

## PRESENT

Professor Ian Jacobs	President and Vice-Chancellor
Professor Iain Martin	Vice-President & Deputy Vice-Chancellor (Academic)
Professor Wai Fong Chua	Pro-Vice-Chancellor (Students)
Professor Mark Hoffman	Dean, Engineering
Ms Jennie Lang	Vice-President, Advancement
Professor Alec Tzannes	Dean, Faculty of the Built Environment
Professor David Dixon	Dean, Faculty of Law
Professor Ross Harley	Dean, Faculty of Art and Design
Professor Peter Lovibond	Senior Associate Dean, Science
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor Michael Frater	Rector, UNSW Canberra
Mr Stephen Rees	Finance and Operations
Professor Prem Ramburuth	President of the Academic Board
Mr Neil Morris	Vice-President, University Services
Professor Chris Styles	Dean, Australian School of Business
Dr Rob Forage	CEO, UNSW Global
Mr Barry Munns	Director Risk & Internal Audit
Mr David Ward	Director, Human Resources

## APOLOGIES

Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Peter Smith	Dean, UNSW Medicine
Ms Fiona Docherty	Pro-Vice-Chancellor (International)
Professor Merlin Crossley	Dean, Faculty of Science
Ms Elizabeth Grinston	General Counsel/UNSW Solicitor
Professor Laura Poole-Warren	Pro Vice-Chancellor (Research Training) Dean of Graduate Research

## IN ATTENDANCE

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

## WELCOME AND APOLOGIES

Professor Ian Jacobs chaired the meeting. Apologies were noted as above.

### 1. Minutes Of The Previous Meeting

The minutes from the previous meeting 26 November 2014 were accepted.

#### Actions arising from the previous meeting

### 2. Fowlers Gap Asbestos Management Update

An update provided to the Executive Team at its 1 December meeting was included with the agenda papers. Facilities Management has developed an Asbestos Removal Plan in response to an asbestos Risk Assessment for Fowlers Gap provided by specialist risk consultants GreenCap NAA in June 2014. The Asbestos Removal Plan was developed in consultation with the Fowlers Gap station manager, Faculty of Science and UNSW Health and Safety. The consultants provided comment on the plan and declared it a practical and appropriate approach for the removal of non-friable asbestos (no friable asbestos was detected at the site). In addition, all permanent staff at Fowlers Gap have attended asbestos awareness training and has implemented safety precautions including immediate removal of cement debris and stored cement sheets as well as installing fencing to prevent access to priority areas.

A letter from the principal consultant addressed to Mr Magner, included in the agenda papers, concluded that the actions and timeframes outlined in the Asbestos Management Plan are appropriate and commensurate with the low risk nature of the identified asbestos containing material.

Mr Frater questioned how the material could be non-friable considering demolition work had occurred. Mr Morris clarified that the demolition work was not recent (such work had occurred more than 10 years ago). Mr Frater asked if further advice should be sought on whether there was anything more that UNSW

could reasonably do and the committee agreed that seeking such advice was appropriate. Professor Lovibond commented that the asbestos training provided to staff would enable them to identify and better manage such material in the future.

**Action: Obtain further advice as to whether UNSW is doing all that is reasonable practicable in relation to this issue.**

### 3. Significant Incidents

Three incidents were tabled; all had occurred in January 2015.

- A former employee made a complaint to WorkCover re: alleged bullying and unsafe work environment. WorkCover attended the site and interviewed and sought evidence from various staff. It did not require any further action.
- A researcher in the Faculty of Science suffered tendon damage to their hand from cut glass while inserting a glass adapter into rubber vacuum hoses.
- Clamp not used to keep glassware together and as a result student working ahead of the demonstration sustained injury from broken glass.

Professor Jacobs enquired as to whether there is sufficient awareness amongst students as to glassware risks and whether any additional action is required. Mr Janssen reported that whole school communication had occurred immediately after the incident and that the February [monthly safety newsletter](#) contained the lessons learnt article which is circulated to all UNSW. Safe Work Procedures are being updated and attempts made to replace glass adapters with plastic adapters where possible.

### 4. Health Safety & Environment Management Data: 2014 Annual Report

- Lost Time Injury Frequency Rate (LTIFR) is up from 2.2 in 2013 to 3.0 in 2014.
- Worker's Compensation claims have increased from 58 in 2013 to 73 in 2014 although still down on the average of 104 per annum over the previous 10 years.
- Accounting for Workers compensation claims, the main injury mechanisms are: slips/trips/falls (35%); manual handling (19%); hit by moving objects (15%); repetitive strain (14%).
- All areas have a greater than 80% closure rates for corrective actions.
- All areas have achieved over 80% completion for mandatory WHS training (target is 100%).
- Pro-active reporting of hazards continues to rise and simultaneously there has been a reduction in incidents over the past 4 years.

Some discussion ensued around the lack of progress in reducing slips/trips/falls incidents. Professor Jacobs requested a mapping exercise to provide more clarity around where and when such incidents occur. Professor Tzannes commented that identifying if stairs/steps were a likely contributor would be useful to see if there was sufficient slip resistance on stairs or whether there were other stair design considerations.

Action: Map slips/trips/falls incidents to identify patterns and identify corrective actions.

Discussion also occurred re: attaining 100% completion for mandatory WHS training and the previously mooted idea of linking completion of such training with probation for new staff. Professor Frater sought clarity on the feasibility of follow through so that this is not simply an empty threat. Professor Martin also commented that the reporting would need to be reliable if this avenue was pursued. Current reporting is defective in that it does not distinguish between new hires and re-hires. The upgrade to myUNSW and the new HR system, to be implemented later this year, should have better reporting capability. Actions for now are to target the non-compliant staff and to revisit the options for follow up at the November meeting when the new HR system can be demonstrated.

#### Action:

1. Identify the staff members who are not completing the mandatory training and ensure the relevant supervisors apply the pressure to assist this completion.
2. Examine the reporting capability of the new HR system to identify if the linking of non-completion with probation is practicable (November meeting).

### 5. Matters arising from Level 2 HSE committees

Ms Lang reported an issue of rats in the lower ground floor of the Chancellery.

**Action: Mr Kelly to take back to the relevant Client Facilities Manager in FM.**

## 6. HSE Executive Report

Mr Magner spoke to the Executive HSE Report which was included with the agenda papers. Subject matters covered in the report included: HSE 2014 Annual report, Significant Incidents, Changes to NSW Work Health and Safety Regulation, Workers Compensation team joins UNSW Health and Safety, UNSW Wellbeing Plan, 2015 Influenza Clinic, Whopping cough in childcare centre, New WHS website and Personnel changes in WHS Unit.

## 7. WHS Plan 2013-2015 Status Update

- Objective 1 - Manage high risk activities: A status update on the five high-risk WHS projects (Fieldwork, Hazardous Materials, Plant, Contractor management and Traffic & pedestrian safety) was tabled. All projects are on target to be finalised by December 2015.
- Objective 2 - LTIFR reduction: Original target was for LTIFR of 2.5 by end of 2015. The ambitious stretched target set in January 2014 (after a successful 2013) will not be reached so original target is being reinstated.
- Objective 3 – Improve WHS management systems: The SafeSys system for managing health and safety documentation is being progressively rolled out across UNSW and is on target to be rolled out to all work units by end of 2015. In addition, the improvements to the on-line incident and hazard reporting system will coincide with the HR system upgrade

## 8. Traffic Safety Management

The Kensington 'Campus Traffic and Pedestrian Management Plan' prepared by Cardno consultants was included with the agenda papers. It includes a summary of the key pedestrian and safety risks for Kensington campus identifying location, detail of risk, user group affected and overall risk rating.

A schedule of work is being developed to address each of the identified risks and will be addressed progressively with timelines commensurate with risk rating.

Whilst the Kensington campus remains the focus for the moment, the Randwick, Paddington and Canberra campuses will be included beyond 2016.

In response to the question as to whether consideration has been given to the impact on pedestrians from the impending light rail project the answer was that it was of primary importance and that UNSW is a major stakeholder in the planning process for this government project. Mr Kelly reported that a 'Pedestrian and Traffic Safety Management Plan' is an integral component of every future UNSW construction project and will also be addressed separately and concurrently with the light rail construction plan.

## 9. Security Report Data: 2014 Annual Report

The Security Services annual report was included with the agenda papers. The most notable increase in security incidents has been in the assaults category. Whilst bike theft accounts for one third of all theft incidents, nonetheless, the warning tags used by security to reduce overnight bike storage has been successful in reducing bike thefts compared to 2013. Continued awareness strategies such as screen displays in libraries, leaflet drops, social media communications etc has assist with decline in overall theft incidents.

## 10. Correspondence In: Henry Davis York re: Due Diligence Training for Officers

The paper outlined 3 options for delivery of the Due Diligence for Officers. After a brief discussion it was resolved that:

- A two hour timeslot would be set aside for the due diligence training
- Members of this level 1 WHS committee would attend the training
- Members of Council who have not had Due Diligence training from their associated organisations would be identified at **next Council meeting**. Depending on numbers such persons would either attend the training provided to the Level 1 HSE committee or a separate session would be held for Council members

**Action:** Establish whether one or two sessions of Due Diligence training are required and set date(s) for such training

## 11. Correspondence Out

None

**12. Update to Health Safety and Environment Policy and Plan**

The current plan expires at the end of 2015. A revised WHS plan will complement the overall UNSW Strategic Plan 2015 to 2025 being developed by the new Vice-Chancellor. The revised WHS plan will include a wellbeing component and will aim to create an organisational culture that enhances the health wellbeing and sustainability of the UNSW community. The Health Safety and Environment Plan will be consistent with, and complement to, the new UNSW Strategic Plan for 2015 – 2025 being developed by the Vice-Chancellor.

**13. Health, Safety and Environmental Issues without notice**

None

**Meeting Closed:** 10.05am

**Next Meetings**

- 20 May 2015
- 29 July 2015
- 25 November 2015

## SUMMARY OF ACTIONS

Date Issue raised	Action	Responsibility	Status	Target Date
4 March 2015	<b>Asbestos at Fowlers Gap</b> Obtain further advice as to whether UNSW is doing all that is reasonable practicable in relation to this issue	AM	GreencapNAA have been commissioned to carry out an Asbestos Risk Assessment survey at Fowlers Gap Research Station. Follow site visits from Greencap on 5 and 6 May to carry out inspection of areas targeted for asbestos remediation. A comprehensive report has been provided to UNSW detailing findings of the inspections and recommendations for ongoing management of the site. Asbestos remediation work is underway.	Q3 2015
4 March 2015	<b>WHS Incidents</b> Map slips/trips/falls incidents to identify patterns and identify corrective actions.	AJ	Based on location information recorded by individuals logging slips/trips and falls UNSW Health and Safety have provided a campus map detailing where and when such incidents occurred.	Q2 2015
4 March 2015	<b>Mandatory WHS training</b> <b>Action:</b> <ol style="list-style-type: none"> <li>1. Identify the staff members who are not completing the mandatory training and ensure the relevant supervisors apply the pressure to assist this completion</li> <li>2. Examine the reporting capability of the new HR system to identify if the linking of non-completion with probation is practicable (November meeting)</li> </ol>	AJ  AJ/DW	Human Resources and IT Services are currently working on a solution to enable staff to have access to some of the University's information systems in advance of employment. This will be done in two phases – creating a staff ID number at the time an offer of employment is accepted and then a process to auto enrol new staff into the University's online training modules. The former is likely to be achieved by the middle of 2015, however the auto enrolment procedure is dependent on changes planned to be implemented in the new HR system which is scheduled to go live at the end of 2015.	Q4 2015

21 May 2014	<b>Contractor Management</b> Present a proposal for IT based solution for contractor management	AM	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.	Q4 2015
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