

**LEVEL 1 HEALTH, SAFETY AND ENVIRONMENT (HSE)
COMMITTEE MINUTES
Council Chamber, The Chancellery
Wednesday 8 November 2017 at 9.15am**



PRESENT

Professor John Arnold	UNSW Canberra
Professor David Blaazer	Faculty of Arts & Social Sciences
Professor Brian Boyle	Deputy Vice-Chancellor, Enterprise
A/Professor David Cohen	President, Academic Board
Professor Geoffrey Crisp	Pro-Vice-Chancellor, Education
Professor Merlin Crossley	Deputy Vice-Chancellor, Academic
Professor Megan Davis	Pro-Vice-Chancellor, Indigenous
Mr Warwick Dawson	Director, Knowledge Exchange
Professor Ana Deletic	Pro-Vice-Chancellor, Research
Ms Fiona Docherty	Vice-President, External Relations
Dr Elizabeth Eastland	Director, Entrepreneurship
Professor Les Field	Senior Deputy Vice-Chancellor
Professor Nicholas Fisk	Deputy Vice-Chancellor, Research
Mr Darren Goodsir	Chief Communications Officer
Professor Ross Harley	Dean, UNSW Art & Design
Professor Ian Jacobs	President and Vice-Chancellor (Chair)
Professor Emma Johnston	Dean, Faculty of Science
Professor Helen Lochhead	Dean, UNSW Built Environment
Ms Shahina Mohamed	Chief Operating Officer, President and Vice Chancellor's Office
A/Professor Grainne Moran	Pro-Vice-Chancellor, Research Infrastructure
Mr Russell Nelms	Chief Strategy Officer & Director of UPO
A/Professor Justine Nolan	Faculty of Law
Mr Jon Paparsenos	Vice-President, Philanthropy
Mr Laurie Pearcey	Pro-Vice-Chancellor, International
Professor Laura Poole-Warren	Pro-Vice-Chancellor, Research Training & Dean of Graduate Research
Professor Chris Styles	Dean, UNSW Business School
Sci Professor David Waite	Faculty of Engineering
Mr Andrew Walters	Vice-President, Finance and Operations
Mr David Ward	Vice-President, Human Resources

APOLOGIES

Professor Eileen Baldry	Deputy Vice-Chancellor, Inclusion and Diversity
Mr Jason Coombs	Director, Strategic Initiatives and Space Management
Mr Grant Cura	Director of Risk Management
Professor Susan Dodds	Dean, Arts and Social Sciences
Dr Rob Forage	CEO, UNSW Global
Professor Michael Frater	Rector, UNSW Canberra
Ms Elizabeth Grinston	University Solicitor and General Counsel
Professor Mark Hoffman	Dean, Faculty of Engineering
Professor Anthony Kelleher	Acting Dean, Faculty of Medicine
Mr Neil Morris	Director, Student Life
Ms Trish Mullins	Director, Policy & Government Relations
Ms Catherine West	Acting Chief Financial Officer
Sci Professor George Williams	Dean, Faculty of Law

IN ATTENDANCE

Mr Adam Janssen	Senior Manager, Occupational Health and Safety
Mr Aaron Magner	Director, UNSW Safety and Sustainability
Mr Jeff Peers	Director, Estate Management
Ms Fatima Velosa	Senior Governance Officer (Minutes)

A: Procedural

1. Apologies

The Committee noted the apologies listed above.

2. Minutes of the Previous Meeting: 9 August 2017

The minutes of the meeting held on 9 August 2017 were confirmed as an accurate record.

B: Actions and business carried forward

3. Pedestrian Safety impacted by Light Rail

The Committee noted the following:

- There are regular formal and informal meetings between UNSW and Transport NSW as well as the light rail construction contractors, and pedestrian safety is a regular agenda item.
- Anyone affected by incidents is encouraged to report them via the tool in *myUNSW*.
- Most of the construction work is outside the campus boundary and beyond UNSW's operational control.

4. Student Safety Review Consultation

The Committee noted the action had been completed, namely that Professor Durbach be added to the stakeholder interview list.

5. Student Safety and Wellbeing Maturity Review

The Committee noted the report provided, that key stakeholders had been identified, and that the Review had begun and would be completed in early 2018.

6. Faculty workplace change impacts on HSE

The Committee noted the ongoing action of senior management consultation mechanisms being included in the Safety Deep Dive.

Action: Consult with the Faculties most affected by workplace change proposals (Science, Engineering, Medicine) to discuss how HSE committees will be managed as part of workplace changes and report back to the Level 1 HSE Committee.

C: Standing Items

7. Significant Incidents Report – Q3 2017

The Committee noted the progress of the corrective actions provided.

8. HSE Reporting Dashboard Q3

The Committee discussed the report provided, specifically the apparent increase in 'stealing' as reflected in the graphs on page 29. Mr Peers confirmed that there had not been an unprecedented crime wave on campus and that most of the perpetrators had been apprehended.

Action: Mr Peers to obtain a security report from Ms T Murphy to verify the information provided in the graph and compare it with the data included in the new dashboard – and report back to the next meeting.

9. Matters Arising from Level 2 Committees

There were no matters arising from Level 2 Committees.

10. HSE Executive Update

The Committee noted the update provided and the UNSW Safety and Sustainability Executive Team Update (circulated at the start of the meeting). It was noted that UNSW Safety and Sustainability would be rebranded as UNSW Safety and Wellbeing from mid-January 2018.

11. Health and Safety Plan 2016-2018 Status

The Committee noted the update on the completion of planned actions as at 3 November 2017.

12. Environmental Management Plan Status

No report was presented for this meeting.

13. UNSW Workplace Wellbeing Update

The Committee noted the update on the wellbeing initiatives and activities for Quarter 3 2017.

14. Security, Traffic and Pedestrian Safety Report

The Committee noted the report presented and that the data would be consolidated with the data included on the dashboard to prevent skewed results – as for ‘stealing’ – (see agenda item 8).

D: Correspondence

15. Inward

The Committee noted the following correspondence received (provided in the following order in the meeting pack):

- a) National Greenhouse and Energy Report
- b) ANSTO Clearance Radiation Waste Store
- c) State Insurance Regulatory Authority
- d) SafeWork NSW Incident – No. 1-378331
- e) Universitas Indonesia: Keynote invitation
- f) Universitas Indonesia: GreenMetric Index

16. Outward

Nil

E: New Business

17. Any other business

The Vice-Chancellor noted that it was the last Committee meeting of the year and everyone for their attention to Health, Safety and Environment issues during the year and ensuring reasonably good success in this area.

There being no further business, the meeting closed at 10am.

Next meeting: Wednesday 14 March 2018 at 9am in the Council Chamber

Health, Safety and Environment Committee (Level 1)

8 November 2017

SUMMARY OF ACTIONS

Date Issue Raised	Action	Responsibility	Status	Target Date
8 November 2017	<p>Faculty workplace change impacts on HSE Ensure ongoing consultation with Faculties most impacted by workplace change proposals to monitor adequacy of resourcing for management of health safety and environmental compliance.</p>	AM	<p>Ongoing Initial consultation with Faculty of Science held in February 2018. Faculty Safety Plan adapted to actively monitor the impacts of workplace changes on HSE compliance and management. Constualtion on monitoring of WPC impacts in Faculties of Engineering and Medicine undertaken by HSE Coordinators.</p>	Mid to late 2018
8 November 2017	<p>Security Report Data verification: Stealing The Committee discussed the Security Report provided, specifically the apparent increase in 'stealing' as reflected in the graphs on page 29, of the Q3 Security Report. Mr Peers to review Security Report to confirm accuracy of reported stealing data.</p>	AM	<p>Completed Mr Peers and EM Security Services team have reviewed the format of the Security Report. There had not been an unprecedented increase in stealing in the period. Estate Management are reviewing Security Report data and format.</p>	14/3/2018