

## **PRESENT**

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

## **APOLOGIES**

Professor Geoffrey Garrett	Dean, Australian School of Business
Professor Les Field	Vice-President & Deputy Vice-Chancellor (Research)
Professor Mark Hoffman	Pro-Vice-Chancellor (Research)

## **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
Ms Martina Lavin	Minute taker

## **WELCOME AND APOLOGIES**

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

### **1. Minutes Of The Previous Meeting**

The minutes from the previous meeting 29 May 2013 were accepted.

### **Actions Arising from Previous Meeting**

#### **2. Defibrillators**

A paper on a proposed rollout of defibrillators across campus was included as part of the agenda background papers. The paper identified that currently there are 11 automatic external defibrillator (AED) units located on campus and 7 others located off campus including in the four rural clinical schools.

After plotting the location of the existing units it was recommended that a further 13 be purchased to enable easy and quick access from each building on campus. Mr Morris proposed that costs associated with the purchase of the new units be centrally funded. Ongoing service and maintenance would also be centrally funded but the local area would be responsible for regular inspection. The rollout plan included ensuring a single preferred supplier; a central register of all units; a register of the first aid trained officer

responsible for the ongoing checks of the unit; and the AED included in the local area inspection, testing and monitoring schedule.

The Committee endorsed Mr Morris's proposal.

**Action: The Vice-President, University Services and the Vice-President, Finance and Operations to determine funding arrangements**

**Action: The Emergency Management Team in Facilities, H&S Co-ordinators and Level 3 H&S chairpersons liaise on the implementation of the approved arrangements.**

**3. Incorporate 'Safety is priority' formerly in academic policy and standards**

A paper that was presented at the 7<sup>th</sup> July Academic Board meeting was included with the agenda papers. The paper highlighted the unique contribution that academic staff can make in instilling a safety culture in our students that will both benefit their future careers as well as promote health and safety on campus. The Academic Board requested some examples of best practice highlighted in the paper to be brought to their next meeting including the inclusion of risk management in the assessment for 4<sup>th</sup> year electrical engineering students.

**Action: School of Electrical Engineering to prepare item for the next Academic Board meeting following the completion of the trial.**

**4. WorkCover Audit Corrective actions**

A status report on the completion of corrective actions following the May 2013 audit by WorkCover was included as background papers with the agenda. 11 corrective actions were identified; 5 are closed and 6 are in progress.

**Action: Continue to report status on this item until all actions are closed.**

**5. FM report on Lighting**

Mr Kelly provided a report and an update to the committee:

- Annual safety walkthroughs are conducted in April each year including checks for lighting defects
- These walks include representatives from Randwick Council, Police, staff and students
- Campus Security conduct weekly campus lighting audits (Sunday nights)
- The report highlighted a response from Randwick council where it has committed to replacing older lights along minor lanes (lights along major roads have already been replaced), pruning back (and in some cases removing) trees on a number of streets and adding a footpath on Kennedy Street
- 5 lighting projects have been completed by FM this year and a further 5 lighting upgrade projects are currently being investigated.

Professor Dixon raised his concern about pedestrian safety at Gate 2 particular with the additional increase of construction activity and vehicles for the next 18 months.

Ms Docherty mentioned a recent international student survey which emphasised improved safety on and around campus as a key issue for international students

**6. Correspondence In – Nil**

**7. Correspondence Out - Nil**

**8. Environment Update**

Environmental Hazard and incident reports for the period were tabled. It was noted that there was an increase in environmental incident notifications from the Faculty of Medicine, in particular the Wallace Worth Building. These were "Air Quality" issues related to paint odour and dust associated with ongoing building refurbishments. The refurbishment works are now complete and air quality issues have been resolved.

The matters are not "notifiable" environmental pollution incidents under the Protection of the Environment Operations Act 1997 as they did not constitute "Material Harm" to the environment (defined in Section 147 of the POEO Act as involving "actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial" or where the "actual or potential loss or property damage of an amount, or amounts in aggregate," exceeds \$10,000")

The Vice-Chancellor asked about the risk ratings assigned to environmental incidents. Many of the notifications were rated as "High". UNSW Sustainability Director, Aaron Magner, advised that individuals making Environmental Hazard or Incident notifications via MyUNSW nominate a risk rating. As an example all of the "Air Quality" issues arising from the Subway exhaust impacting occupants of the Morven Brown Building were submitted as "High". The consequences of these "incidents" were objectively investigated and deemed to be a "Low" risk possessing neither catastrophic nor major environmental consequences.

The Vice Chancellor asked that both the rating as originally reported and then an as objectively assessed be included in future environmental hazard and incident reports tabled at Level 1 OHS and E meetings.

## **9. Significant Incidents**

One significant incident was reported. On 4<sup>th</sup> June a section of copper piping in an air conditioning unit ruptured leaking refrigerant gas into a room on the fourth floor of the Rupert Myers building. The building was evacuated. Three WorkCover inspectors arrived on site and issued a prohibition notice against UNSW. Qualified refrigeration mechanics engaged by Spotless carried out remediation work.

## **10. WHS Plan 2013-2015 update: 2013 First quarter review**

- Comparing the number of workers compensation claims for the first half of 2013 against the average number of claims for the same period over the past 6 years shows a 40% reduction in claims.
- The Lost Time Injury Frequency Rate (LTIFR) rolling average for the first half of 2013 is 2.4 which is on track against our set target in the 2013 to 2015 WHS plan.
- Of the 11 Lost Time Injuries that occurred in 2013, 6 are due to slips/trips and falls.
- Improvements have been made in reduction of both manual handling and ergonomic injuries but rates for slips/trips/falls remain unchanged. A more targeted approach for slips/trips and falls is planned.
- Completion rates for new staff hired in 2013 are well below the 80% target for the following areas: ASB, Engineering, FASS, FBE, Law, University Services and UNSW Canberra.

## **11. Security update report**

The security report was tabled. Most notable downward trend is the reduction in theft on campus. Combination of reasons including: promoting awareness through Facebook; the Uni-Verse App; TV screen ads; crime mapping and additional patrols.

## **12. Smoking on Campus**

Professor Martin raised the issue of a review of the smoking on campus policy. It is over a year since the University implemented a no-smoking except in the 6 [designated smoking zones](#).

He believed it timely to review and consider a move to go completely smoke-free. This broad direction was supported by the Committee. It was recommended that a short paper on how this could be achieved be presented at the next meeting of this committee.

**Action: The Vice-President, University Services, present a paper to the Committee's meeting on 27<sup>th</sup> November outlining how the University might go about becoming completely smoke free.**

**13. Matters arising from Level 2 HS committees**

There were no matters raised

***CLOSE OF MEETING***

Next Meeting:

- 27 Nov 2013

**SUMMARY OF ACTIONS**

#	Date Action Was Agreed	Issue	Person Responsible	Target Date
1	7 August 2013	<b>UNSW policy on defibrillators</b> <b>Action:</b> University Services to roll-out of additional defibrillators across UNSW	Neil Morris	27 November 2013
2	29 May 2013	<b>WHS Plan 2013-2015</b> <b>Action:</b> 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	7 August 2013	<b>Incorporate 'Safety is priority' formally in academic policy and standards</b> <b>Action:</b> Report back to this committee on paper presented at next Academic Board meeting	Prof. Ramburuth	Awaiting presentation of Paper to Academic Board 2014
4	7 August 2013	<b>WorkCover Audit</b> <b>Action:</b> Continue to report status of corrective actions until closed	Adam Janssen	27 November 2013 COMPLETED
5	29 May 2013	<b>Radiation Safety Procedures</b> <b>Action:</b> Review the Radiation Safety Procedures and update to reflect latest radiation legislation changes (Radiation Safety Coordinator, HS Unit).	HS Unit	Awaiting letter from regulator
7	29 May 2013	<b>Health Surveillance</b> <b>Action:</b> Develop and provide more specific guidance to work areas regarding the health monitoring program (HS Unit )	HS Unit	Awaiting review by UNSW health services and incorporation into new HR system
8	7 August 2013	<b>Smoking on Campus</b> Should UNSW go smoke-free? Paper to be presented at next committee outlining what this would entail.	Neil Morris	27 November 2013

**Archive of Closed Actions**

**Minutes LEVEL 1 Health, Safety & Environment COMMITTEE MEETING: 7 August 2013**

	<b>Date Action Was Agreed</b>	<b>Issue</b>	<b>Person Responsible</b>	<b>Target Date</b>
1	29 Feb 2012	<p><b>Smoke Free Environment Policy</b>  <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><b>Review of Emergency Procedures</b>  <u>Action</u>: Report back to committee status of emergency procedures when finalised</p>	Mr Jonathan Blakeman	COMPLETED <i>Critical Incident Strategic Management Framework available on Emergency webpage</i>
3	29 Aug 2012	<p><b>% Completion of Corrective Actions and online training course completion</b>  <u>Action</u>: H&amp;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><b>Contractor Non Conformance Issues</b>  <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><b>Alcohol and Other Drugs in the Workplace Guideline</b>  <u>Action</u>: Currently under review by the Student Safety Committee</p>	Adam Janssen	COMPLETED
6	28 Nov 2012	<p><b>Oktoberfest</b>  <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><b>WHS Plan 2013-2015</b>  <u>Action</u>: Each member of Level 1 H&amp;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
8	29 May 2013	<p><b>Report on Lighting</b>  <u>Action</u>: Facilities to provide a report on status of lighting and progress on improvements (Director, Facilities).</p>	Director of Facilities	COMPLETED