

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT  
HEALTH, SAFETY AND WELLBEING COMMITTEE  
MEETING 04/19**

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 19 November at 10:00 am**.

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**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**
  - What should be reported in UniSafe
  - Outcome of the review of SPEs and TPs in Divisions
  - See attached
- 9. Next Meeting**

ROSEMARY GIBBON  
Executive Support

Distribution:

Mr Dave Lamb, Executive Director, Division of the DVC&VP(A) Convenor)  
Ms Jill Allen, Student Life  
Ms Angela Alessi, Learning and Quality Support  
Ms Linda Brook, International Student Recruitment and Admissions Services  
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  
Mr Bryan Woonchan Lee, Ask Adelaide  
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, Wirtu Yarl

For Information only

Mrs Clara Barbieri, Director, Learning & Quality Support  
Ms Teresa Chitty, University Librarian  
Mr Geoff Denison, Associate Director, Accommodation Services  
Ms Alex Sabharwal, 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**

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**MINUTES OF MEETING 03/19**

A meeting of the Divisional Health, Safety and Wellbeing Committee was held in **the Hub Central Seminar Room at 10:00 am on Tuesday 20 August 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  
Ms Linda Brook, International Student Recruitment and Admissions Services  
Ms Maxine Coffey, Ask Adelaide  
Ms Stephanie Mannington, 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  
Ms Andrea Spedding, PCE  
Ms Tuila Wells, Student Life, Counselling Support  
Ms Corinne Williams, Wirltu Yarlur

**Apologies Received:**

Mr Augustine Bhaskarraaj, Student Life, International Student Support and Disability Support,  
Ms Joanne Corbett, Elder Music Library  
Mr Jorge Contreras, Accommodation Services  
Ms Stacy Fogliano, HSW Officer, Human Resources  
Mr Paul Roberts, Faculty / Divisional HSW Manager  
Mr Fred Rochler, Student Administration  
Ms Rose-Marie Vasiljuk Barr Smith Library  
Mr Nick Vozzo, Student Recruitment and Admissions Services

**Proxies:** Gerald Buttfield for Paul and Stacy

**In Attendance:** Rosemary Gibbon EA,

**1 Welcome and Apologies**

Apologies were noted as above.

The Convenor welcomed Corinne Williams who has taken over from Uncle Rod O'Brien as the Wirltu Yarlur rep, Stephanie Mannington has taken over from Eleanor De Guglielmo who is on secondment, for the Learning Enhancement and Innovation.

**2 Confirmation of Minutes**

Minutes of the meeting held on 21 May 2019 were accepted. There were no actions.

**3 Safety Performance of the Division**

The committee noted the report.

Gerald highlighted that the second graph shows an improvement in DASE's reporting incidents and encourages everyone to report as much as possible including near misses.

Although there have been no new workers compensation claims made in Q2/2019 for DASE there have been three to date for the whole division.

Changes to the HSW Handbook chapters were noted. First Aid has now been finalised and importantly staff can now add their First Aid Certificates to their records on SSO, under the My Profile section. The system will then remind staff about three months out that their certificate is about to expire so that refresher training can be arranged. We are moving to a centralised system to manage that sort of information.

Traffic light report is currently green.

Stephanie asked about a recent incident report where a staff member had rolled their ankle. Whilst looking on the H&S website for guidance on how to report the Incident, she saw a policy or document which was worded that it was only necessary to report the incident if the person required first aid. Gerald advised that all incidents and anything considered a safety issue should be reported including potential hazards. Gerald will go back and locate the policy or document to check if the wording needs to be clearer.

#### **4 Effectiveness of safety processes in the Division.**

Stacy is currently working on a draft process to simplify reporting in the Division. It is hoped that will be ready to discuss at the next meeting.

Stephanie asked about the external auditing process and whether the auditors would drill down and interview staff as to their knowledge of the University's safety procedures e.g. the location of fire extinguishers, how to report an incident, who their Fire Wardens are, evacuation assembly points etc. Gerald advised that there will be an external evaluation next year and that Assessors can wander around and talk to staff, look at systems, processes and documents to determine compliance. ?? (Ladies name who mentioned this) highlighted that whilst on site, should an Assessor come across any irregularity or harmful practice, that they are authorised to go ahead and investigate even if it is not on the agreed Audit Schedule. It was noted that our own internal audits tend to focus on high risk activities, therefore, DASE is usually omitted as it is considered a low risk.

Corinne asked about training requirements for HSOs, are there any courses to complete? Gerald advised that there is no training available. Through the PSR process the structure was changed and there were plans to have a position that would support the divisions but that didn't happen, so we currently have a hybrid version where we have people in the various branches that keep an eye on things but there is no formal training as they are not formal roles. There are a raft of online courses that can be completed.

In regards to Floor warden training, Susan Wittington in Security should be contacted and she will advise what training needs to be completed.

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

There were no concerns raised.

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

Gerald advised that Art and Heritage have moved back under the management of the Library and so this could impact on some of the hazards in the Division as they have some old items that could have radioactive components or contain asbestos.

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

Gerald advised that the Return to Work SA evaluation will take place next year most likely in September. It has been 5 years since they have been here and we currently have the highest certification that you can get, which is a 5 year licence. This is a good time to think about our records in regards to SPEs, Training plans, are they up to date, are they stored or filed where we can access them easily?

Evaluation generally looks at every Faculty and Division so we can expect to be evaluated on something but at this stage we don't know what that might be. It was agreed that this should go on the agenda for the next few meetings as item to remind us to make sure things are in order. An email will be sent out closer to the evaluation time with information about the evaluation.

#### **8 Any Other Business**

There was no 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.

Actions:

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>
3	To check wording on Policy in regards to reporting an incident	Gerald Buttfield	
7	To put on the agenda for upcoming meetings the need to be prepared for the Work Safe SA evaluation in September next year	Rosemary Gibbon	

## DASE HSW Report

**Human Resources**  
Division of University Operations

**Anne Richards / Paul Roberts**  
Senior HSW Advisors

L3 Rundle Mall Plaza

The University of Adelaide  
SA 5005  
Australia  
Telephone 8313 0293 / 8313 7377  
anne.richards@adelaide.edu.au  
paul.roberts@adelaide.edu.au

CRICOS provider number 00123M

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

Cc Chair DASE HSW Committee

From Senior HSW Advisor

Subject 4<sup>th</sup> HSW Report – 2019

Date 11<sup>th</sup> October, 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 University had its 1000<sup>th</sup> safety issue reported using UniSafe during that last quarter and currently sits at 1020 reports. During 2019, when reports that related to HSW issues are broken down, 39% recorded a person receiving an injury (See Chart 1). This represents a significant shift in the reporting behaviour of the University Community. We are now proactively reporting more issues before an injury occurs than issues after receiving an injury. This journey can be seen in Table 2. However, safety professionals use a 1:10 ratio for injuries verses hazards/near misses. This means that the University still has improvement before it can say it has a good safety reporting culture.

Table 1

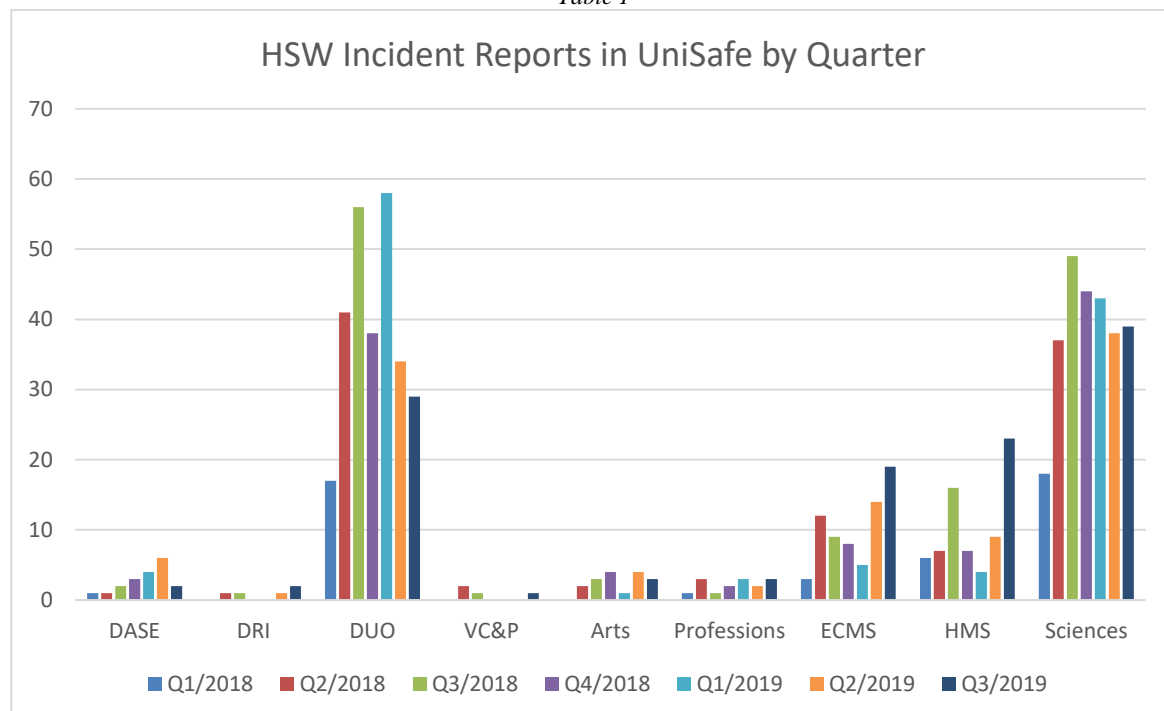


Chart 1

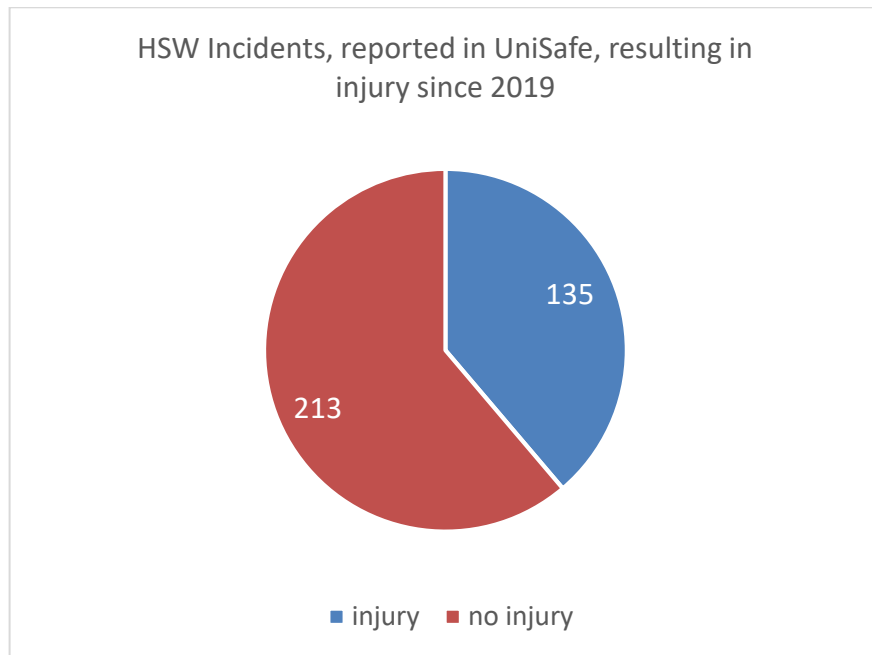


Table 2

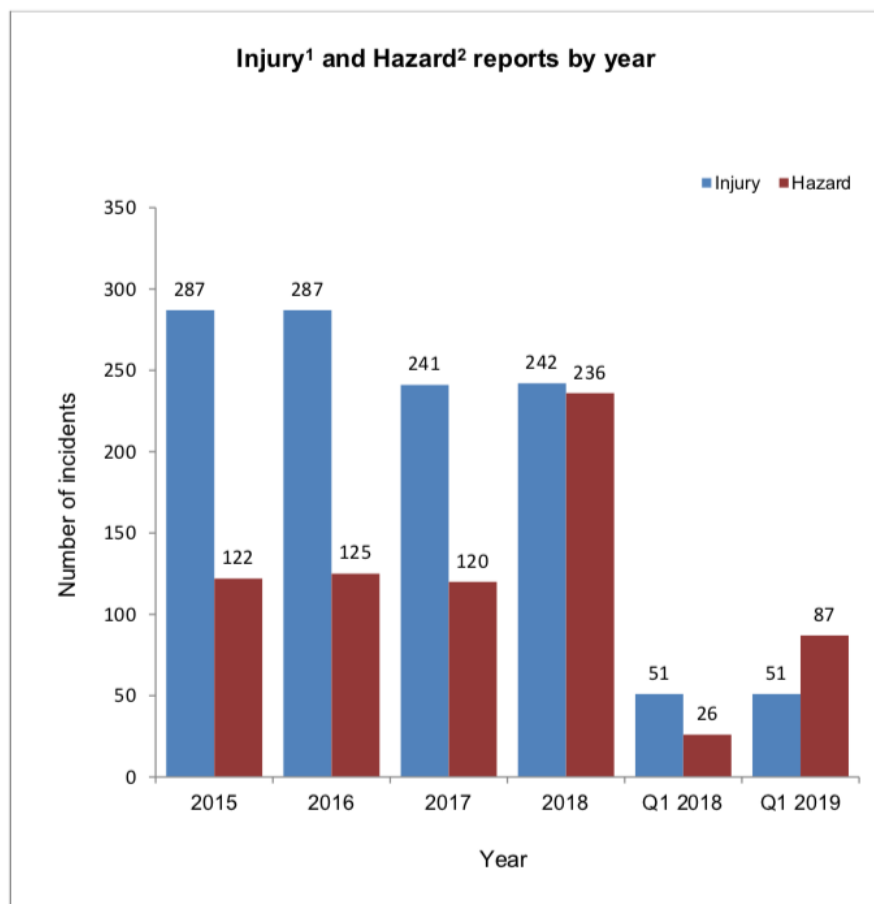


Figure 2. Injury and Hazard Reporting Trends: 2015 to 2019 (as at 31 March 2019) includes both University of Adelaide controlled activity reports and student placement reports

When looking at injuries for incidents recorded in UniSafe, slips trips and fall still dominate injury data as they accounted for 22% of all injuries. Naturally staff account for the majority of person injured (65%) but nearly a quarter of all injuries were suffered by students (23%) with the most common mechanism of injury being injuring oneself with a tool.

Table 3

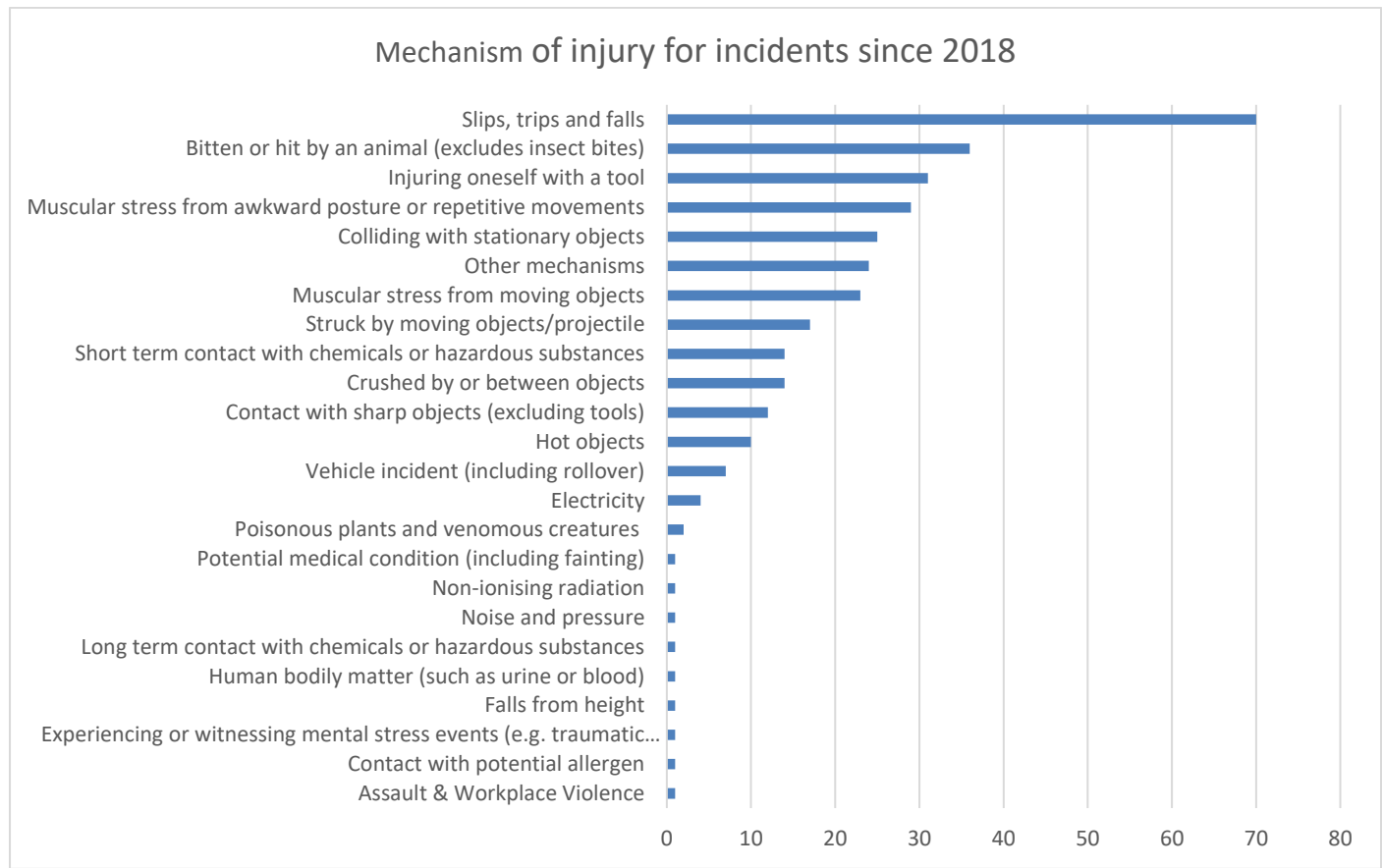


Table 4

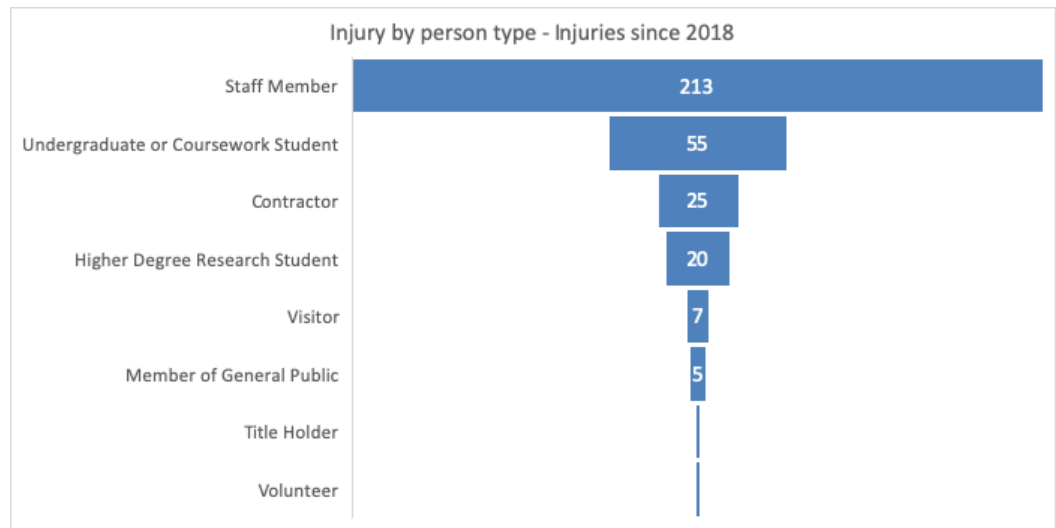
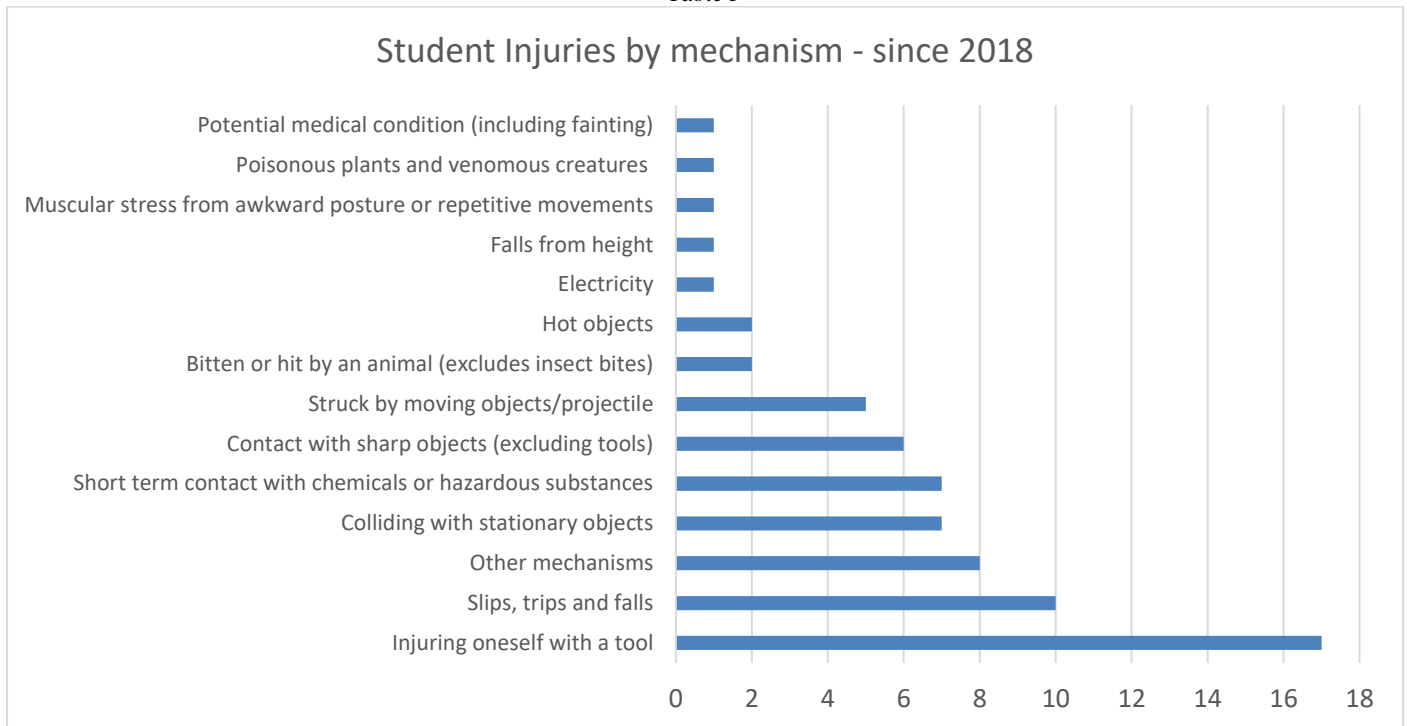


Table 5



## 2. UniSafe Overdue Corrective Actions Data

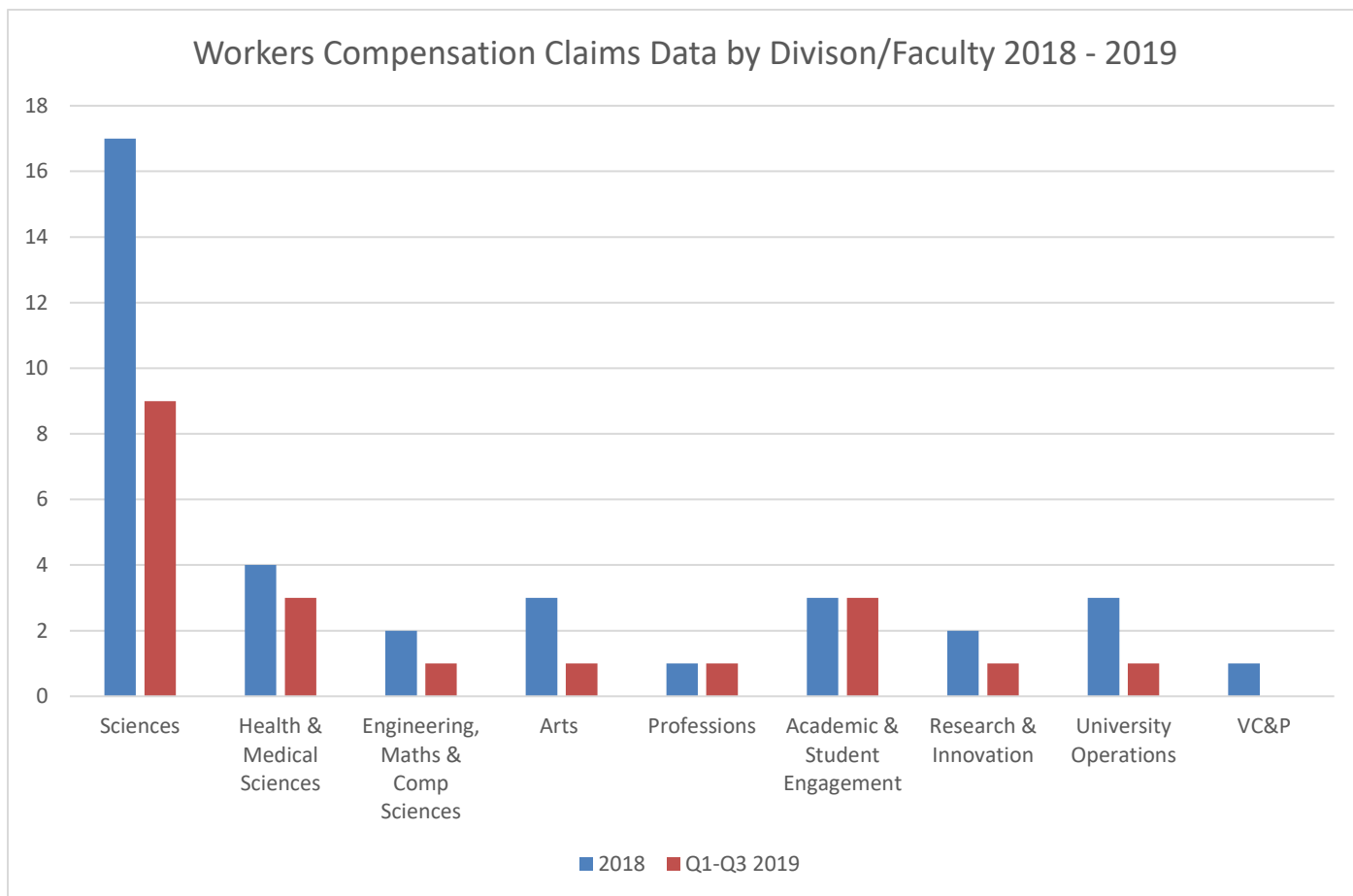
Three (3) assigned actions are currently overdue in UniSafe for DASE.

Open Overdue Actions		Save		Quick Filter	>>	New	
DUE DATE	ACTION NUMBER	FACUL...	SCHOOL/...	ASSIGNED TO	ACTION SUMMARY	PRIORITY	
31/07/2019	ACT-0000603	Division of Academic and Student Engagement	Student Experience	Denison, Geoffrey, a1135205	2019 Q2 HSW Internal Audit Child Protection - Finding There was no evidence that Responding to Abuse and Neglect (RAN) training has been conducted for staff in prescribed positions as per the Pre-Employment Screening Procedure.	<Undefined>	
31/07/2019	ACT-0000601	Division of Academic and Student Engagement	Student Experience	Denison, Geoffrey, a1135205	2019 Q2 HSW Internal Audit Child Protection - Finding The expiry date and DCSI number is missing from the spreadsheet containing DCSI records.	<Undefined>	
31/07/2019	ACT-0000602	Division of Academic and Student Engagement	Student Experience	Williams, Benjamin, a1138864	2019 Q2 HSW Internal Audit Child Protection - Finding Four employees in prescribed positions had no records of DCSI clearance.	<Undefined>	



### 3. Workers Compensation Data

The total number of workers compensations claims to the end of September 2019 was 23 compared with 20 in the same time period of the previous year. Of these, 39% of claims were in the Faculty of Sciences, 13% were in Health and Medical Sciences, 13% were in the Division of Staff and Student Services and then the rest of the claims were spread evenly across all other areas at 4% each. 15 of the 23 workers compensation claims involved lost time which is higher than in any previous year in the last decade.



### 4. HSW Internal Audit Outcomes

Q3 Audits were primarily conducted on Radiation and Security Sensitive Ammonium Nitrate

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	The key changes to the chapter for noting are -
<p><b>Hazard Management Consultation period to 18.10.19</b></p>	<ul style="list-style-type: none"> <li> <p><b>There is no longer a requirement to maintain a Hazard Listing.</b>  The requirement to maintain a Hazard listing is not a legislative requirement. The original intent was to have a listing to assist with the induction of staff and to have a reference point to access completed Risk Assessments.  In lieu of maintaining a Hazard Listing, the Supervisor/Person in control of the area/activity now needs to ensure that they have a system in place, for retaining formal Risk Assessments for the duration of the activity and to ensure that workers know they exist and where to access them (e.g. this could be a folder in a lab or workshop, or on the intranet).</p> </li> <li> <p><b>There is a new 5 step Hazard Management process (Appendix A) to replace the existing Risk Assessment Decision tool</b>  This 5 step process summarises each of the stages of the Hazard Management process from start to finish and how to determine if a formal Risk Assessment is required or not.  It includes a number of examples of hazards and how/when a worker could be exposed to the hazard. It also provides some examples for some specific activities.  This Appendix could also be used by a Supervisor or HSW Officer when explaining to another staff member or student how to complete a Risk Assessment.</p> </li> <li> <p><b>There are 3 new Risk Assessment templates which should fit all circumstances</b>  <b>(1) Appendix B1 – Single Task</b> – Might be used for an activity that is completed over and over again in the same way  <b>(2) Appendix B2 - Multiple Tasks</b> – Provides the option to include a number of different tasks for one location and/or to use control banding e.g. Standard Precautions for infection control  This enables areas to implement what it currently being used as an Overarching Risk Assessment but reinforces that hazards and controls must be clearly defined and align to the hazard  <b>(3) Dynamic Risk Assessment</b> – For a simple task. The format of the template provides a quick “tick and flick” option to save time. The same levels of authorisation apply.</p> <p><b>Note: There is no requirement to re-write any existing Risk Assessments unless the existing Risk Assessment does not meet the requirements of the revised chapter</b> e.g. if the control measures do not address the hazards identified.  This exclusion also applies to any existing Overarching Risk Assessments. If they are accurate and compliant then they may still be used.</p> </li> <li> <p><b>There is a requirement for the Supervisor/Person in control of the area/activity to authorise all risk assessments before the activity is completed, regardless of the level of residual risk.</b>  This change will ensure that Supervisors are aware of the all the activities in their area of control. Noting that the Supervisor/Person in control of the area/activity may sign off on their own Risk Assessment.</p> </li> </ul>

Several <b>FAQ's</b> have been approved and released:	<ul style="list-style-type: none"> <li>○ <b>PPE Respiratory Protection Equipment</b></li> <li>○ <b>Cyanides</b></li> <li>○ <b>Cryogenic substances</b></li> <li>○ <b>Emergency Safety Shower and Eyewash testing</b></li> </ul>
HSW Collaboration with other organisations (including Co-location)	<ul style="list-style-type: none"> <li>• <b>New Handbook Chapter</b></li> </ul>
<b>Due Diligence for Officers Training</b>	<ul style="list-style-type: none"> <li>• Online via MyUni</li> </ul>

## 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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<b>GREEN</b>	No compliance issues with the HSW Handbook
<b>Green 'A'</b>	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)
<b>AMBER</b>	Action is required to address a compliance issue that is expected to be rectified by the next HSW Traffic Light Report.
<b>RED</b>	Action is required to address a compliance issue that is unlikely to be rectified by the next HSW Traffic Light Report.
<b>N/A</b>	Not applicable

## Division of Academic and Student Engagement HSW Committee

### Role/Terms of Reference

<i>Nature:</i>	Advisory to the Deputy Vice-Chancellor and Vice-President (Academic) on the HSW performance of the Division  Consultative forum with regard to safety for the Division
<i>Terms of Reference</i>	<ol style="list-style-type: none"><li>1. To provide a forum for the monitoring of the HSW performance within the Division</li><li>2. To provide a forum for consultation with worker representatives</li><li>3. To advise on issues related to HSW implementation and performance including enabling representatives to raise safety concerns.</li></ol>
<i>Reporting line:</i>	To the Deputy Vice-Chancellor and Vice-President (Academic) (as an Officer under the WHS Act 2012). Determined by itself
<i>Chairperson:</i>	
<i>Quorum:</i>	The quorum is half of the full membership plus one.
<i>Procedures:</i>	Minutes to be retained within the University Records Management System  Other procedures to be determined by itself.
<i>Frequency of meetings:</i>	Quarterly
<i>Term:</i>	Indefinite. The Committee's function and purpose should be reviewed every three years and amended as required.
<i>List of any sub-committees:</i>	None predetermined

### Membership

<i>Any categories prescribed:</i>	<ul style="list-style-type: none"><li>• The Executive Director Division of Academic and Student Engagement as the management representative</li><li>• An elected worker representative from each operational area of the Division giving priority to elected Health and Safety Representatives</li></ul>
Non-members in attendance	<ul style="list-style-type: none"><li>○ HSW Senior Advisor</li><li>○ Attendance by other non-members is permitted at the discretion of the Chair; however they do not have the voting rights of members.</li></ul>

<b>Contact person and phone/email</b>	Executive Director Division of Academic and Student Engagement
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<b>RMO File Number</b>	2015/710
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## Attachment B – DASE First Aid report from SSO

ID	Issue Date	Type	Item ID	Status	Prefix	First Name	Last	Name	Fac/Div	Sch/Bra	Department	Reg/Temp	Full/Part	Location
1117779	4/3/16	EMERGMNT	1STAD-1	Active	Mr	ZHUO	Li	Zhuo Li	Div. of Academic & Student Eng	Init Recruitment & Adm Svcs	Init Recruitment & Adm Svcs	Continuing	Full-Time	North Terrace Campus
1001298	28/9/16	EMERGMNT	1STAD-1	Active	Mr	DAVID	Purdie	David Purdie	Div. of Academic & Student Eng	Student Experience	Roseworthy Read Services	Continuing	Full-Time	Roseworthy Campus
1168676	23/12/16	EMERGMNT	1STAD-1	Active	Ms	ALICIA	Tan	Alicia Tan	Div. of Academic & Student Eng	Student Life	Student Life	Continuing	Part-Time	North Terrace Campus
1139318	4/3/17	EMERGMNT	1STAD-1	Active	Ms	JOSIE	Ferrone	Josie Ferrone	Div. of Academic & Student Eng	Student Experience	Ask Adelaide	Continuing	Part-Time	North Terrace Campus
1188044	15/3/17	EMERGMNT	1STAD-1	Active	Ms	KIRSTEN	Hagenus	Kirsten Hagenus	Div. of Academic & Student Eng	Children's Uni Australasia	Children's Uni Australasia	Continuing	Full-Time	North Terrace Campus
1152588	15/3/17	EMERGMNT	1STAD-1	Active	Ms	EMMA	Scott	Emma Scott	Div. of Academic & Student Eng	Children's Uni Australasia	Children's Uni Australasia	Continuing	Part-Time	North Terrace Campus
1610407	23/7/17	EMERGMNT	1STAD-1	Active	Mr	PAUL	Reeves	Paul Reeves	Div. of Academic & Student Eng	Student Experience	Ask Adelaide	Continuing	Full-Time	North Terrace Campus
1120448	28/9/17	EMERGMNT	1STAD-1	Active	Mr	LUCA	Prisciandaro	Luca Prisciandaro	Div. of Academic & Student Eng	Children's Uni Australasia	Children's University Adelaide	Fixed Term Contract	Full-Time	North Terrace Campus
1001541	22/11/17	EMERGMNT	1STAD-1	Active	Ms	JOANNE	Corbett	Joanne Corbett	Div. of Academic & Student Eng	University Library	University Library	Continuing	Full-Time	North Terrace Campus
1217083	4/3/18	EMERGMNT	1STAD-1	Active	Miss	YUJING	Zhao	Yujing Zhao	Div. of Academic & Student Eng	Student Life	Careers Service	Fixed Term Contract	Full-Time	North Terrace Campus
1149686	29/3/18	EMERGMNT	1STAD-1	Active	Mrs	TONI	Norris	Toni Norris	Div. of Academic & Student Eng	Children's Uni Australasia	Children's University Adelaide	Fixed Term Contract	Part-Time	North Terrace Campus
1196523	29/3/18	EMERGMNT	1STAD-1	Active	Mrs	SALLY	Owen	Sally Owen	Div. of Academic & Student Eng	Children's Uni Australasia	Children's Uni Australasia	Fixed Term Contract	Part-Time	North Terrace Campus
1151850	28/8/18	EMERGMNT	1STAD-1	Active	Dr	ULRIKE	Schacht	Ulrike Schacht	Div. of Academic & Student Eng	Wirritu Yarl'u Aboriginal Educ	Wirritu Yarl'u Aboriginal Educ	Fixed Term Contract	Casual	North Terrace Campus
1039279	23/11/18	EMERGMNT	1STAD-1	Active	Ms	NAOMI	Sturgeon	Naomi Sturgeon	Div. of Academic & Student Eng	Init Recruitment & Adm Svcs	Init Recruitment & Adm Svcs	Continuing	Full-Time	North Terrace Campus
1000411	19/3/19	EMERGMNT	1STAD-1	Active	Mrs	ANTHEA	Habel	Anthea Habel	Div. of Academic & Student Eng	University Library	University Library	Continuing	Part-Time	North Terrace Campus
1226670	31/5/19	EMERGMNT	1STAD-1	Active	Mr	ROSS	Kennedy	Ross Kennedy	Div. of Academic & Student Eng	Student Experience	Ask Adelaide	Continuing	Full-Time	North Terrace Campus
1612480	30/7/19	EMERGMNT	1STAD-1	Active	Ms	ANDREA	Spedding	Andrea Spedding	Div. of Academic & Student Eng	PCE	PCE	Continuing	Full-Time	North Terrace Campus

At the meeting 20/8/19 the question was raised regarding what needed to be reported. There was confusion as one of the members had read that it was first aid injuries.

I offer the following to assist with identifying what should be reported.

## Report a Safety Issue or Incident Chapter

### 4 Process: Internal notification of incidents (including near misses) or safety issues (see definitions)

Person Responsible		Actions
4.1	Workers (e.g. staff, title-holders, volunteers, contractors) and students	<input type="checkbox"/> Report a safety issue or incident in accordance with the <a href="#">"Report a safety issue or incident flowchart"</a> (Appendix A).

### REPORT A SAFETY ISSUE OR INCIDENT FLOWCHART (Appendix A)



The chapter is attempting to indicate that you should report anything that you think may be a safety issue. It then explains that a safety issue is something that unless action is taken may cause injury/illness or that an event has occurred that did, or could have, caused injury or illness.

Then in the first aid chapter there is a reminder that any workplace injury that requires first aid should be reported – as this falls into the category “that an event has occurred that did cause injury or illness”.

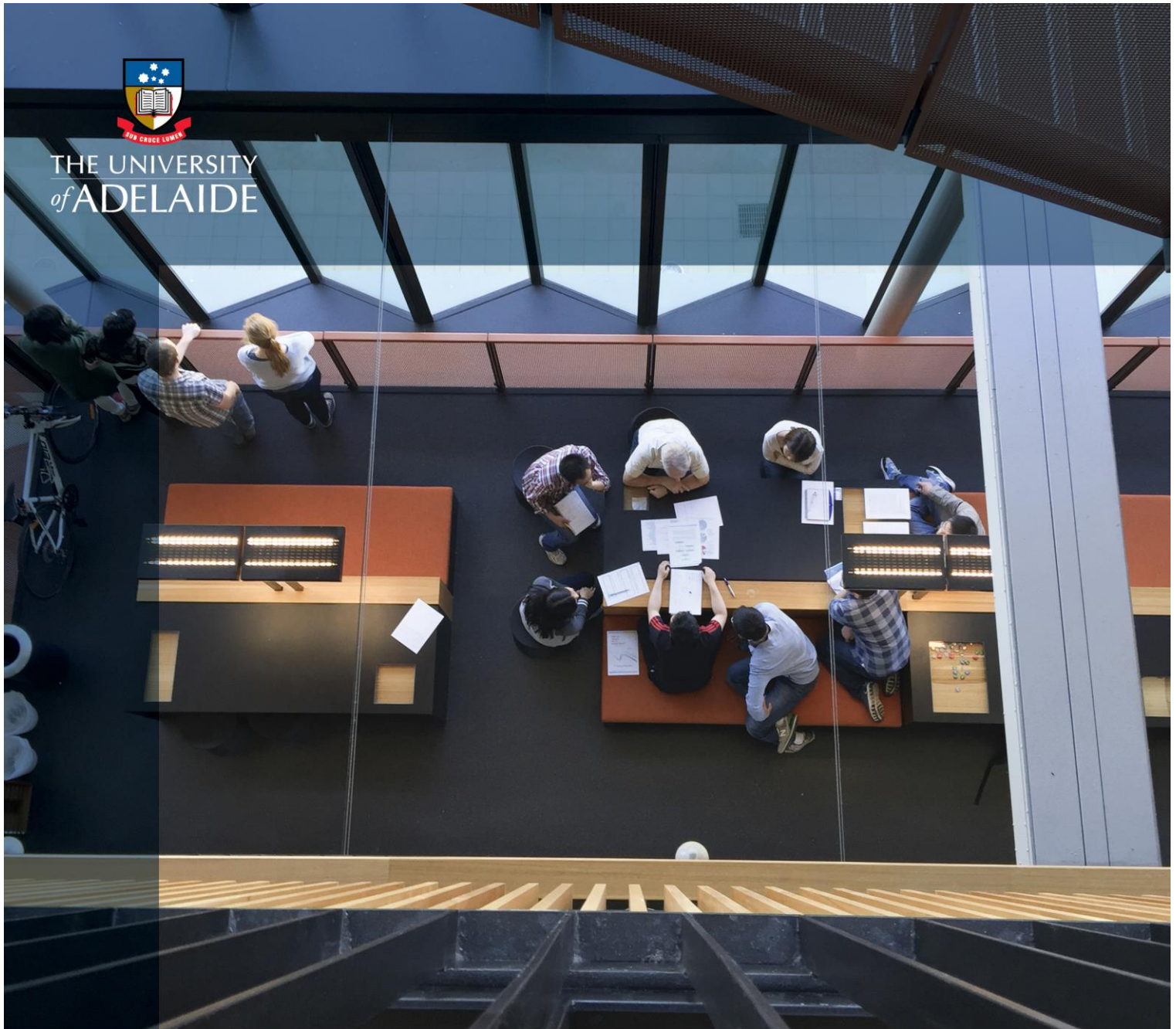
## First Aid Handbook Chapter

Person Responsible		Actions
12.1	All staff (including First aiders)	<input type="checkbox"/> Ensure that a workplace injury requiring the use of first aid equipment/treatment is recorded in the <a href="#">on-line incident reporting system</a> or <a href="#">app</a> if using your mobile device. • Follow the process in the HSW Handbook chapter <a href="#">Report a safety issue or incident</a> .

I hope this assists.



THE UNIVERSITY  
of ADELAIDE



+

# DIVISIONAL TP & SPE CONSOLIDATION

Prepared by Stacy Fogliano and Rebecca Stonor

[adelaide.edu.au](http://adelaide.edu.au)

CRICOS Provider Number 00123M



# Consolidation report for DASE, DRI, DUO & VC&P

## Background

To conduct a review of the status of Schedule of Programmable Events (SPE) and Training Plan (TP) documents across the Divisions (DASE, DRI, DUO and VC&P). This process aims to assess presence, quality, compliance and use of the documents in accordance with the relevant handbook chapters. Any gaps in documentation were to be identified and help determine if the documents could be merged for each Division and managed in a more efficient manner.

### DASE

#### Findings:

Under the new MOS only 3 of 11 branches were able to provide a current or previous years copy of the TP and SPE but all areas responded and provided feedback on their key activities in order to determine SPE and TP requirements.

#### Recommendations:

Based on information provided either by an existing SPE and TP or information on key activities for the area a consolidated SPE and TP is suitable for the Division.

A number of items were removed from and some were added to the TP and SPE documents as part of the consolidation process, this was a result of the focus on the documents being specific to the HSW Handbook chapter and legislative requirements under WHS Act and Regs. Paul Roberts has a summary of the key changes to the areas.

### DRI

#### Findings:

4 of 12 branches that were contacted (to provide current or past SPE and TP documents) responded and provided some documentation. The others were contacted directly to identify hazards that may need to be addressed on a SPE or TP.

The Adelaide Graduate Centre, the Office of DVCR and Research Services all have current SPE and TP documents. Adelaide Microscopy has only an older version of SPE and no TP in place. The other areas have no documentation in place.

#### Recommendations:

All areas require a SPE for their annual hazard review, evacuation testing and first aid assessments. This document has been consolidated into one document for all of DRI. A training plan has also been consolidated for the areas that require this. Areas containing hazards, such as Adelaide Microscopy (AM) and ThincLab (TL), will require more detail on the SPE and a TP in order to cover off on any required hazard or proficiency training. Sections that should be completed by AM and TL on the templates have been left intentionally blank.

#### Proficiencies required:

- Adelaide Microscopy – Chemical, radiation, plant/equipment
- ThincLab – Chemical, plant/equipment

### DUO

#### Findings:

All branches provided copies of both the TP and SPE documents with the exception of Procurement Services.

In accordance with the handbook chapters a SPE and TP is required for all areas with the exception of COO.

#### Proficiencies required:

- Human Resources – Radiation Spill Response
- Procurement – Chemical Spill Response

#### Recommendations:

SPE and training plan DUO can be consolidated, with the additional requirements for Human Resources and Procurement Services covering:

- Radiation – training, stocktake and audits
- Chemical – training, stocktake and audits

A number of items were removed from and some were added to the TP and SPE documents as part of the consolidation process, this was a result of the focus on the documents being specific to the HSW Handbook chapter and legislative requirements under WHS Act and Regs. Paul Roberts has a summary of the key changes to the areas.

### VC&P

#### Findings:

The Office of VC&P were instructed that they no longer required SPE and TP and have not provided any current documents because of this. They have however supplied 2018 versions, most of which the details have been deleted.

#### Recommendations:

Perhaps as they are such a small area, if required their information could be included elsewhere.

## Next steps




Paul Roberts will arrange times with relevant areas to decide on how this process will be managed going forward. He will then take the consolidated information to the HSW committee meetings.

## TRAINING PLAN (2019) - as at 20 / 09 / 2019

### SCHOOL/BRANCH: Division of Academic and Student Engagement

**Note:** Where training is identified and monitored using another database/system, it is not necessary to include the activity on the Training Plan, if it meets the requirements of this handbook chapter. (e.g. The system used enables level 2 (proficiency based) and level 3 (competency/licence/qualification required) for the worker to be listed, gaps to be identified and corrective action taken where required. e.g. a Lab logbook of training may be used. We aim to remove duplication of effort and administration where possible.)

#### LEGEND

Essential (one-off instruction/training prior to completing the activity/accessing an area.		Essential prior to commencement of activity then refresher each year		Essential prior to commencement of activity then refresher each 3 yrs	
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		Level 3 (Training) (Competency/licence/qualification is required before completing the task/role.)		
Names	Location code from SPE	Chief Warden Training (Includes Deputies where applicable)	Warden Training Level 1	First Aid Training  (this can be removed once recorded and maintained in SSO)
		(Competency)	(Competency)	(Competency)
Joanne Corbett				21/11/2020
Anthea Habel (Taylor)				22/03/2020
Alice Chuah			2019	3/09/2018
Benjamin Williams		2019	2019	16/09/2017
Cathy Wilson			2019	1/09/2018
Jorge Contreras Garcia			2019	19/03/2017
Kah Yong (Brian) Lew				15/10/2017
Kelsi Carman				TBA
Noel Trevino				28/05/2017
Joanne Corbett				21/11/2020
Alyson Emery			2019	
Brian Lew			2019	

The Training Plan(s) will need to be populated according to your needs and the Legislative requirements set out in [Appendix B](#).

Please click on this link if you require a blank version of this template [Training Plan \(Template A\)](#)

**The legend:** A colour in a box (except for grey) identifies training is required. The colour identifies the frequency (when due). A date indicates that the training has been completed and is current. Do not leave an expired date in the box. The template should enable the Head of School/Branch/Supervisor/person nominated to maintain the Training Plan-to quickly identify where there is a training gap.

HSW Handbook	2.3 HSW Training Plan	Effective Date:	6 June 2017	Version 3.0
Authorised by	COO (Division of University Operations)	Review Date:	6 June 2020	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

## SCHEDULE OF PROGRAMMABLE EVENTS (SPE) [2019]

School/Branch/Area	Division of Academic & Student Engagement (DASE)	Date	As at: 16/9/2019
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Check the SPE includes all HSW activities that the School/Branch is required to manage and control this year.

(See appendix A of the [HSW Handbook chapter](#) for additional guidance and references to the legislation, or contact the [HSW Team](#))

Note if any of the following activities are:

- monitored using another database/system; and
- any gaps in compliance can be identified

then do not duplicate this information in the SPE.

<b>LEGEND</b>	<b>X</b>	= Event due date yet to be scheduled	<b>Unshaded and date</b>	= Event programmed & proposed date
	<b>[date]</b>	= Event completed & date held	<b>Unshaded and red text</b>	= Event missed
	<b>{date}</b>	= Event has been rescheduled		

### Abbreviations:

CU	Childrens University	SLC	Student Life Counselling
AS	Accommodation Services	SE	Student Experience
L	Libraries (NT/W/RW)	SLI	Student Life International Support
LQS	Learning & Quality Support	AAH	Ask Adelaide & the Hub
SL	Student Learning	PCE	PCE
IP (I)	IRAS and PVC (I)	SLCS	Student Life Careers Service
SA	Student Administration	WY	Wirtu Yarlur
OASE	Office of Academic & Student Engagement		

## CONTINGENCY ARRANGEMENTS

(e.g. A test of an emergency system or procedure or equipment, where the process/equipment/SOP needs to be tested for effectiveness. This may include an assessment of the staff awareness of the contingency arrangements in place.)

Note, this is in addition to the 2 x Building Emergency Evacuation Exercises co-ordinated by Service Delivery Branch (Security)

CRITERIA TO BE SCHEDULED	WHEN	WHO	RECORDS	2019											
				J	F	M	A	M	J	J	A	S	O	N	D
Emergency evacuation exercise	Bi annually	Head of Division / Branch	Exercise debrief Reports, Traffic light report			All			CU			All	IR AS		
Contingency testing (aggressive person, bomb threat, duress button)	At least one exercise annually	Assistant Manager	Exercise debrief Reports, Traffic light report			AA H / AS / IR AS									
Check number of Fire Wardens	Annually	HSO/Assistant Manager	Updated Poster in back office		LQ S				SA	AA H				LQ S	AAH

## FIRST AID

ACTIVITY	WHEN	WHO	RECORDS	2019											
				J	F	M	A	M	J	J	A	S	O	N	D
First Aid Assessment completed	Annually	Designated First Aider in consultation with the HSWO	First Aid Assessment template	C U	LQ S / IR AS			AA H	All					AA H	

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### RISK ASSESSMENT AND SOP REVIEW

ACTIVITY	WHEN	WHO	RECORDS	2018											
				J	F	M	A	M	J	J	A	S	O	N	D
Check the Hazard Register. Review control measures and re-assess the activity to reduce the level of risk where possible.	Annually	Health and Safety Committee and Head of School	Hazard Register								A A H				
Check that existing Risk Assessments and SOPs are current (i.e. dated within 5 years).  Schedule reviews as required with relevant staff. Frequency will depend on the number of documents to be reviewed.	Annually	HSO in consultation with staff responsible for the activity.	Risk Assessments SOPs								A A H				

### WORKPLACE MONITORING (SAFETY REVIEW)

Applicable to workplaces undertaking one or more tasks where the "inherent" risk rating has been assessed as "high" or "very high". (The Inherent risk is the risk before the implementation of control measures.)

ACTIVITY	WHEN	WHO	RECORDS	2019											
				J	F	M	A	M	J	J	A	S	O	N	D
Routine Inspections Village- all bedrooms and common areas of dwellings	By-monthly	Contractor	S: Drive		AS		AS			AS	AS		AS		

### TRAINING PLAN REVIEW (IF APPLICABLE)

(Required where Level 2 (instruction) and Level 3 (Training) has been identified and requires recording/monitoring.)

ACTIVITY	WHEN	WHO	RECORDS	2019											
				J	F	M	A	M	J	J	A	S	O	N	D
Appropriate instruction and/or training is identified against each employee based on their role and responsibility and recorded on a Training Plan/Log book	As training is identified, notify xxx (Nominated person)	Head of School/ Branch, Local HSW Team, Supervisors	Training Plan	All											
Monitor the Training Plan(s) or equivalent tracking tool(s) for the Faculty/Division/ School/Branch to ensure that level 2 and level 3 instruction and training has been completed as scheduled.	Monitored via HSW Committee		Training prof, Training certificates provided by Recognised training organisations	All											

### MAINTENANCE AND INSPECTION OF PLANT/EQUIPMENT

ITEM OF PLANT/ EQUIPMENT	WHEN	WHO	RECORDS	2019											
				J	F	M	A	M	J	J	A	S	O	N	D

HSW Handbook	Schedule of Programmable Events template	Effective Date:	9 July 2018	Version 3.0
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Service on vehicles	Annually	Facilities coordinator	Service log book			AS		CU			AS				
Laundry equipment - Village's laundry	Six monthly	Assistant Manager	Service log book				AS							AS	
Gym equipment - Village's exercise room	When required	Village staff	Internal records				AS								
Fire extinguishers in all dwellings	Annually	Assistant Manager	Service log book				AS								
Smoke detectors in all dwellings	Annually	Property owners of the Village	Service log book					AS							

### ELECTRICAL SAFETY – TESTING AND TAGGING

ACTIVITY	WHEN	WHO	RECORDS	2019											
				J	F	M	A	M	J	J	A	S	O	N	D
RCD testing and tagging (The Village)	Annually	Property owners of The Village	Testing records											AS	

### HAZARDOUS CHEMICALS

ACTIVITY	WHEN	WHO	RECORDS	2019											
				J	F	M	A	M	J	J	A	S	O	N	D
GAS Cylinder Inspections - Roseworthy	Check items due annually														AS
Where printed, check Safety Data Sheets are current (i.e. dated within 5 years)	Check items due annually		Safety Data Sheets												AS
Check that the Chemical Register is up to date.	Check items due annually		Chemical Register												AS

### DIV/FAC HEALTH AND SAFETY COMMITTEE

ACTIVITY	WHEN	WHO	RECORDS	2019											
				J	F	M	A	M	J	J	A	S	O	N	D
Divisional HSW Meeting	Quarterly	HSO	Meeting Schedule Minutes		All			All			All			All	

### VACCINATION PROGRAM

ACTIVITY	WHEN	WHO	RECORDS	J	F	M	A	M	J	J	A	S	O	N	D
HEP A, B and Tetanus	Annually	HSO	SPE. Email reminder to all FA Officers								A A H				
Influenza vaccination	Annually	HSO	SPE. Email DVCA Office to organise and then notify staff		A A H										