

## OHS LEVEL 1 COMMITTEE MEETING: 28 NOVEMBER 2007

### PRESENT:

Professor Fred Hilmer	Vice-Chancellor & President
Ms Jenny Bott	Chief Executive, 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)
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	Director, Human Resources
Mr Andrew Meerman	Director, Noel Arnold & Associates
Ms Sue Chenhall	Project Manager, Noel Arnold & Associates
Mr David Ward	Manager, Human Resources,
Mr Paul Bransdon	Manager OHS & Worker's Compensation

### APOLOGIES:

Professor Joan Cooper	Pro-Vice-Chancellor (Students)
Professor John Baird	Rector, ADFA
Professor James Donald	Dean, Faculty of Arts & Social Sciences

### IN ATTENDANCE:

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

### SECRETARY:

Ms Helen Parks

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## 1. STRATEGIC REVIEW OF SAFETY CULTURE AT UNSW

The Vice-Chancellor welcomed Mr Meerman and Ms Chenhall to the meeting.

Mr Graham reported that there had been a significant improvement in UNSW's OHS performance. However, the level of performance had plateaued over the last three years. There was a need to change UNSW's current safety culture, and implement uniform reporting processes to ensure that a sound safety culture was firmly embedded throughout the University. To help achieve this, Noel Arnold & Associates, had been commissioned to conduct a review in early 2008 to recommend how UNSW could transform its safety culture.

Mr Meerman gave his presentation to the Committee, which explained the context of the review, its objectives, implementation, and outcomes (a copy of presentation

slides are attached at Appendix A). The review would start on 14 January and be completed by 9 May 2008.

In response to a couple of queries, Mr Meerman advised that the review team would rely on existing data and interview techniques to evaluate UNSW's safety culture. Focus Groups would be used to address the seven key elements of the review. Subsequently, workshops would be established to address the 'solutions' element of the review, which ultimately would inform the overall strategy. It was noted that the Strategic Review would be more comprehensive than UNSW's recent WorkCover audit.

The Committee thanked Mr Meerman for his informative presentation.

## **2. OHS DATA REPORTING**

Mr Bransdon referred to the data previously distributed and noted that an analysis of UNSW's OH&S statistics between 2002-2007 showed a reduction in overall total of the number of OHS claims, and cost per claim. Lost time frequency rates (LTFR) had significantly reduced, and UNSW was on track to meet its target of reducing LTFR by 10%. Referring to the types of claims, Mr Graham advised that an aim was to reduce the number of incidents by addressing the causal factors of incidents and pro-active reporting of hazards. A more comprehensive analysis of the claims to staff ratio would be undertaken, which would also be addressed as part of the review being undertaken by Noel Arnold & Associates.

The Committee was encouraged by the findings of the analysis.

## **3. SIGNIFICANT INCIDENTS**

Mr Graham referred to the recent death of a student that had occurred on Anzac Parade, and noted that UNSW had been liaising with Randwick City Council to erect fencing to help channel students to use the pedestrian crossing at that location. UNSW would work with its international students to educate them about the Australian traffic culture.

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

It was noted that this item would be a standard agenda item. Deans were encouraged to raise any relevant items arising from Level 2 and 3 Committee meetings for the Committee's consideration.

## **5. IMPLEMENTATION OF REVISED OHS MANAGEMENT SYSTEM**

Mr Morris reported that the OHS Quarterly Report provided Deans/Divisional Heads a method to monitor the status of OHS activities in their area of responsibility. The quarterly report would also form part of the accountability process for persons with OHS responsibilities. The Head of School/Unit Manager would be responsible for the presentation of the OHS Quarterly Report in an accurate and timely manner.

The Committee noted the draft templates provided.

**6. DRAFT CONSTITUTION FOR LEVEL 1 OHS COMMITTEE**

Comments on the draft constitution for Level 1 OHS Committee were invited. It was agreed that point 6 "*Functions of the Committee*" would be amended to indicate that a function of the Committee was to support the safety culture of UNSW. Further comments on the draft constitution should be directed Mr Ward or Mr Bransdon. It was noted that the Committee's constitution would be considered as part of the review being undertaken by Noel Arnold & Associates.

The next meeting of OHS Level 1 Committee would be held on Wednesday, 19 March 2008