

## OH&S LEVEL 1 COMMITTEE MEETING: 1 JULY 2008

### PRESENT:

Professor Fred Hilmer	Vice-Chancellor & President
Ms Jenny Bott	Chief Executive, UNSW Foundation
Professor Anthony Dooley	President, Academic Board
Mr Peter Graham	Chief Operating Officer
Professor Richard Henry	Deputy Vice-Chancellor (Academic)
Ms Jennie Lang	Pro-Vice-Chancellor (International)
Mr Garry McLennan	Chief Financial Officer
Professor John Arnold	Acting Rector, ADFA
Professor Alec Cameron	Dean, Australian School of Business
Professor David Clements	Acting Dean, Faculty of Engineering
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor David Dixon	Dean, Faculty of Law
Professor Margaret Harding	Dean, Graduate Research
Professor Ian Howard	Dean, Faculty of the College of Fine Arts
Professor Martin Loosemoore	Acting Dean, Faculty of the Built Environment
Professor Roger Read	Acting Dean, Faculty of Science
Professor Peter Smith	Dean, Faculty of Medicine
Mr Edward Ho	Head of Risk Assurance and Internal Audit

### APOLOGIES:

Professor Mike Archer	Dean, Faculty of Science
Professor John Baird	Rector, ADFA
Professor Joan Cooper	Pro-Vice-Chancellor (Students)
Professor Graham Davies	Dean, Faculty of Engineering
Professor Les Field	Deputy Vice-Chancellor (Research)
Professor Peter Murphy	Dean, Faculty of the Built Environment
Mr Neil Morris	Deputy Chief Operating Officer

### IN ATTENDANCE:

Ms Victoria Finlay	Executive Officer to the Vice-Chancellor
Mr David Ward	Manager, Human Resources,
Mr Paul Bransdon	Manager, OHS & Worker's Compensation
Mr Chris Barton	Partner, Freehills Lawyers
Mr Steve Bell	Solicitor, Freehills Lawyers
Ms Nicole Gower	UNSW Legal Counsel

### SECRETARY:

Ms Helen Parks

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## 1. WELCOME AND APOLOGIES

Professor Hilmer welcomed Messrs Barton and Bell and Ms Gower to the meeting.

## 2. KEY RESPONSIBILITIES FOR LEVEL 1 OH&S COMMITTEE

### 2.1 'Managing the Legal Liability of the University and Yourselves': Presentation

Messrs Barton and Bell provided a presentation, which covered the OH&S legislative framework in NSW, the obligations under the legislation, personal liability, and UNSW's current OH&S systems. Three cases studies were cited to illustrate the ramifications of non-compliance. It was noted that UNSW's OH&S Management

System (OHSMS) provided a good foundation on which to build, and the focus of each faculty and Division should be on implementing the OHSMS in their area.

Mr Ward undertook to arrange a repeat of the presentation for those Committee Members not present at the meeting.

### **3. MINUTES OF THE PREVIOUS MEETING HELD 19 MARCH 2008**

The minutes of the 19 March meeting were approved.

### **4. CORRESPONDENCE**

#### **4.1 IN**

No matters were reported.

#### **4.2 OUT**

No matters were reported.

### **5. ACTIONS ARISING FROM THE PREVIOUS MEETING**

#### **5.1 Strategic Review of Safety Culture for UNSW – Update**

Mr Ward reported that Noel Arnold & Associates' review of UNSW's safety culture was ongoing. Some difficulty had been experienced in setting up the focus groups and he would be contacting some Deans to obtain names of academic staff who would be willing to participate. A presentation on the findings of the Review would be made by the Noel Arnold & Associates at the next Committee meeting (17 September).

### **6. MATTERS FOR NOTING**

#### **6.1 Significant Incidents**

Mr Graham noted that there was nothing to report.

#### **6.2 OHS Data Reporting**

Referring to the OH&S data previously circulated, Mr Bransdon reported an increase in the number of workers compensation claims relating to repetitive movement due mostly to poor work stations. The matter would be investigated further. The Committee noted the data provided.

Mr Bransdon reported that, because of some anomalies, it had not been possible to provide OH&S data relating to the other GO8 universities. However, the GO8 would be standardising OH&S data reporting to enable benchmarking in the future. The Committee noted the OH&S data relating to the University of Sydney provided. Mr Bransdon advised that work would continue to improve the quality of UNSW data, and develop a standard reporting mechanism based on leading indicators. An update on this would be provided at a future meeting.

Mr Ward reported that, as part of the implementation of the revised OH&S management system, OH&S team would be working closely with the Faculties to develop and populate a standard quarterly reporting tool.

### **7. NEW BUSINESS**

#### **7.1 Matters Arising From Level 2 and 3 OH&S Committees**

Mr Ho reported that at a meeting of a focus group concerned with safety culture assessment, concern had been expressed about the longstanding defective Library

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lifts, and the lack of feedback. Mr Graham undertook to raise the matter with Mr Egan, Director of Facilities Management, and report on the matter at the next Committee meeting.

Professor Henry noted that during his time as Presiding Member of the Faculty of Medicine's Level 2 OH&S Committee he had experienced similar comments about the lack of feedback. More needed to be done to share information regarding hazard identification and risk management across the University. Mr Graham advised that a proposal to set up a central electronic system would be one of the recommendations to be made by Noel Arnold Associates in their report on the Review of Safety Culture for UNSW.

### **8. CLOSE OF MEETING**

There being no other business, the meeting closed at 17.30.

The next meeting of OHS Level 1 Committee would be held on Wednesday, 17 September 2008.

17 July 2008