

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY AND WELLBEING COMMITTEE
MEETING 03/19**

A meeting of the Divisional Health, Safety and Wellbeing Committee will be held in the **Hub Central Seminar Room, Level 3 The Hub** on **Tuesday 20 August 2019 at 10:00 am**.

AGENDA

1. Welcome and Apologies

2. Confirmation of Minutes

3. Safety Performance of the Division

- *Report from central HSW Team*
 - *UniSafe incident reports*
 - *Overdue actions*
 - *Compensation data*
 - *Internal audit outcomes*
 - *Draft Traffic Light Report*

4. Effectiveness of safety processes in the Division

- *Divisional HSW Plans - (including whether the Training Plans and SPEs are on track)*

5. Are there any safety concerns that staff representative want to raise?

6. Key changes to Divisional safety processes that need noting or discussion?

7. Is there anything that we need to communicate to the wider Division?

8. Any Other Business

9. Next Meeting

The next meeting will be held on Tuesday 19 November at 10:00 am in the Hub Central Seminar Room, L3 The Hub.

ROSEMARY GIBBON

Executive Support

Distribution:

Mr Dave Lamb, Executive Director, Division of the DVC&VP(A) Convenor
Ms Jill Allen, Student Life
Mr Augustine Bhaskarraaj, Student Life - International Student Support & Disability Support
Ms Linda Brook, International Student Recruitment and Admissions Services
Ms Janette Carter, Learning and Quality Support
Ms Maxine Coffey, Ask Adelaide
Ms Joanne Corbett, Elder Music Library
Mr Jorge Contreras, Accommodation Services
Ms Stacy Fogliano, HSW Officer, Human Resources
Ms Phoebe Huang, Student Life - Careers Service
Ms Sylvia Liao, Student Life – International Student Support & Disability Support
Ms Stephanie Mannington, Pro Vice-Chancellor (SL)
Ms Toni Norris, Children's University
Mr Paul Roberts, Faculty / Divisional HSW Manager
Mr Fred Rochler, Student Administration
Ms Andrea Spedding, PCE
Ms Rose-Marie Vasiljuk Barr Smith Library
Mr Nick Vozzo, Student Engagement, Domestic Admissions
Ms Tuila Wells, Student Life - Counselling Support
Ms Corrine Williams, Wirltu Yarl

For Information only

Mr Ray Ash, Director, Student Recruitment and Admissions Services
Mrs Clara Barbieri, Director, Learning & Quality Support
Ms Teresa Chitty, University Librarian
Mr Geoff Denison, Associate Director, Accommodation Services
Ms Siobhan Guy, Manager, Student Administration
Ms Kiri Hagenus, Director, Children's University Australia
Prof Shane Hearn, Dean Indigenous Research and Education
Ms Susan Hervey, Manager, Careers Service
Mr Ross Kennedy, Manager, Ask Adelaide
Prof Phil Levy, Pro Vice-Chancellor, Student Learning
Ms Colleen Lewig, Associate Director, Student Life
Ms Jo Simpson, Director, PCE
Mr Ian Thomson, Director, Student Experience

FOR APPROVAL

MINUTES OF MEETING 02/19

A meeting of the Divisional Health, Safety and Wellbeing Committee was held in **the Hub Central Seminar Room at 2:00pm on Tuesday 21 May 2019.**

Present:

Mr Dave Lamb, Executive Director, Division of the DVC&VP(A) (Convenor)
Ms Jill Allen, Student Life
Ms Angela Alessi, Learning and Quality Support
Mr Augustine Bhaskarraj, Student Life, International Student Support and Disability Support
Ms Linda Brook, International Student Recruitment and Admissions Services
Ms Janette Carter, Learning and Quality Support
Ms Eleanor Di Guglielmo, Pro Vice-Chancellor (SL)
Ms Phoebe Huang, Student Life (Careers Services)
Ms Sylvia Liao, Student Life, International Student Support and Disability Support
Ms Toni Norris, Children's University
Mr Rod O'Brien, Wirltu Yarl
Mr Paul Roberts, Faculty / Divisional HSW Manager
Mr Fred Rochler, Student Administration
Ms Rose-Marie Vasiljuk Barr Smith Library

Apologies Received:

Ms Maxine Coffey, Ask Adelaide
Ms Joanne Corbett, Elder Music Library
Mr Jorge Contreras, Accommodation Services
Ms Stacy Fogliano, HSW Officer, Human Resources
Ms Lauren Morand, PCE
Mr Nick Vozzo, Student Recruitment and Admissions Services
Ms Tuila Wells, Student Life, Counselling Support

Proxies: Nil

In Attendance: Rosemary Gibbon EA,

1 Welcome and Apologies

Apologies were noted as above.

The Convenor welcomed Sylvia Liao from Student Life, International Student Support and Disability Services who will assist Gus in HSW matters and Angela Alessi who will take on the role of Safety Contact for Learning and Quality Support in place of Janette Carter. Janette will support Angela.

2 Confirmation of Minutes

Minutes of the meeting held on 18 February 2019 were accepted.

3 Safety Performance of the Division

The committee noted the report.

Paul highlighted that the Division is a low risk area and the main areas of risk would be manual handling and ergonomics.

One of the trends is incidents occurring with staff moving from building to building such as slips, trips and falls. If an incident occurs because of poor lighting or bad paving for example then infrastructure would be responsible for the fixing of the hazard.

There is information about safe pathways on the university website.

Staff are encouraged to report anything that they see around campus that could pose a hazard.

There are currently no overdue corrective actions in the Division.

Rose-Marie asked how we might find out how many reports are raised against Infrastructure and Paul advised that he is able to run a report so please contact him if you would like any reports.

4 Effective of safety processes in the Division.

Stacy Fogliano has been following up with areas in regards to TNAs and SPEs and the possibility of consolidating them into one Divisional one which would be sent to Dave for approval and then shared with the Committee.

Warden and First Aid training records are available on SSO. Whilst SSO won't send a trigger to supervisors it will send a reminder to the staff whose training needs to be updated. Areas can use SSO at their discretion.

5 Are there any safety concerns that staff representatives want to raise?

Rose-Marie raised an issue of a bad smell on Level 1 of the Barr Smith Library. The intermittent smell has been around for a number of years and it was hoped with the recent refurbishment that the source may have been found and eliminated but this has not been the case.

Paul advised he would follow up with Infrastructure to see what if anything is being done about it.

6 Key changes to Divisional safety processes that need noting or discussion?

Nothing to note or discuss.

7 Is there anything that we need to communicate to the wider division?

Nothing to note or discuss.

8 Any Other Business

Rose-Marie asked about an online "stretch and break" program that used to be available for free but seems to have disappeared. Paul advised that yes it used to be free but is no longer and as there are a lot of smart phone apps that are better it is no longer available. It was also noted that stats taken from those staff that had access to it showed that 65% ignored the prompt to take a break and stretch. It was suggested that if an app was not wanted putting reminders to move, drink water and stretch in your own calendar may work as well.

9 Next Meeting

The next meeting will be held on Tuesday 20 August at 10: 00 am in the Hub Central Seminar Room, L3, The Hub.

DASE HSW Report

Human Resources
Division of University Operations

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To Deputy Vice-Chancellor and Vice-Presidents
(Academic)

Cc Chair DASE HSW Committee

From Senior HSW Advisor

Subject 3rd HSW Report – 2019

Date 12th July, 2019 Ref

This report is prepared by the Senior HSW Advisor for the Divisional HSW Committee based on the data within UniSafe, HSW Internal Audit outcomes and workers compensation data. The intention of the report is to enable discussion by the Divisional HSW Committee of the safety outcomes for the Division.

1. UniSafe Safety Reporting Data

The usage of UniSafe to report safety issue's or safety concerns has grown over time. Since the operation of UniSafe reports made by staff have tripled compared to the previous RMSS system. Reporting continues to grow in DASE with 6 reports in Q2, 2019.

Table 1

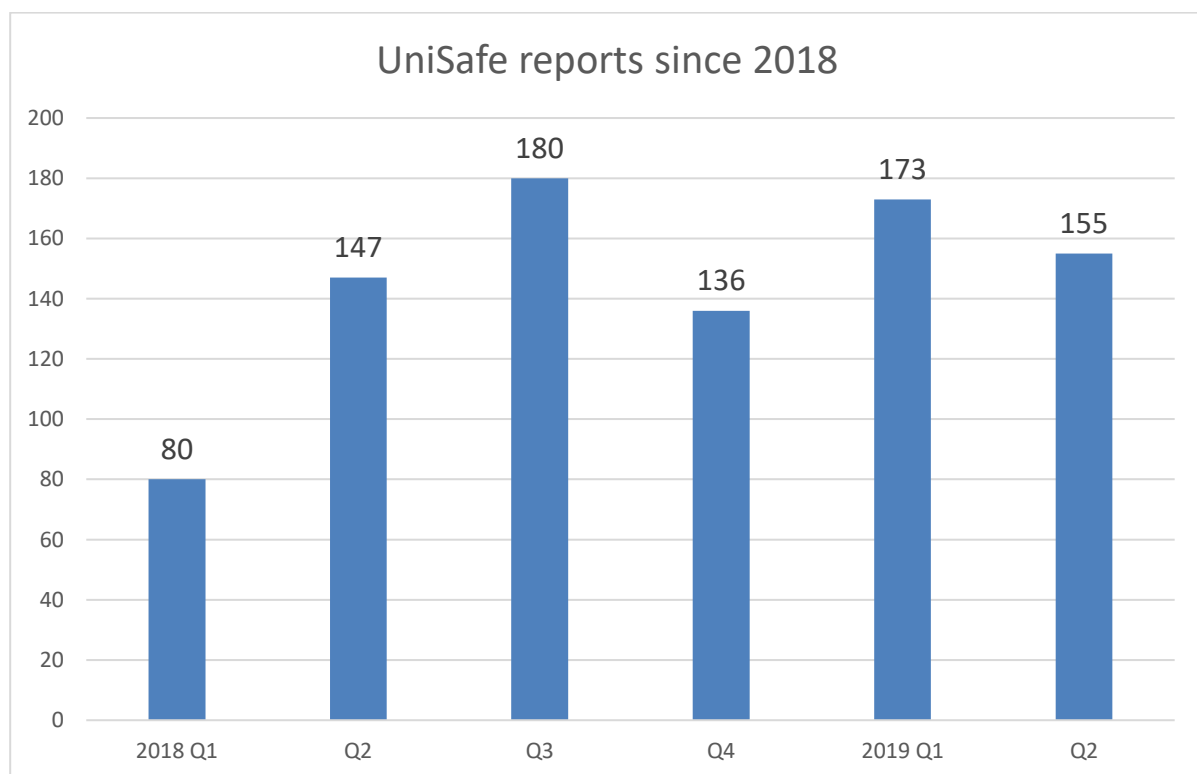
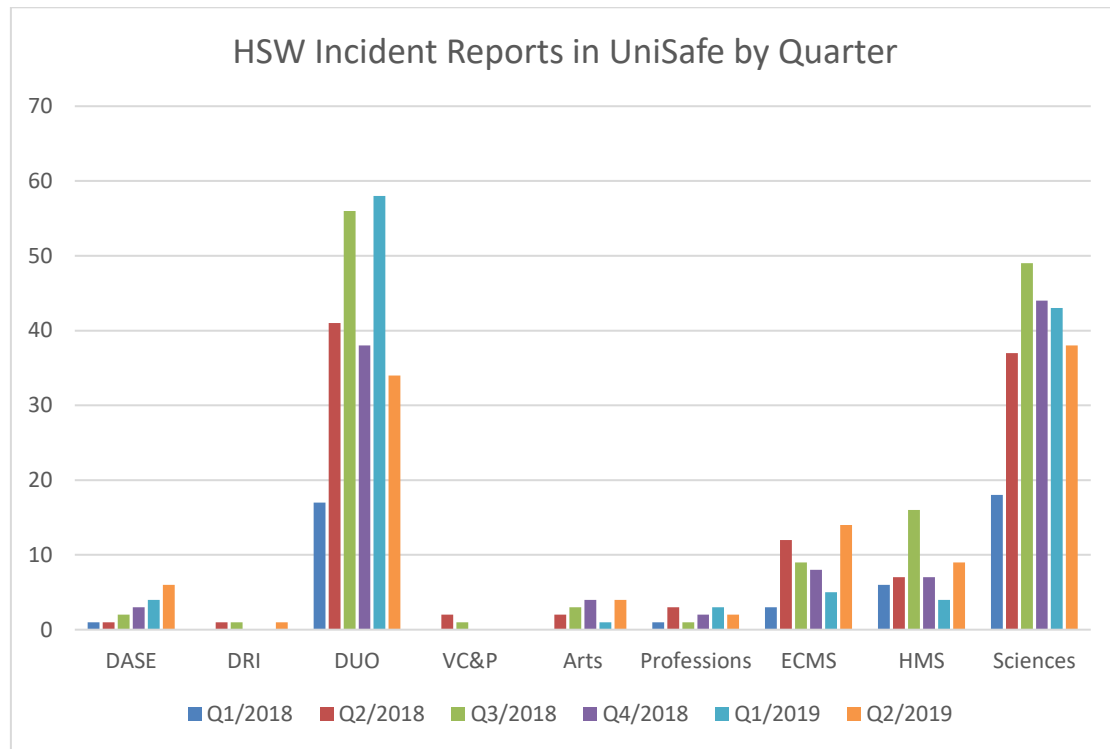


Table 2



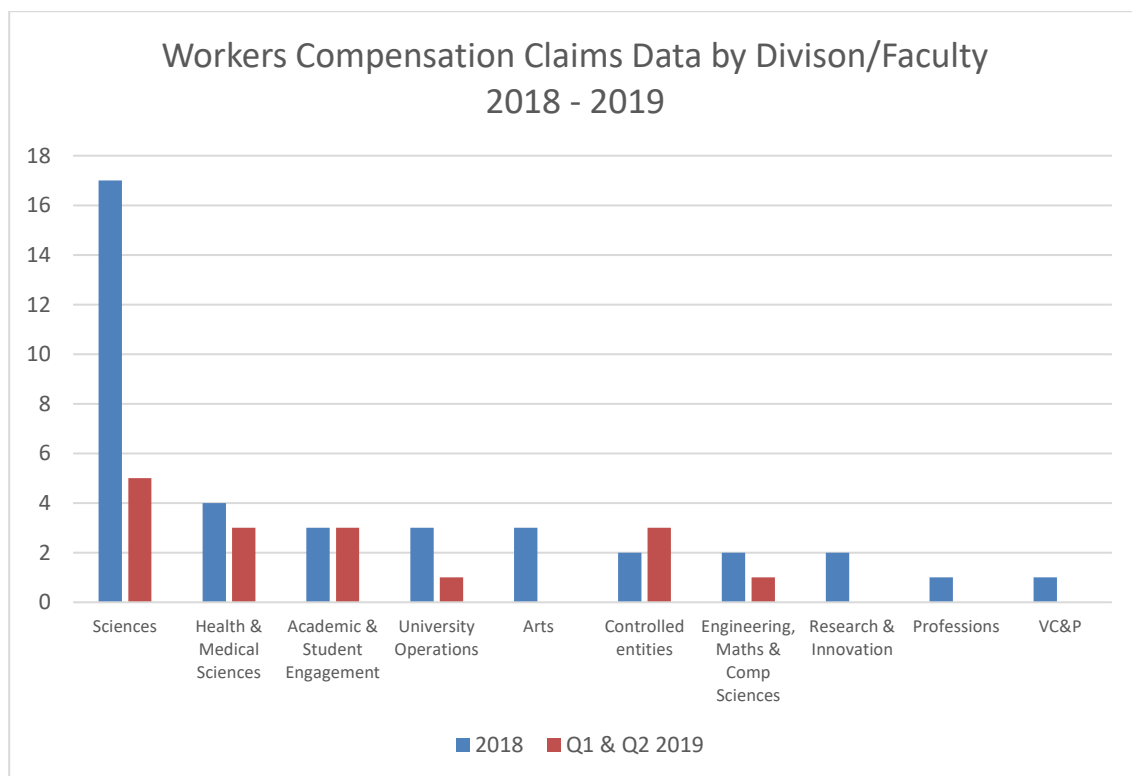
There were no significant safety issues reported in Q2/2019 that indicated failures to have safe systems of work.

2. UniSafe Overdue Corrective Actions Data

No assigned actions are currently overdue in UniSafe for DASE.

3. Workers Compensation Data

No new workers compensation claims were made in DASE during Q2/2019



4. HSW Internal Audit Outcomes

Q2 Audits were primarily conducted on the HSW Handbook Chapter: Plant & Equipment Safety Management.

No areas in DASE were a part of Q2 Audits.

5. HSW Handbook chapters revised in the last quarter

The following table is provided to allow discussion on impending consultation or implementation issues resulting from new procedures or advice.

New/Revised Handbook Chapter/FAQ's	Policy as at Date	Notes
First Aid	Out for consultation	<p>The key changes to the chapter for noting are -</p> <ul style="list-style-type: none"> • The requirements have been aligned to meet the revised Code of Practice First Aid in the Workplace 2019 (SA). • The scope and application of the chapter focuses on the requirements for the planning and management of first aid in the workplace (e.g. provision of trained first aiders, first aid equipment and facilities). The University's response processes for a first aid/medical incident have been removed from the chapter as they are set out in the Emergency Management HSW Handbook chapter (Medical Emergency Code Blue). • The Head of Faculty/Division now has the flexibility to nominate who will determine the first aid requirements for an area(s) in consultation with the relevant person(s) in control of the area(s). • The first aid assessment template (Appendix A) has been included in the chapter to assist in determining what first aid provisions are required for the nature of the work and hazards at the workplace. • There is a requirement to assess/consider if any additional items/equipment is required, to manage an exposure to a hazardous chemical (e.g. emergency spill kits and antidotes), or other medical emergencies. (Refer to the First Aid Assessment Template Appendix A and First Aid Kits Appendix B.) • There is a requirement for remote high risk work places to have at least 1 First Aider for every 10 workers.
Infectious & Communicable Diseases (FAQs)		<p>The HSW Team have revised the FAQs for Infectious and Communicable Diseases to provide general information and guidance on what steps to take when dealing with communicable or infectious disease.</p> <p>It includes information on:</p> <ul style="list-style-type: none"> • The definition of an infectious disease and communicable disease • What to do if a person has, or contracts an infectious or communicable disease, and the support processes in place • What to do if the work involves exposure to an infectious and/or communicable disease.
Nanomaterials (FAQ)		<p>The HSW Team have revised the FAQs for Nanomaterials to provide general precautions and emergency responses for nanomaterials.</p> <p>It includes information on:</p> <ul style="list-style-type: none"> • The definition of a nanomaterial and why they warrant special care • What should be considered before starting any experiment with nanomaterials • What should be considered when conducting a risk assessment on nanomaterials • What you should do in the event of an emergency with nanomaterials • The disposal of nanomaterials.

6. Draft DASE Traffic Light Report (Q3 2019)

The traffic light report (attached) is based on the information recorded by the incident investigator in UniSafe and the findings from HSW internal audits. Where actions are decided to address breaches of a HSW handbook chapter - and are completed - the traffic light report will be flagged as Green A. However, no recorded actions or outstanding actions will be recorded as Amber or Red depending on the due date of the action. This does not include Safety Reviews undertaken by the HSWO's. Therefore, it is important that the traffic light report is discussed within the Divisional safety committee meeting, to ensure that it is correct.

Ref	Requirement	Executive Director	Pro-VC International	Pro-VC Student Learning	Dean IRES	University Librarian
1	Schedule of Programmable Events	Green	Green	Green	Green	Green
2	Training Plan	Green	Green	Green	Green	Green
3	Biological	N/A	N/A	N/A	N/A	N/A
4	Chemical	N/A	N/A	N/A	N/A	N/A
5	Contractor	Green	N/A	N/A	N/A	N/A
6	Emergency Management	Green	Green	Green	Green	Green
7	First Aid	Green	Green	Green	Green	Green
8	Hazard Management	Green	Green	Green	Green	Green
9	Incident Reporting & Investigation	Green	Green	Green	Green	Green
10	Noise and Sound	Green	Green	N/A	N/A	N/A
11	Plant/Equipment	Green	Green	Green	Green	Green
12	Radiation	N/A	N/A	N/A	N/A	N/A
13	HSW Information, Instruction & Training	Green	Green	Green	Green	Green

Note below all exceptions to "Green" appearing in the Traffic Light report

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GREEN	No compliance issues with the HSW Handbook
Green 'A'	In the last quarter action had to be taken to rectify an issue of non-compliance with the HSW Handbook that was identified reactively through either an incident investigation or an HSW audit (Do not indicate an A for proactively identified issues)
AMBER	Action is required to address a compliance issue that is expected to be rectified by the next HSW Traffic Light Report.
RED	Action is required to address a compliance issue that is unlikely to be rectified by the next HSW Traffic Light Report.
N/A	Not applicable