the first quarter 2013. The majority of categories have seen a decrease in incidents. There were two reported assaults – isolated events.

12. Matters arising from Level 2 HS committees

12.1 Professor Arnold raised an issue regarding UNSW's radiation safety policy. He believed that it needs reviewing against the latest changes in legislation. UNSW Canberra has already updated their procedure and this could be used to assist. **Action: Review the Radiation Safety Procedures and update to reflect latest radiation legislation changes (Radiation Safety Coordinator, HS Unit).**

12.2 Professor Davies asked for communication re: progress on lighting so that he could report back to the members of his Level 2 committee who had originally raised the issue. **Action 1: Facilities to provide a report on status of lighting and progress on improvements (Director, Facilities).**

12.3 Professor Smith asked for clarity around the issue of health surveillance. Medicine has documented in its 5 year Health and Safety Plan to ensure that an effective health monitoring program is in place. He believes that there is insufficient information available centrally to address this on a University wide basis. More information is needed e.g.:

- How is pre-employment screening managed?
- How will the local area get reminders for on-going checks if required?
- Who maintains the health monitoring records?
- Can people refuse a medical – what is the process?

Action: Develop and provide more specific guidance to work areas regarding the health monitoring program (HS Unit)

13. New Business

None

CLOSE OF MEETING

Next Meetings:

- 7 Aug 2013
- 27 Nov 2013

SUMMARY OF ACTIONS

#	Date Action Was Agreed	Issue	Person Responsible	Target Date
1	29 May 2013	UNSW policy on defibrillators Action: Mr Morris to document options for first aid and defibrillators and circulate amongst the committee	Neil Morris	7 August 2013
2	29 May 2013	WHS Plan 2013-2015 Action: Deans and Divisional Managers to ensure H&S objectives and targets are incorporated into Faculty / Divisional operational plans. HS coordinators to assist.	All members and respective HS coordinator	By December 2013
3	6 March 2013	Incorporate 'Safety is priority' formally in academic policy and standards Action: Prepare a message to be communicated at the next Academic Board meeting	Prof. Ramburuth	7 August 2013
4	29 May 2013	WorkCover Audit Action: All work areas to implement corrective action from the WorkCover audit as relevant once the audit findings have been communicated.	Heads of Schools and Centres with assistance from HS Coordinator	By November 2013
5	29 May 2013	Radiation Safety Procedures Action: Review the Radiation Safety Procedures and update to reflect latest radiation legislation changes (Radiation Safety Coordinator, HS Unit).	HS Unit	12 November 2013
6	29 May 2013	Report on Lighting Action: Facilities to provide a report on status of lighting and progress on improvements (Director, Facilities).	Director of Facilities	7 August 2013
7	29 May 2013	Health Surveillance Action: Develop and provide more specific guidance to work areas regarding the health monitoring program (HS Unit)	HS Unit	12 November 2013

Archive of Closed 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>	COMPLETED
2	29 Feb 2012	<p>Review of Emergency Procedures <u>Action</u>: Report back to committee status of emergency procedures when finalised</p>	Mr Jonathan Blakeman	<p>COMPLETED <i>Critical Incident Strategic Management Framework available on Emergency webpage</i></p>
3	29 Aug 2012	<p>% Completion of Corrective Actions and online training course completion <u>Action</u>: H&S staff work with supervisors and local committees to identify cause of significant injuries and ensure new staff are completing the mandatory online training courses.</p>	H&S staff, Supervisors and local H&S committees	Ongoing + be reviewed as part of the OHS Strategic Framework KPT Update
4	29 Aug 2012	<p>Contractor Non Conformance Issues <u>Action</u>: Update on action plan to address contractor non-conformance issues at next meeting</p>	Mr Robert Kelly	COMPLETED
5	29 Feb 2012	<p>Alcohol and Other Drugs in the Workplace Guideline <u>Action</u>: Currently under review by the Student Safety Committee</p>	Adam Janssen	TBA
6	28 Nov 2012	<p>Oktoberfest <u>Action</u>: Ensure the UNSW Alcohol and Other Drugs in the Workplace Guideline is updated to accommodate the requirements that alcohol consumption is restricted as above</p>	Adam Janssen	COMPLETED
7	6 March 2013	<p>WHS Plan 2013-2015 <u>Action</u>: Each member of Level 1 H&S committee to review the WHS plan fully, consult with staff in their area and provide feedback by 20 March 2013.</p>	Each member	COMPLETED