

THE UNIVERSITY OF NEW SOUTH WALES  
LEVEL 1 OCCUPATIONAL HEALTH & SAFETY COMMITTEE

WEDNESDAY 13 JUNE 2007

**PRESENT:**

Professor Frederick Hilmer	Vice Chancellor & President
Ms Jenny Bott	CEO, UNSW Foundation
Professor Anthony Dooley	President, Academic Board
Professor Les Field	Deputy Vice-Chancellor (Research)
Mr Peter Graham	Chief Operating Officer
Professor Richard Henry	Deputy Vice-Chancellor (Academic)
Professor Joan Cooper	Pro-Vice-Chancellor (Students)
Ms Jennie Lang	Pro-Vice-Chancellor (International)
Professor Mike Archer	Dean, Faculty of Science
Professor Alec Cameron	Dean, Faculty of Business
Professor John Baird	Rector, ADFA ( <i>via phone</i> )
Professor David Dixon	Dean, Faculty of Law
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor Margaret Harding	Dean, Graduate Research
Professor Ian Howard	Dean, Faculty of the College of Fine Arts
Professor Peter Murphy	Dean, Faculty of the Built Environment
Professor Dianne Wiley	Acting Dean, Faculty of Engineering
Mr Edward Ho	Head of Risk Assurance and Internal Audit
Mr Tim Cope	Chief Information Officer
Mr Neil Morris	Director, Human Resources

**APOLOGIES:**

Mr Garry McLennan	Chief Finance Officer
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**SECRETARY:**

Ms Helen Parks

**IN ATTENDANCE:**

Ms Victoria Finlay, Executive Officer, Office of the Vice-Chancellor

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**1. OHS GOVERNANCE/STRATEGY PROCESS**

The Vice Chancellor opened the meeting and asked the COO to report on the current state of OH&S at UNSW, the proposed operation of the Level 1 Committee and the OH&S presentation to be made to the next Council Meeting.

Referring to the University's strategic priorities and objectives, Mr Graham noted that the University's key aim was to ensure that the University provided a safe and healthy workplace for all staff, students and others. To this end, work was being undertaken to streamline governance and management structures, and develop uniform and effective operating models and information systems. The reconstitution of the Level 1 OHS Committee, via the VCAC, had created a senior decision making body within the University, which would be responsible for making decisions and setting strategic direction on OHS matters. VCAC members would be provided with the necessary training to carry out their role as Level 1 OHS Committee members and monitor OHS implementation in their area. Committee meetings would be held quarterly. The Vice-Chancellor would report to the Committee biennially (*via direct reports from the Faculties*) on the implementation of OHS Management System (OHSMS) and the health and

safety performance in each Faculty. The implementation of OHSMS was a 2007 Key Performance Target for the senior management of the University (ET and Deans).

## **2. DRAFT OHS PRESENTATION TO UNSW COUNCIL**

Mr Graham gave his presentation to the Committee and noted that, due to the commitment of a significant number of staff at Head of School and Faculty level, the University held a satisfactory record of improvement in relation to OHS matters. Referring to statistics (tabled), Mr Graham highlighted that: excluding journey claims, the University had the best OHS record compared to the other GO8 universities; the average cost per claim had reduced; and the University had a target of zero level in loss time injuries. It was noted that corporate management systems were an area of weakness and an external consultant would be appointed to help address this.

Mr Morris reported that a Workcover audit would commence on 16 July, focusing on 2-3 areas of the University at Faculty or Division level.

The Committee noted that the presentation would be given to Council at its meeting on 18 June, and statistical data would be provided regularly to Council subsequently.