

UNSW Medicine Level 2 Health and Safety Committee Minutes



Date: 17 May 2016 **Venue:** Boardroom (240), AGSM

Attendees	Professor Terry Campbell; Professor David Cooper; Professor Sean Emery; Professor Louisa Jorm; Dr Leslie Forster; Dr Mark Ainsworth; Professor Michael Farrell; Professor Mark Harris; Professor Raina MacIntyre; Professor Peter Gunning; Trish O'Brien; Professor William (Bill) Ledger; Trish Mullins, Director, Policy and Government Relations
Apologies	Professor Adam Jaffe, Professor Philip Mitchell; Professor Jeremy Wilson
In attendance	Gregory Maxwell, Health and Safety Coordinator (Medicine) Aaron Magner (Director, UNSW Safety and Sustainability)

1. Report from Level 1 Health and Safety Committee (March 2016)

- Health and Safety Policy has been reviewed. It was provided for the Vice-Chancellor's signature at the meeting.
- Health and Safety Plan 2016 – the members noted the implementation of the three-year Plan for regular review and monitoring via quarterly and annual reports to the Committee. Mr Magner to investigate how sexual harassment could be incorporated into the Plan.
- Due Diligence Training for Officers –Mr. T Morris (Senior Partner, Safety and Sustainability, Deloitte) highlighted the WHS due diligence requirements and Officers' duties, detailed in the document and PowerPoint slides presented. The Committee discussed the following key areas, which include external contractors and subcontractors:
 - Provision of adequate training
 - Consultation and communication
 - Risk assessment and management
 - Consequences and penalties
 - Reporting

Actions:

- 1) All Committee members to familiarise themselves fully with the due diligence information provided.
 - 2) All Committee members to distribute the due diligence training document and PowerPoint slides to all Level 2 Committees and Heads of Schools for information and action, as appropriate, and to emphasise the inclusion of external contractors.
 - 3) All Committee members to consider significant risks in their Division/Faculty that may not have been properly identified or assessed and communicate them to Mr Magner urgently for appropriate action.
 - 4) Deloitte to consider the UNSW reports and advise whether they are comfortable that the University is demonstrating due diligence.
- SafeWork NSW Self-Insurance Audit Update - the Level 1 Health, Safety and Environment Committee noted the SafeWork NSW audit and proposed activities.
 - Significant/Reportable Incidents - Mr Magner advised that there is a good reporting culture at UNSW and that there has been a decrease in significant incidents, resulting in improved statistics for the University, as detailed on page 37 of the papers provided. The Committee noted that no significant incidents had been reported in 2015 since the last meeting

2. Notable hazards and incidents in Medicine since the last meeting (February 2016)

- As part of scheduled building maintenance, Facilities Management engaged an Occupational Hygienist to undertake a Targeted Lead & Asbestos Dust Investigation within Building R1, Randwick Campus. During this investigation, elevated levels of lead dust were discovered within the ceiling space and some office areas. Under expert advice from Occupational Hygienists, it was recommended that there was a need to vacate NDARC staff out of one of the offices within that building. Continuous air monitoring for the detection of any airborne lead dust was carried

out within Building R1 to ensure that the remaining office spaces did not contain elevated levels above the Australian exposure standards.

Subsequently, Facilities Management, in consultation with UNSW Health and Safety and UNSW Medicine decided to relocate all occupants of Building R1 over to the Cliffbrook Campus in Coogee for the duration of remediation works which will be expected to be carried out over the next 3 to 4 months.

All NDARC staff within Building R1 had access to lead blood testing via the University Health Service. The large majority of staff were tested and all blood lead levels were below the acceptable limit.

3. UNSW Health and Safety updates since the last meeting:

- SafeWork NSW Self-Insurance Licence Audit: Congratulations to the School of Biotechnology and Biomolecular Sciences (BABS) and School of Civil and Environmental Engineering, the two verification sites for the recent SafeWork NSW Self-Insurance Licence Audit. Together they helped UNSW achieve a score of 90.9%. Each school was visited for a day by 4 auditors. Several persons across both schools were interviewed by the auditors and presented vast and detailed evidence to demonstrate implementation of the UNSW Health and Safety Management System. This positive result has ensured UNSW will maintain its self-insurance licence for workers compensation for another 3 years.
- Global Corporate Challenge: UNSW is taking part in the Global Corporate Challenge (GCC) again this year, which starts on 25 May 2016. Already a large number of teams from across the university have signed up to participate. The challenge is a 100 day virtual journey to clock-up 10,000 steps per day, improve nutrition and improve sleep patterns.

4. Next UNSW Medicine Executive meetings as Health and Safety Committee

- 12 July 2016
- 15 November 2016