

OH&S LEVEL 1 COMMITTEE MEETING: 19 MARCH 2008

PRESENT:

Professor Richard Henry	Acting, Vice-Chancellor & President
Professor Anthony Dooley	President, Academic Board
Professor Les Field	Deputy Vice-Chancellor (Research)
Mr Peter Graham	Chief Operating Officer
Mr Garry McLennan	Chief Financial Officer
Professor Mike Archer	Dean, Faculty of Science
Professor Alec Cameron	Dean, Faculty of Business
Professor David Dixon	Dean, Faculty of Law
Professor Stephen Fortescue	Acting Dean, Faculty of Arts & Social Sciences
Professor Margaret Harding	Dean, Graduate Research
Professor Ian Howard	Dean, Faculty of the College of Fine Arts
Ms Jennie Lang	Pro-Vice-Chancellor (International)
Professor Peter Murphy	Dean, Faculty of the Built Environment
Professor Peter Smith	Dean, Faculty of Medicine
Professor Dianne Wiley	Acting Dean, Faculty of Engineering
Mr Edward Ho	Head of Risk Assurance and Internal Audit
Mr Neil Morris	Deputy Chief Operating Officer
Ms Patricia Pereira	Senior Consultant, Noel Arnold & Associates
Mr David Ward	Manager, Human Resources,
Mr Paul Bransdon	Manager, OHS & Worker's Compensation

APOLOGIES:

Professor Fred Hilmer	Vice-Chancellor & President
Ms Jenny Bott	Chief Executive, UNSW Foundation
Professor John Baird	Rector, ADFA

IN ATTENDANCE:

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

Ms Helen Parks

1. STRATEGIC REVIEW OF SAFETY CULTURE AT UNSW: UPDATE

Professor Henry welcomed Ms Patricia Pereira to the meeting.

Mr Graham reported that while there had been some recent improvement in UNSW's OH&S performance, further significant improvement would require a focused effort. To help address this, Noel Arnold & Associates, had been commissioned to conduct a review, which started in January, to recommend how UNSW could transform its safety culture. Mr Ward reported that over the next couple of weeks, the consultants would be setting up focus groups to assess UNSW's current OH&S culture. The focus groups would include some VCAC members to gauge OH&S leadership commitment. It was anticipated that the review would be completed in June. A final report would be presented to the Committee at its next meeting.

In response to a query, Mr Graham reported that improving UNSW's OH&S culture would also have a positive impact on overall costs, and because UNSW had effective OH&S systems in place in many areas already, the cost of new systems would be minimal.

2. OHS DATA REPORTING

Mr Bransdon referred to the data previously distributed, and reported a reduction in total claims in 2007. The number of fall related claims reported in 2007 had reduced. However, 'hit by object' incidents had increased in 2007, and 'muscular stress' incidents had increased over the last 3 years. Specific workplace programs would be introduced to address the increases in these categories. UNSW had exceeded its benchmarked target of reducing its lost time injury frequency rate (LTIFR) by 10%, achieving a lost time injury rate of 6 claims per million hours worked, and was the lowest since 2000. Mr Graham advised that the number of injuries in January and February 2008 had been higher than in 2007 – a warning that there was no room for complacency. In response to a query, Mr Bransdon noted that UNSW had been benchmarked against similar institutions. Data on the other GO8 universities would be presented at the next meeting. It was suggested that UNSW should also be benchmarked against commercial institutions.

3. SIGNIFICANT INCIDENTS

Mr Graham noted that there was nothing to report.

4. MATTERS ARISING FROM LEVEL 2 & 3 OHS COMMITTEE MEETINGS

No matters were raised.

5. IMPLEMENTATION OF REVISED OHS MANAGEMENT SYSTEM

Mr Ward reported that, of the Faculties that had been monitored, the implementation of the revised OH&S management system had progressed well. It was anticipated that the system would be implemented fully by the end of the year. OH&S team would be meeting the Faculty OH&S Co-ordinators to discuss any problems that may have been encountered.

6. CONSTITUTION FOR LEVEL 1 OHS COMMITTEE

The Committee noted the approved Constitution, as presented.

7. DRAFT STANDARD AGENDA FOR LEVEL 1 OHS COMMITTEE

The Committee approved the agenda template.

8. KEY RESPONSIBILITIES FOR LEVEL 1 OHS COMMITTEE MEMBERS

The Committee noted that briefing would be provided at the next meeting.

Mr Morris advised that the direct reports to the Vice-Chancellor should include an update on the implementation of the OH&S management system.

The next meeting of OHS Level 1 Committee would be held on Wednesday, 16 July 2008.

16 April 2008