

## PRESENT

Professor Fred Hilmer	President and Vice-Chancellor
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
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
Ms Jennie Lang	Vice-President, Advancement
Ms Fiona Docherty	Pro-Vice-Chancellor (International)
Professor Graham Davies	Dean, Faculty of Engineering
Professor Chris Styles	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
Professor Peter Smith	Dean, UNSW Medicine
Mr Stephen Rees	Finance and Operations

## APOLOGIES

Mr Jonathan Blakeman	Vice-President, Finance and Operations
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## IN ATTENDANCE

Ms Jenny Denman	Deputy Director, Facilities Management
Mr Adam Janssen	Senior Manager, Health Safety and Environment
Mr Robert Kelly	Director, Facilities Management
Ms Martina Lavin	Manager, UNSW Health and Safety and meeting minute taker
Mr Aaron Magner	Director, UNSW Safety and Sustainability

## WELCOME AND APOLOGIES

President and Vice-Chancellor, Professor Fred Hilmer opened the meeting. Apologies as noted.

### 1. Minutes Of The Previous Meeting

The minutes from the previous meeting 21 May 2014 were read and accepted.

#### Actions arising from the previous meeting

### 2. Review of HSE Strategic Planning Committee

Since the last HSE Strategic Planning Committee (Level 1), UNSW Health and Safety have met with most Deans and Executive Team members to obtain feedback on current functioning of the level 1 HSE committee. The feedback is summarised as follows:

- The discipline of the quarterly meetings is valuable with scope to increase meetings' effectiveness;
- HSE Committee members generally satisfied with reporting and information provided to the committee;
- Possibly, quarterly meetings could focus on one HSE topic each meeting from the 5 target areas in UNSW Work Health and Safety Plan.
- Most members were directly involved in HSE management outside of Level 1 meetings with consultation deemed effective between faculty/division (level 2) and level 3 HSE Committees;
- Allocation of HSE resources was considered appropriate;
- Feedback on the governance and consultation arrangements for HSE at UNSW generally positive.

### **3. Work Health and Safety Officer Training**

Three options for providing Work Health and Safety refresher training for Officers were tabled. It was proposed to conduct the refresher training early in 2015 shortly after the new Vice-Chancellor, Professor Ian Jacobs, had commenced. The preferred method of training was a combination of an interactive workshop and review of relevant key case laws.

**Action: Mr Magner to prepare a course outline to be delivered in early 2015**

### **4. Lighting on Barker Street**

UNSW's persistence in reporting concerns about poor lighting on Barker Street has been successful with Randwick Council agreeing to install better lighting on the UNSW side of Barker Street. FM will continue to conduct their patrols to monitor light levels around campus.

### **5. Mandatory Health Safety and Environment Training linked to probation period**

While completion of mandatory Health Safety and Environment training is generally above 90% many organisations now integrate HSE training into the staff induction process. It was agreed that this would be a desirable approach but was decided to hold off on this linkage until the People-soft upgrade is completed in mid- 2015.

### **6. Significant Incidents**

There was one significant incident in the period as follows:

#### **i. Mercury Spill**

External contractors were engaged to assist with a building decant and while removing leftover furniture from a laboratory the contractors picked up a locked cabinet which, unknown to them, contained a glass jar of approximately 1 litre of metallic Mercury. As the contractors started moving the cabinet, the jar fell resulting in the mercury spill. The contractors then called UNSW security who subsequently called the NSW Fire Brigade who contained and cleaned up the spill. The failure to follow the correct laboratory decommissioning procedure was investigated and learnings communicated in the August Health and Safety Newsletter.

### **7. HSE Management Data – Second Quarter 2014 report**

Similar trending in the half yearly review for the top three injury mechanisms with slips/trip/falls showing a slight decrease from 2012/2013. Corrective action closure rates for all areas were above the 80% target with 10 of the 14 areas achieving above 90% completion. Overall, workers compensation claims frequency rate is slightly higher than the 2013 rate but number of lost time injuries sits at 7 for first half of 2014 (there were 13 for the same period last year). Participation rates for the mandatory WHS training for new staff is falling short of the 100% target for all areas except 3.

### **8. Matters arising from level 2 HSE Committees**

None

### **9. Health Safety and Environment: Executive Update**

An Executive Update on key activities since the previous HSE Level 1 Committee meeting was tabled. The update included information regarding the implementation of the Smoke Free Environment Policy, a proposal to decommission the radiation waste store and remove legacy radiation waste, a proposal to establish a Sustainability Advisory Committee and work underway to have UNSW recognised as a "Healthy University".

**Action: That the Executive Update be received and noted.**

### **10. Traffic Safety Management Register update**

A report on the status of the identified issues was included in the background papers. Most actions have been completed and a number are being deferred due to the impending light rail project. It was discussed that with all the imminent changes to traffic and parking restrictions, a schedule of UNSW events needs to be planned well in advance particularly dates of big events such as graduations and visits by high profile speakers etc. Professor Martin highlighted the broader impact on day-to-day operations and forewarned that large scale review and revision of teaching timetables to allow for more flexibility would be required to minimise/eliminate peaks and troughs in the working day.

**Action: That Traffic Safety Management Register be received and noted.**

#### **11. Campus Security Report Data: Second Quarter 2014**

The report was included with the agenda papers. Incident rates are either similar or decreased for quarter 2. Continuing strategies to improve safety and security on campus for 2014 include: upgrades to CCTV; physical security risk assessments for buildings; improve communication to student groups; establishment of critical incident response kit and development of a Safety App.

**Action: That Campus Security report be received and noted.**

#### **12. Correspondence In:**

##### **12.1 Internal Audit – Radiation Safety Management**

The Radiation Safety Management Audit undertaken by Deloitte's in May/June of 2014 was included with the agenda papers. Issues requiring improvement included: clarifying the process for approving research projects involving radiation; updating terms of reference for Radiation Safety Committee; clarifying responsibilities of Research Ethics and Compliance Support and Health and Safety in terms of radiation safety; formalising radiation emergency procedures; ongoing operational issues such as developing training needs analysis, facility inspections, monitoring detection devices, procurement of radiation and incident investigations. The corrective action report will be monitored by the Audit Committee of Council until actions are completed.

##### **12.2 Correspondence In: Disposal of legacy radioactive material**

A report was included as background papers to the committee. UNSW obtained a proposal from for the removal of long half-life radioactive substances such as Thorium and Uranium. The company, SGS Australian Radiation Services, transfers the waste to licenced overseas facilities. Cost of the service including: characterising the waste; fees to the recipient facility; and international freight charges were estimated at \$45k. The alternative is for UNSW to continue to store such waste on site in appropriately shielded facilities (some items require storage for 1,000 years). The committee believed that if UNSW were to avail of this service then cost recovery would be required from another existing source.

#### **13. Correspondence Out: None**

#### **14. International Travel SOS**

UNSW engaged International SOS, a medical and travel risk management service to assist staff and students to take proactive steps in minimising risk during international travel. Assistance is available during preparation for travel as well as providing help with medical, security or other risks or emergencies that might arrive during the trip. ISOS works in conjunction with UNSW's current travel insurer, Ace Insurance, and in the three months since their engagement (from March to end of June) it was reported that assistance was provided to 9 UNSW travellers who encountered medical issues whilst overseas.

#### **15. Contractor Management**

Mr Wagner provided information about the current system for contractor management at UNSW. The paper based system includes non-integrated elements of contractor management such as: for engaging contractors; induction and training; maintaining licences and other records; and is labour intensive to implement and maintain. While UNSW's paper based contractor management system is legally compliant many organisations now use web-based solutions that improve efficiency and document control. More than 80% of WorkCover prosecutions arise out of contractor incidents emphasising the importance of strengthening UNSW's current contractor management process. UNSW Health and Safety is in discussions with UNSW Strategic Procurement, Facilities Management, IT and the Division of DVC(R) preparing a scope and business case for a campus wide Electronic Contractor Management solution. It is proposed that following a scope and business case a RFQ will be issued in 2015.

#### **16. Health and Wellbeing Plan**

A Health and Wellbeing presentation entitled 'Health hearts, healthy minds' was included in the papers. Work has begun scoping existing health and wellbeing initiatives to include in an integrated UNSW Health and Wellbeing Plan. Proposed themes for inclusion in the plan include mental health, physical health and wellbeing. Planned activities to be included in the plan including the need to keep moving e.g. using stairs, improved safety at conflict points; promoting health and wellbeing through augmenting signage, promoting healthy food outlets/ choices; inclusion of wellbeing in infrastructure design; (e.g. passive security measures, short term locker use and outdoor gym equipment etc.).

**17. City to Surf**

The committee was reminded that UNSW's Safety and Sustainability unit had a team in this year's City to Surf and there is still time to enter and places available!

**18. Smoking Update**

The Smoke Free Environment Policy became effective on 31 May 2014. The new policy has been overwhelmingly well received with positive engagement on social media and wide support from the responses to emails and other formal communication with students and staff. One adverse unintended consequence of the new policy has been that with increased numbers of UNSW students and staff now smoking on the streets and footpaths surrounding the Kensington campus, there has unfortunately been an increase in cigarette butt litter on footpaths and verges. A resident in Kennedy Street living adjacent to the southern boundary of the campus at the Oval Lane exit has initiated a formal complaint regarding the litter. UNSW Health and Safety has written to Randwick City Council General Manager and is working with council's waste and sustainability team as well as Facilities Management to reduce cigarette butt litter at university entrances.

**19. Health Safety and Environment Issues without notice**

None

***CLOSE OF MEETING***

Next Meeting:

- 26 November 2014

## SUMMARY OF ACTIONS

Date Issue raised	Action	Responsibility	Status	Target Date
21 May 2014	<b>WHS Due Diligence for Officers</b> Mr Magner to prepare a course outline to be delivered early 2015	H&S	Refresher training to be delivered in early 2015 shortly after the new Vice-Chancellor has commenced. Training to be a combination of an interactive workshop and review of relevant key case laws.	March 2015
21 May 2014	<b>Contractor Management</b> Present a proposal for IT based solution for contractor management	H&S	UNSW Health and Safety in discussions with UNSW Strategic Procurement, Facilities Management, IT and the Division of DVC(R) preparing a scope and business case. Business case then RFQ to be released in 2015.	Q2 2015
29 May 2013	<b>Radiation Safety Management</b> <i>Review the Radiation Safety Procedures and update to reflect recent legislative changes (Radiation Safety Coordinator, H&amp;S).</i>	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.	<i>June 2014</i>
7 August 2013	<b>Defibrillator rollout</b> <i>Managed co-ordinated and centrally funded roll-out of additional defibrillators across UNSW.</i>	H&S	UNSW Health and Safety is managing and funding the roll-out of defibrillators and training for staff.	<i>Ongoing</i>