

OH&S LEVEL 1 COMMITTEE MEETING: 22 OCTOBER 2008

PRESENT:

Professor Fred Hilmer	Vice-Chancellor & President
Ms Jenny Bott	Chief Executive, UNSW Foundation
Professor Janet Chan	President, Academic Board
Professor Joan Cooper	Pro-Vice-Chancellor (Students)
Professor Les Field	Deputy Vice-Chancellor (Research)
Dr R Forage	CEO, UNSW Global
Professor Richard Henry	Deputy Vice-Chancellor (Academic)
Ms Jennie Lang	Pro-Vice-Chancellor (International)
Mr Neil Morris	Acting Chief Operating Officer
Mr Stephen Rees	Acting Chief Financial Officer
Professor Mike Archer	Dean, Faculty of Science
Professor John Baird	Rector, ADFA
Professor Jill Bennett	Acting Dean, Faculty of the College of Fine Arts
Professor Alec Cameron	Dean, Australian School of Business
Professor Graham Davies	Dean, Faculty of Engineering
Professor David Dixon	Dean, Faculty of Law
Professor James Donald	Dean, Faculty of Arts and Social Sciences
Professor Peter Murphy	Dean, Faculty of the Built Environment
Professor Peter Smith	Dean, Faculty of Medicine
Mr Edward Ho	Head of Risk Assurance and Internal Audit

APOLOGIES:

Professor Margaret Harding	Dean, Graduate Research
Professor Ian Howard	Dean, Faculty of the College of Fine Arts

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
Ms Helen Parks	Secretary
Ms Susan Chennell	Noel Arnold & Associates - <i>Item 2 only</i>

1. WELCOME AND APOLOGIES

Professor Hilmer welcomed Ms Chennell to the meeting.

2. Strategic Review of Safety Culture at UNSW

Ms Chennell provided a presentation on the Review of Safety Culture at UNSW, which included the framework for the Review, its methodology and findings. Overall, the findings highlighted the need for a safety culture strategy that was developed and driven by the centre. The Committee agreed that a working party would be established to address the recommendations of the Review, which would involve further in-house consultation (copies of the presentation slides are attached).

3. MINUTES OF THE PREVIOUS MEETING HELD 1 JULY 2008

The minutes of the 1 July, 2008 meeting were approved.

4. CORRESPONDENCE

4.1 IN

Mr Morris reported that correspondence had been received from the OH&S Level 2 Committee responsible for the DVC (Academic)'s division suggesting that formal

OH&S Level 2 reports should be provided to the Director of Human Resources for vetting, before being submitted to OH&S Level 1 Committee, as some issues could be resolved without the Committee's intervention.

4.2 OUT

No matters were reported.

5. ACTIONS ARISING FROM THE PREVIOUS MEETING

5.1 Report on Library lifts

Mr Ward reported that the problem concerning the Library lifts, raised at the last meeting, had been discussed with Mr Egan, Director of Facilities Management, who advised that an inspection had been undertaken and further inspections would take place as part of his Department's maintenance schedule. It was noted that if a problem was deemed serious it should be dealt with immediately.

6. MATTERS FOR NOTING

6.1 Significant Incidents

- **October Fest**

Mr Morris reported that a number of staff had felt uncomfortable by the October Fest celebrations which took place at the Roundhouse the previous week because of the significant consumption of alcohol. A review of how large scale functions were coordinated would be undertaken. It was noted that the noise level near the Roundhouse was an ongoing problem and better controls were needed to minimize the impact on academic activities.

- **Ad hoc WorkCover Audits**

Mr Ward reported that an adhoc inspection of laboratory facilities in the School of Materials Science and Engineering had been undertaken by WorkCover, and seven corrective action notices were issued for immediate resolution. It was a timely reminder that WorkCover had the power to inspect a workplace with virtually no notice and take whatever action it considered appropriate.

6.2 OHS Data Reporting

Referring to the OH&S data previously circulated, Mr Ward reported that the OH&S team was working closely with Faculties to develop systems to establish a reporting mechanism based on leading indicators, and which would allow data to be analysed by Faculty. For example, the Correction Action Register.

The Committee noted that UNSW's lost time injury frequency rate (LTIFR) was tracking above the 10% reduction target set at the beginning of 2008, and currently UNSW was third in the GO8 universities. A reduction of 6% would put UNSW in first position. The Committee agreed that strategies needed to be developed to achieve the 10% reduction target in the first instance and requested that a list of UNSW's top ten risks be presented at future meetings until a strategy had been developed to address the recommendations of the Strategic Review of UNSW's Safety Culture. Mr Bransdon noted that he would be attending a meeting with other GO8 representatives in November to consider the mechanisms needed to standardise OH&S data reporting.

7. NEW BUSINESS

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

Minutes of OH&S Level 1 Committee Meeting – 22 October 2008

It was reported that the Level 2 and 3 OH&S Committees in the Faculty of Engineering had requested that an OH&S reporting system be established on "MyUNSW". Mr Morris advised that a web-based reporting system was a recommendation of the recent Review and it was clearly imperative that such a system be introduced during the course of 2009.

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 in 2009 and would be confirmed.

31 October 2008