DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY AND WELLBEING COMMITTEE
MEETING 03/21

A meeting of the Divisional Health, Safety and Wellbeing Committee will be held via Zoom, on **Wednesday 28 July 2021 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**

- *Reports from branches on completion dates of tasks in SPE*
- *Tasks that need to be completed in the next quarter - review expired training and determine if is it still required – See attached spreadsheet*

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

- *Is there anything we need to communicate to the wider Division?*

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

7. **Any Other Business**
   Electrical Testing – information sheet
   See attached

8. **Next Meeting**
   The next meeting is scheduled to be held at 10:00 am on Wednesday 27 October via Zoom.

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
Mr Steve Benson, PVC(I)
Ms Joanne Corbett, University Library
Ms Karen De Cruz, University Library
Mr Geoff Denison, Accommodation Services
Ms Phoebe Huang, Student Life - Careers Service
Mr Bryan Woochan Lee, Ask Adelaide
Ms Jennah Mills Pro Vice-Chancellor (SL)
Ms Lauren Morand, PCE
Ms Toni Norris, Children's University
Mr Paul Roberts, Faculty / Divisional HSW Manager
Mr Fred Rochler, Student Administration
Ms Tuila Wells, Student Life - Counselling Support
Mr Liam Kenna, Wirltu Yarlu

For Information only
Ms Michelle Quilliam, Learning & Quality Support
Ms Jacqueline Lo, PVC(I)
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
Ms Louise Mitchell, Wirltu Yerlu
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

DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY AND WELLBEING COMMITTEE
02/21

FOR APPROVAL

MINUTES OF MEETING 02/21

A meeting of the Divisional Health, Safety and Wellbeing Committee was held in **via Zoom at 10:00 am** on **Wednesday 5 May 2021.**

Present:
Mr Dave Lamb, Executive Director, Student Operations (Convenor)
Ms Angela Alessi, Learning and Quality Support
Mr Steve Benson, Pro Vice-Chancellor (International)
Mr Jorge Contreras, Accommodation Services
Ms Phoebe Huang, Student Life (Careers)
Mr Liam Kenna, Wirltu Yarlu
Ms Samantha Narcis, Library
Ms Toni Norris, Children's University
Ms Simona Padvelskyte, Pro Vice-Chancellor (Student Learning)
Mr Paul Roberts, Faculty / Divisional HSW Manager
Mr Fred Rochler, Student Administration
Mr Bryan Woochan Lee, Ask Adelaide
Ms Tuila Wells, Student Life, Counselling Support

Apologies Received:
Ms Jill Allen, Student Life
Ms Joanne Corbett, Library

Proxies: None

In Attendance: Rosemary Gibbon EA.

1 Welcome and Apologies
Apologies were noted as above.

2 Confirmation of Minutes
Minutes of the meeting held on 17 February 2021 were accepted.

Actions Meeting 04/20:

Item	Action	Responsibility	Progress
3	Send instructions how to upload to SSO to Jorge	Paul	Not completed – Jorge will follow up with Paul
3	To ask Student Accommodation staff to upload their details of training to SSO	Jorge	Not completed – see above
8	To see if training for responding to abuse and neglect can be added to the SSO	Paul	Completed – yes on SSO and can be recorded

Actions 01/21:

4	Schedule a meeting to discuss the requirements for RTWSA validation with the Library	Rosemary	Completed – as the Library is not to be audited this meeting is no longer required.

3 Safety Performance of the Division

The report was noted by the Committee

Paul reported that there were the same issues being identified and reported. One unusual incident reported was someone fainting at a smoking ceremony. Incidents in our division still lean towards manual handing, body movement, slips, trips and falls. Reliance is on university staff to report any hazards noted on campus. Send a request for maintenance via their webform or an incident via Unisafe.

There is no specific site within the Division that has been chosen for the return to work audit. The audit will be focused at the Roseworthy campus.

The traffic light is currently green.

A spreadsheet has been circulated which is broken down into the different units and any training required is highlighted in red. If a role has changed, ie first aider or firewarden, the staff concerned should go into SSO and remove their credentials. Any questions please contact Paul.

Dave advised that it is up to Managers to make sure there are staff in the first aid and fire warden roles, it is not up to committee members, if there are any problems please contact him and he will follow up.

4 Effectiveness of safety processes in the Division.

Paul confirmed that this agenda item is to discuss how well any incident reports are followed up, induction in areas and monitoring of Health and safety issues.

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

Paul reported that electrical testing, which was carried out some years ago but was terminated due to changes in the law, has now been reinstated by the Federal Government. This means that all areas will need to have any electrical items (that plug into a wall) that are owned by the University tested and tagged by a competent person.

Finance and Procurement are close to selecting a preferred provider for that service. A new handbook chapter has been written with a time line of being compliant by the 31 December of this year. Areas should plan for their testing and tagging now.

A register will be produced at the first check, of all the items tested and where they are located which will give a baseline point for when they are tested again in 5 years. Current computers have been tested so won't need to be tested for another 5 years under the current legislation. If they are leased they may not have to be tested again. Kitchen items and any other items not previously tested will need to be tested.

The start of this testing is quite easy but maintaining it can be challenging due to disposing of equipment or moving locations as the obligation will be on us to find that item and have it tested again. In the past finding items or having access to rooms which may be locked were some of the minor issues. There will not be dedicated resource for this it will be a branch responsibility as an administrative task, it doesn't require specialist knowledge. It could be assigned to one staff member to oversee or more than one.

Any questions re the process or what is required please contact Paul.

It is important that this information is taken back to your managers and discussed how it will be carried out.

Dave asked if the computer is new and under lease it doesn't need to be tested? Paul advised that they are working with ITDS to re-establish the process where anything new coming in is already tested and tagged, if currently not tested and tagged then they will need to be tested.

Personal items such as mobile phones if plugged into the wall to be charged will need to be tested and tagged. If they are being recharged by a usb they don't need to be tested.

Simona asked if devices that are used at home for working from home are required to be tested and tagged as well? Paul advised not if they are personal computers. If they are university supplied and brought in to the University and plugged in at any time then yes, they should be tested. If people are continuing to work at home but using University equipment then they should be requested to bring the items in at the time testing has been arranged so that those items can be included.

If people refuse to have an item tested and tagged and then they bring that item in and want to use it on campus the University has the authority to request they do not plug it in until it has been tested and tagged.

Fred asked about efficiency around the testing, for example in RMP it would best to do every area all at once, not have technicians coming in at different times. It was agreed that leadership in RMP should discuss and arrange to have the testing done all at the one time.

It was confirmed that each local area is responsible for the payment of having the testing and tagging carried out. It is expected the highest cost will be the start of this first round and then should be smaller the next time around.

If an item fails the test the provider will immediately make it safe, tag appropriately and notify the area of the failure. The handbook chapter outlines the action to take if an item fails.

If an item is deemed valuable enough then it could be repaired otherwise disposed of and if necessary replaced.

Small heaters require annual testing as they have a high failure rate.

Bryan asked if the equipment that students bring in and plug in to the University electricity supply in the Hub are included? Paul advised that student equipment is not required to be tested. Infrastructure is responsible for the charging banks in the Hub and they have appropriate RCD protection so that is a faulty item is plugged in and has some leakage the RCD will trigger protecting both the electricity supply and the person plugging it in.

Action: discuss with management the requirement to have testing and tagging done once the new provider has been selected.

Action: check the handbook chapter for details on how often items need to be tested and tagged.

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

No changes have occurred that need to be discussed.

7 Any Other Business

There was no other business.

8 Next Meeting

The next meeting is scheduled to be held on Wednesday 28 July at 10:00 am via zoom.

Item	Action	Responsibility	Progress
5	Discuss with management the requirement to have testing and tagging done once the new provider has been selected.	All	
5	Check the handbook chapter for details on how often items need to be tested and tagged.	All	Ongoing.

DASE Senior HSW Advisor Report

Human Resources
Division of University Operations

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CRICOS provider number 00123M

To	Deputy Vice-Chancellor and Vice-Presidents (Academic)
Cc	Chair DASE HSW Committee
From	Paul Roberts - Senior HSW Advisor
Subject	HSW Report – 3/2021
Date	16th July, 2021 Ref

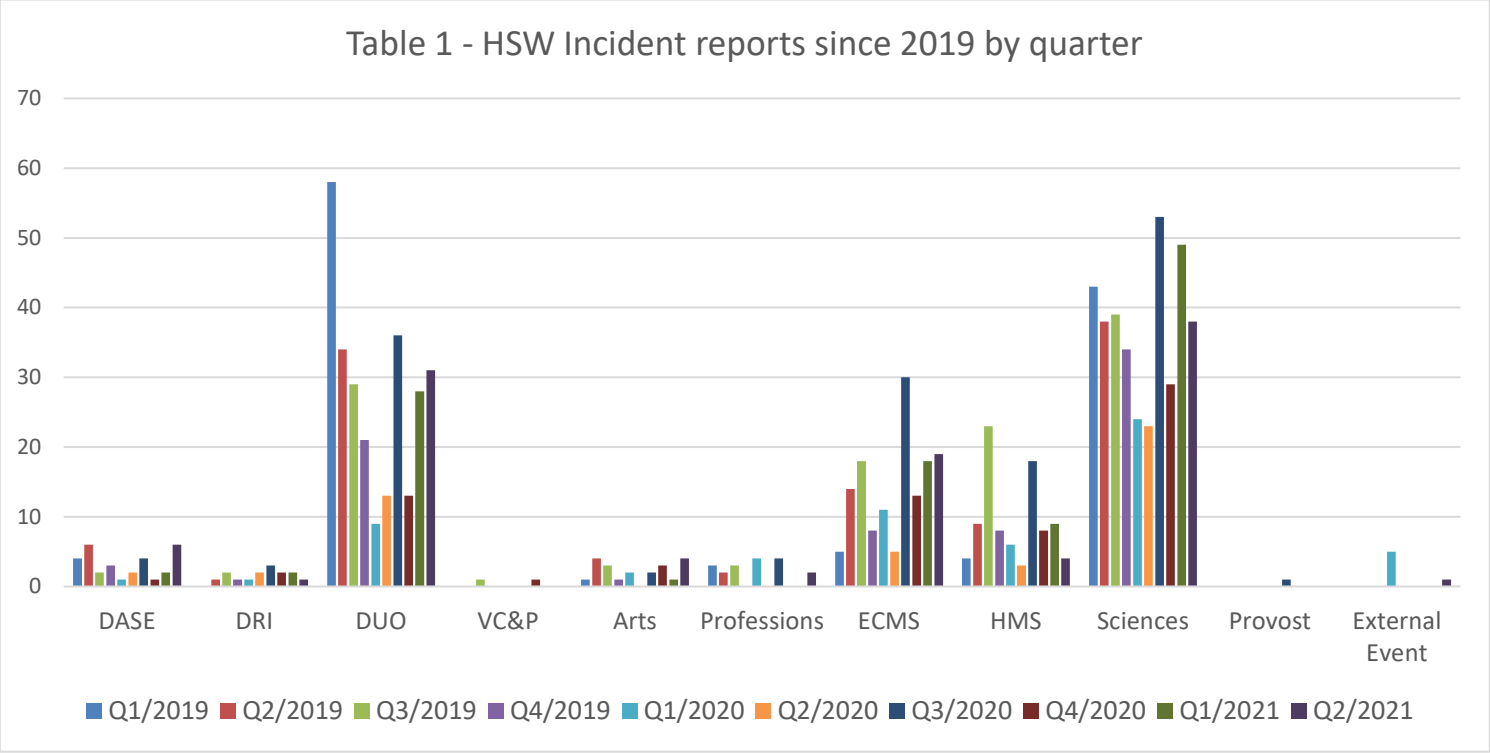
This report is prepared by the Senior HSW Advisor based on the data within UniSafe, HSW Internal Audit outcomes and workers compensation data. The intention of the report is to inform and enable discussion of safety performance and outcomes within the Division.

1. *UniSafe Safety Reporting Data*

For the Second quarter of 2021, DASE had six (6) safety reports in Unisafe. Five of these were reported in the Library and one in Student Operations. Since 2018, the libraries represent 40% of all incidents reported in UniSafe. This is to be expected given the

- libraries hours of operation
- high usage of the areas by students
- positive reporting culture of the staff.

Only one of the incidents (#1804) relate to the highest risks for staff in the library, hazardous manual handling tasks, but this should act as a reminder to ensure that all hazardous manual handling aids - such as storage containers, trolleys and compactus – should be inspected and maintained.



HSW Incidents for DASE during 2nd quarter 2021.

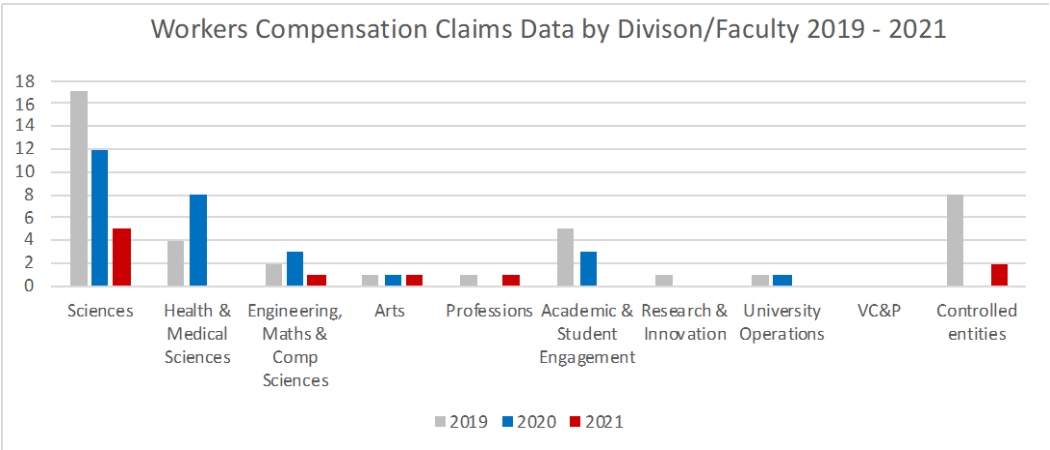
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
1777	University Library	28/04/2021	Yes	No	Closed
	Student was walking down the stairs from level 3 to level 2 of the Barr Smith, situated on the northern end of the library, slipped on the last step and fell and twisted her right ankle.				
Incident ID	**Area**	**Date Incident Occurred**	**Injury**	**SafeWork Report?**	**Status**
1804	University Library	03/05/2021	Yes	No	Closed
	IP was shelving heavy box when the compactus closed onto them causing them lose control pf the box they were lifting. As they tried to save the box from falling they wrenched their left wrist				
Incident ID	**Area**	**Date Incident Occurred**	**Injury**	**SafeWork Report?**	**Status**
1832	Student Operations	20/05/2021	Yes	No	Open
	Student cut her finger on sharp edge of locker				
Incident ID	**Area**	**Date Incident Occurred**	**Injury**	**SafeWork Report?**	**Status**
1840	University Library	28/05/2021	No	No	Closed
	Students using GPO's to power/charge laptops and creating a trip hazard on walkways				
Incident ID	**Area**	**Date Incident Occurred**	**Injury**	**SafeWork Report?**	**Status**
1865	University Library	04/06/2021	No	No	Closed
	Desks in the Barr Smith Library student study rooms 231 & 214 have been found with structural retaining screws deliberately removed. With these screws removed, the tables lack structural rigidity and are likely to collapse.				
Incident ID	**Area**	**Date Incident Occurred**	**Injury**	**SafeWork Report?**	**Status**
1871	University Library	08/06/2021	Yes	No	Closed
	IP reported that they hurt their knee as a result of walking up stairs and that the injury was a result of a pre-existing non-work related injury. (Torn ligament in his knee).				

The RTWSA evaluation as concluded and there will be no further requests for information or clarifications from the evaluators. The result is still informal and subject to RTWSA internal quality assurance, but we have been informally told that the evaluators are not recording any non-conformances.

There will be a number of observations and notes that will form opportunities for improvement for the University over the next 5 years. It will take some weeks to get a formal result with its subsequent details.

2. UniSafe Overdue Corrective Actions Data
There are currently no overdue in UniSafe for DASE.

3. Workers Compensation Data
The total number of workers compensations claims to the end of Q2 2021 was 10



4. HSW Internal Audit Outcomes

There were no internal audits performed in DASE during Q2 of 2021.

5. HSW Handbook chapters revised in the last quarter and items to note

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

	Key information summary
Information Instruction and Training (IIT)	The IIT handbook chapter has been updated as part of the programmed review cycle to: • provide supervisors / persons with control with guidance on their legislative requirement to provide suitable information, instruction, training and supervision to workers to secure their health and safety; • provide guidance on the level and type of training required in accordance with legislative requirements and commensurate with risk; • make clear that any activity that requires specific instruction or training is not undertaken by anyone who has not been suitably instructed or trained.
Training Plan	The Training Plan handbook chapter has been updated as part of the programmed review cycle to: • outline supervisors' responsibility to provide suitable and adequate information, instruction and training to keep people safe – whilst simplifying the planning and management of such training plans; • achieve this through supervisors and workers not undertaking tasks or accessing equipment / certain work areas until the required instruction or training has been delivered; • enable supervisors and local areas to identify, plan and deliver the required instruction and training prior to access, preventing access until identified training has been delivered and a record kept.
Internal Audit	The updated chapter reflects: • current HSW internal audit practice; • outlines the important role of supervisors in the audit process and the setting and completion of corrective actions; • and the reporting of audit outcomes.
University of Adelaide Enforceable Undertaking	SafeWork SA alleged that on the 24th November 2019 the University of Adelaide committed an offence pursuant to section 32 of the Work Health Safety Act 2012 (SA) in that it had the duty prescribed by section 19(3)(a), (b) and (c) of the Act to ensure, so far as was reasonably practicable, - the provision and maintenance of a work environment without the risks to health and safety; - the provision and maintenance of safe plant and structures: and - the provision and maintenance of safe systems of work. Additionally SafeWork SA alleged that the University of Adelaide was non-compliant with Regulations 34, 208 and 213.

6. Draft DASE Traffic Light Report (Q2 2021)

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

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

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

Sch/Bra	Name	Type	Descr	Issue Date	Expiration Da	Status	Location	Org Relation
PVC (Student Learning)	Simona Padvelskyte	LIC	Confine Small Workplace Emergencies	3/07/2020		A	NT	EMP
Student Operations	Luca Prisciandaro	LIC	Vehicle - Class C	14/05/2020	14/05/2026	A	NT	EMP
Student Operations	Gemma Stanger	LIC	Vehicle - Class C	5/05/2021	17/08/2021	A	NT	EMP
Student Operations	Toni Norris	LIC	Vehicle - Class C	15/04/2021	15/04/2023	A	NT	EMP
Student Operations	Emma Scott	LIC	Vehicle - Class C	31/07/2017	31/07/2022	A	NT	EMP
Student Operations	Sally Owen	LIC	Vehicle - Class C	6/09/2016	6/09/2026	A	NT	EMP
Student Operations	Tuila Wells	LIC	Vehicle - Class C	13/02/1991	2/12/2021	A	NT	EMP
Student Operations	Keith Laird	LIC	Vehicle - Class C	7/03/2021	7/03/2026	A	NT	EMP
Student Operations	Alys Jackson	LIC	Vehicle - Class C	10/05/2021	5/10/2030	A	NT	EMP
Student Operations	Dana Wilkinson	LIC	Vehicle - Class C	26/11/2000	26/11/2021	A	NT	EMP

Sch/Bra	Name	Type	Descr	Issue Date	Expiration Da	Status	Location	Org Relation
PVC (International)	Tanya Dahlenburg	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	18/12/2019		A	RW	EMP
PVC (International)	Hung Dao	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	18/12/2019		A	NT	EMP
PVC (International)	Sonya Perkins	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	12/12/2019		A	NT	EMP
PVC (International)	Xiaoshi Yang	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	10/05/2021		A	NT	EMP
PVC (International)	Jasmina Cubelic	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	10/05/2021		A	NT	EMP
PVC (Student Learning)	Emma Muhlack	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	16/07/2019		A	NT	EMP
Student Operations	Alys Jackson	EMERMGMT	First Aid - Provide CPR (HLTAID001)	8/07/2020		A	NT	EMP
Student Operations	David Purdie	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	28/09/2016		A	NT	EMP
Student Operations	Naomi Sturgeon	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	23/11/2018		A	NT	EMP
Student Operations	Zhuo Li	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	4/03/2016		A	NT	EMP
Student Operations	Luca Prisciandaro	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	8/07/2020		A	NT	EMP
Student Operations	Josie Ferrone	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	4/03/2017		A	NT	EMP
Student Operations	Gemma Stanger	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	8/07/2020		A	NT	EMP
Student Operations	Toni Norris	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	8/07/2020		A	NT	EMP
Student Operations	Emma Scott	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	8/07/2020		A	NT	EMP
Student Operations	Kirsten Hagenus	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	15/03/2017		A	NT	EMP
Student Operations	Sally Owen	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	8/07/2020		A	NT	EMP
Student Operations	Yujing Zhao	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	7/03/2021		A	NT	EMP
Student Operations	Yujing Zhao	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	7/03/2021		A	NT	EMP
Student Operations	Sophie May	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	12/11/2019		A	NT	EMP
Student Operations	Keith Laird	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	1/03/2021		A	NT	EMP
Student Operations	Ross Kennedy	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	31/05/2019		A	NT	EMP
Student Operations	Alys Jackson	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	8/03/2019		A	NT	EMP
Student Operations	Bryan Lee	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	7/05/2018		A	NT	EMP
Student Operations	Paul Reeves	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	23/07/2017		A	NT	POI
Student Operations	Christine Pilla	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	5/11/2019		A	NT	EMP
Student Operations	Ji Young Kim	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	8/05/2018		A	NT	EMP
University Library	Joanne Corbett	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	22/11/2017		A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Ulrike Schacht	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	28/08/2018		A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Marie Ellul	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	20/09/2016		A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Teegan Bryant	EMERMGMT	First Aid - Provide First Aid (HLTAID001,2,3)	4/03/2020		A	NT	EMP

Sch/Bra	Name	Type	Descr	Issue Date	Expiration Da	Status	Location	Org Relation
PVC (International)	David Cannon	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	2/02/2017		A	NT	EMP
PVC (International)	Pamela Thompson	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	19/03/2015		A	NT	EMP
PVC (Student Learning)	Michelle Quilliam	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	25/01/2019		A	NT	EMP

Student Operations	Rosemary Gibbon	EMERMGMT	Warden - Chief Warden Training	25/06/2019	A	NT	EMP
Student Operations	Ross Kennedy	EMERMGMT	Warden - Chief Warden Training	27/08/2019	A	NT	EMP
Student Operations	Lena Mysko	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	16/06/2016	A	NT	EMP
Student Operations	Tuila Wells	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	13/02/2012	A	NT	EMP
Student Operations	Shawna Grace Hooton	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	25/08/2015	A	NT	EMP
Student Operations	Keith Laird	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	6/12/2019	A	NT	EMP
Student Operations	Bryan Lee	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	30/10/2017	A	NT	EMP
Student Operations	Christine Pilla	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	14/11/2019	A	NT	EMP
Student Operations	Ji Young Kim	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	30/10/2017	A	NT	EMP
Student Operations	Muhammad Asim Imran	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	20/03/2019	A	NT	EMP
University Library	Samantha Narcis	EMERMGMT	Warden - Chief Warden Training	22/09/2020	A	NT	EMP
University Library	Andrew Craig	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	13/04/2017	A	NT	EMP
University Library	Kahli Gifford	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	13/02/2020	A	NT	EMP
University Library	Kristy Van-Eeden Elliott	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	13/02/2020	A	NT	EMP
University Library	Emily Baudinette	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	13/02/2020	A	NT	EMP
University Library	Rosemary Willcocks	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	13/02/2020	A	NT	EMP
University Library	Meghan Hombsch	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	13/02/2020	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Ulrike Schacht	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	4/12/2020	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	William Kenna	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	4/12/2020	A	NT	EMP

Sch/Bra	Name	Type	Descr	Issue Date	Expiration Da	Status	Location	Org Relation
Education Transformation	Steve Nayda	CLEARANCES	Working with Children Check	27/04/2020	15/10/2024	A	NT	EMP
Education Transformation	Steve Nayda	CLEARANCES	Working with Children Check	27/04/2020	15/10/2024	A	NT	POI
Education Transformation	Nina James	CLEARANCES	Child Protection - DCSI Screening Clearance	16/04/2018	16/04/2021	A	NT	EMP
PVC (International)	Vanessa Cavagnaro	CLEARANCES	Child Protection - DCSI Screening Clearance	28/03/2019	28/03/2022	A	NT	EMP
PVC (International)	Vanessa Cavagnaro	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	6/03/2018	6/03/2021	A	NT	EMP
PVC (International)	Xiaochun Liu	CLEARANCES	Child Protection - DCSI Screening Clearance	17/07/2020	17/07/2025	A	NT	EMP
PVC (International)	Alexandra Beaton	CLEARANCES	Child Protection - DCSI Screening Clearance	19/12/2019	19/12/2024	A	NT	EMP
PVC (International)	Steve Benson	CLEARANCES	Child Protection - DCSI Screening Clearance	23/01/2018	23/01/2021	A	NT	EMP
PVC (International)	Steve Benson	CLEARANCES	Working with Children Check	7/05/2021	6/05/2026	A	NT	EMP
PVC (International)	Xiaoshi Yang	CLEARANCES	Child Protection - DCSI Screening Clearance	14/05/2018	14/05/2021	A	NT	EMP
PVC (International)	Alexandra Ivanova	CLEARANCES	Working with Children Check	11/09/2019	11/09/2024	A	NT	EMP
PVC (International)	Donna Markovitch	CLEARANCES	Teachers Registration Board	31/01/2017	31/01/2020	A	NT	EMP
PVC (International)	Donna Markovitch	CLEARANCES	Working with Children Check	29/10/2019	29/10/2024	A	NT	EMP
PVC (International)	Elizabeth Potarzycka	CLEARANCES	Working with Children Check	19/12/2019	18/12/2024	A	NT	EMP
PVC (International)	Jorge Contreras Garcia	CLEARANCES	Child Protection - DCSI Screening Clearance	16/09/2019	16/09/2024	A	NT	EMP
PVC (International)	Jorge Contreras Garcia	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	31/03/2020	31/12/2021	A	NT	EMP
PVC (Student Learning)	Linda Christensen	CLEARANCES	Child Protection - DCSI Screening Clearance	29/08/2019	29/08/2022	A	NT	EMP
PVC (Student Learning)	Linda Christensen	CLEARANCES	Police Check	23/08/2019	23/08/2021	A	NT	EMP
PVC (Student Learning)	Kym Schutz	CLEARANCES	Child Protection - DCSI Screening Clearance	18/12/2019	17/12/2024	A	NT	EMP
PVC (Student Learning)	Kym Schutz	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	5/11/2019	31/01/2020	A	NT	EMP
PVC (Student Learning)	Lloyd Stagg	CLEARANCES	Working with Children Check	28/01/2020	28/01/2025	A	NT	EMP
PVC (Student Learning)	Iran Sanadzadeh	CLEARANCES	Child Protection - DCSI Screening Clearance	29/09/2020	29/09/2025	A	NT	EMP
PVC (Student Learning)	Emily Filmer	CLEARANCES	Working with Children Check	5/12/2019	5/12/2024	A	NT	EMP
PVC (Student Learning)	Alison Reid	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training			A	NT	EMP
PVC (Student Learning)	Alison Reid	CLEARANCES	Police Check		19/10/2021	A	NT	EMP
PVC (Student Learning)	Alison Reid	CLEARANCES	Working with Children Check	2/03/2021	2/03/2026	A	NT	EMP
Student Operations	David Purdie	CLEARANCES	Child Protection - DCSI Screening Clearance	31/01/2019	31/01/2022	A	RW	EMP
Student Operations	Anne Martin	CLEARANCES	Child Protection - DCSI Screening Clearance	26/09/2018	26/09/2021	A	NT	EMP

Student Operations	Ann Harris	CLEARANCES	Child Protection - DCSI Screening Clearance	17/05/2019	17/05/2022	A	NT	EMP
Student Operations	Jillian Allen	CLEARANCES	Child Protection - DCSI Screening Clearance	13/02/2020	13/02/2025	A	NT	EMP
Student Operations	Joanne Mc Namara	CLEARANCES	Child Protection - DCSI Screening Clearance	22/05/2020	22/05/2025	A	NT	EMP
Student Operations	Kathryn Perisic	CLEARANCES	Child Protection - DCSI Screening Clearance	13/12/2018	13/12/2021	A	NT	EMP
Student Operations	Kathryn Perisic	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	31/12/2021	A	NT	EMP
Student Operations	Stanko Sarac	CLEARANCES	Child Protection - DCSI Screening Clearance	17/12/2018	17/12/2021	A	NT	EMP
Student Operations	Stanko Sarac	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	31/12/2021	A	NT	EMP
Student Operations	Naomi Sturgeon	CLEARANCES	Working with Children Check	25/11/2019	25/11/2024	A	NT	EMP
Student Operations	Zoe Walter	CLEARANCES	Working with Children Check	23/05/2019	23/05/2022	A	NT	POI
Student Operations	Alison Ebeling	CLEARANCES	Child Protection - DCSI Screening Clearance	26/10/2017	25/10/2020	A	NT	EMP
Student Operations	Niranjala Seimon	CLEARANCES	Child Protection - DCSI Screening Clearance	8/09/2020	8/09/2025	A	NT	EMP
Student Operations	Catherine Leahy	CLEARANCES	Child Protection - DCSI Screening Clearance	25/02/2019	25/02/2022	A	NT	EMP
Student Operations	Jacinta Durrand	CLEARANCES	Child Protection - DCSI Screening Clearance	18/04/2019	18/04/2022	A	NT	EMP
Student Operations	Alyson Emery	CLEARANCES	Child Protection - DCSI Screening Clearance	6/03/2019	6/03/2022	A	NT	EMP
Student Operations	Victoria McCoy	CLEARANCES	Child Protection - DCSI Screening Clearance	18/12/2019	31/12/2021	A	NT	EMP
Student Operations	Rebecca Dunbar	CLEARANCES	Working with Children Check	24/06/2019	24/06/2022	A	RW	EMP
Student Operations	Seaneen Hopps	CLEARANCES	Child Protection - DCSI Screening Clearance	22/02/2021	22/02/2026	A	NT	EMP
Student Operations	Zhuo Li	CLEARANCES	Child Protection - DCSI Screening Clearance	30/04/2019	30/04/2022	A	NT	EMP
Student Operations	Zhuo Li	CLEARANCES	Working with Children Check	30/04/2019	30/04/2022	A	NT	EMP
Student Operations	Luca Prisciandaro	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	18/12/2021	A	NT	EMP
Student Operations	Luca Prisciandaro	CLEARANCES	Working with Children Check	31/07/2019	31/07/2024	A	NT	EMP
Student Operations	Gin Chuah	CLEARANCES	Working with Children Check	5/06/2019	5/06/2022	A	NT	EMP
Student Operations	Lena Mysko	CLEARANCES	Child Protection - DCSI Screening Clearance	19/02/2020	19/02/2025	A	NT	EMP
Student Operations	Linda Brook	CLEARANCES	Child Protection - DCSI Screening Clearance	21/02/2019	21/02/2022	A	NT	EMP
Student Operations	Geoffrey Denison	CLEARANCES	Child Protection - DCSI Screening Clearance	22/08/2019	22/08/2024	A	NT	EMP
Student Operations	Geoffrey Denison	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	25/09/2020	31/12/2021	A	NT	EMP
Student Operations	Benjamin Williams	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	25/09/2020	31/12/2021	A	NT	EMP
Student Operations	Benjamin Williams	CLEARANCES	Working with Children Check	16/09/2019	16/09/2024	A	NT	EMP
Student Operations	Gemma Stanger	CLEARANCES	Child Protection - DCSI Screening Clearance	6/05/2021	6/05/2026	A	NT	EMP
Student Operations	Gemma Stanger	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	31/12/2021	A	NT	EMP
Student Operations	Kellie Bozic	CLEARANCES	Child Protection - DCSI Screening Clearance	17/07/2020	17/07/2025	A	NT	EMP
Student Operations	Merrilee Pillion	CLEARANCES	Child Protection - DCSI Screening Clearance	24/09/2018	24/09/2021	A	NT	EMP
Student Operations	Toni Norris	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	24/04/2018	31/12/2021	A	NT	EMP
Student Operations	Toni Norris	CLEARANCES	Teachers Registration Board	1/02/2020	31/01/2023	A	NT	EMP
Student Operations	Toni Norris	CLEARANCES	Working with Children Check	4/02/2021	4/02/2026	A	NT	EMP
Student Operations	Emma Scott	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	31/12/2021	A	NT	EMP
Student Operations	Emma Scott	CLEARANCES	Working with Children Check	5/03/2020	4/03/2025	A	NT	EMP
Student Operations	Lucy May	CLEARANCES	Working with Children Check	11/02/2021	11/02/2026	A	NT	EMP
Student Operations	Augustine Bhaskarraj	CLEARANCES	Working with Children Check	16/04/2020	16/04/2025	A	NT	EMP
Student Operations	Colleen Lewig	CLEARANCES	Child Protection - DCSI Screening Clearance	7/05/2019	7/05/2022	A	NT	EMP
Student Operations	Sally Polkinghorne	CLEARANCES	Child Protection - DCSI Screening Clearance	1/08/2018	1/08/2021	A	RW	EMP
Student Operations	Kirsten Hagenus	CLEARANCES	Child Protection - DCSI Screening Clearance	21/08/2020	21/08/2025	A	NT	EMP
Student Operations	Nicola Venditozzi	CLEARANCES	Child Protection - DCSI Screening Clearance	17/07/2020	17/07/2025	A	NT	EMP
Student Operations	Karen Swallow	CLEARANCES	Child Protection - DCSI Screening Clearance	2/05/2019	2/05/2022	A	NT	EMP
Student Operations	Sally Owen	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	31/12/2021	A	NT	EMP
Student Operations	Sally Owen	CLEARANCES	Working with Children Check	4/07/2019	4/07/2024	A	NT	EMP
Student Operations	Soufiane Rboub	CLEARANCES	Child Protection - DCSI Screening Clearance	4/09/2020	4/09/2025	A	NT	EMP
Student Operations	Kah Yong Lew	CLEARANCES	Child Protection - DCSI Screening Clearance	16/08/2019	16/08/2024	A	NT	EMP
Student Operations	Tamara Nuske	CLEARANCES	Working with Children Check	16/12/2020	16/12/2025	A	NT	EMP
Student Operations	Tuila Wells	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	31/12/2021	A	NT	EMP

Student Operations	Ngaire Robertson	CLEARANCES	Child Protection - DCSI Screening Clearance	28/09/2018	28/09/2021	A	NT	EMP
Student Operations	Shawna Grace Hooton	CLEARANCES	Child Protection - DCSI Screening Clearance	12/12/2019	12/12/2024	A	NT	EMP
Student Operations	Owen Lindsay	CLEARANCES	Child Protection - DCSI Screening Clearance	17/07/2020	17/07/2025	A	NT	EMP
Student Operations	Giovette Sy	CLEARANCES	Child Protection - DCSI Screening Clearance	15/08/2018	15/08/2021	A	NT	EMP
Student Operations	Sally Cassidy	CLEARANCES	Child Protection - DCSI Screening Clearance	20/12/2019	20/12/2024	A	NT	EMP
Student Operations	Noe Trevino Lozano	CLEARANCES	Child Protection - DCSI Screening Clearance	10/09/2019	10/09/2024	A	NT	EMP
Student Operations	Noe Trevino Lozano	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	31/03/2020	31/12/2021	A	NT	EMP
Student Operations	Yi Huo	CLEARANCES	Child Protection - DCSI Screening Clearance	6/11/2019	6/11/2024	A	NT	EMP
Student Operations	Yi Huo	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	25/09/2020	31/12/2021	A	NT	EMP
Student Operations	Hoa Truong	CLEARANCES	Child Protection - DCSI Screening Clearance	14/06/2019	14/06/2022	A	NT	EMP
Student Operations	Hoa Truong	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	25/09/2020	31/12/2021	A	NT	EMP
Student Operations	Wee Leng Debbie Chua	CLEARANCES	Child Protection - DCSI Screening Clearance	16/01/2019	16/01/2022	A	NT	EMP
Student Operations	Keith Laird	CLEARANCES	Child Protection - DCSI Screening Clearance	28/03/2019	27/03/2022	A	NT	EMP
Student Operations	Keith Laird	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	18/05/2021	A	NT	EMP
Student Operations	Nikki Kelly	CLEARANCES	Child Protection - DCSI Screening Clearance	1/11/2018	1/11/2021	A	NT	EMP
Student Operations	Nikki Kelly	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	31/12/2021	A	NT	EMP
Student Operations	Alys Jackson	CLEARANCES	Child Protection - DCSI Screening Clearance	23/01/2018	23/01/2021	A	NT	EMP
Student Operations	Alys Jackson	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/12/2019	31/12/2021	A	NT	EMP
Student Operations	Alys Jackson	CLEARANCES	Working with Children Check	2/02/2021	2/02/2026	A	NT	EMP
Student Operations	Dana Wilkinson	CLEARANCES	Child Protection - DCSI Screening Clearance	9/01/2019	9/01/2022	A	NT	EMP
Student Operations	Trisha Graham	CLEARANCES	Working with Children Check	21/01/2019	21/01/2025	A	NT	EMP
Student Operations	Heather Hanks	CLEARANCES	Child Protection - DCSI Screening Clearance	7/09/2020	7/09/2025	A	NT	EMP
Student Operations	Oscar Weng	CLEARANCES	Child Protection - DCSI Screening Clearance	18/01/2019	18/01/2022	A	NT	EMP
Student Operations	Jacquilene Faliszewski	CLEARANCES	Working with Children Check	2/04/2020	2/04/2025	A	NT	EMP
Student Operations	Li Li	CLEARANCES	Working with Children Check	15/01/2021	15/01/2026	A	NT	EMP
Student Operations	Jacintha Power	CLEARANCES	Working with Children Check	22/08/2018	22/08/2021	A	NT	EMP
Student Operations	Jasneet Anand	CLEARANCES	Child Protection - DCSI Screening Clearance	16/12/2019	16/12/2024	A	NT	EMP
Student Operations	Kelsi Carman	CLEARANCES	Child Protection - DCSI Screening Clearance	8/07/2019	8/07/2024	A	NT	EMP
Student Operations	Eden Leah Bonython	CLEARANCES	Working with Children Check	26/09/2019	26/09/2024	A	NT	EMP
Student Operations	Linda Rankine	CLEARANCES	Child Protection - DCSI Screening Clearance	9/05/2019	8/05/2022	A	NT	EMP
Student Operations	Jemma Barratt	CLEARANCES	Working with Children Check	21/09/2018	21/09/2021	A	NT	EMP
Student Operations	Kathryn Ralph	CLEARANCES	Working with Children Check	18/05/2020	18/05/2025	A	NT	EMP
Student Operations	Anmol Saini	CLEARANCES	Working with Children Check	25/07/2019	25/07/2024	A	NT	EMP
Student Operations	Wen-Shao Liao	CLEARANCES	Child Protection - DCSI Screening Clearance	15/08/2018	15/08/2021	A	NT	EMP
Student Operations	Lian van Veen	CLEARANCES	Working with Children Check	3/07/2019	3/07/2024	A	NT	EMP
Student Operations	Roisin Amber Linehan	CLEARANCES	Child Protection - DCSI Screening Clearance	24/02/2021	24/02/2026	A	NT	EMP
Student Operations	Ingrid Mowbray	CLEARANCES	Police Check	4/11/2020	4/11/2021	A	NT	EMP
Student Operations	Simron Baruah	CLEARANCES	Child Protection - DCSI Screening Clearance	15/05/2020	15/05/2025	A	NT	EMP
Student Operations	Lisa Lisutu	CLEARANCES	Police Check	29/08/2019	29/08/2021	A	NT	EMP
Student Operations	Katelyn Crawford	CLEARANCES	Child Protection - DCSI Screening Clearance	21/02/2020	21/02/2023	A	NT	EMP
Student Operations	Cooper Williams	CLEARANCES	Working with Children Check			A	NT	EMP
Student Operations	Alistair Phillips	CLEARANCES	Working with Children Check	15/03/2021	15/03/2024	A	NT	POI
Student Operations	Liam Taylor	CLEARANCES	Working with Children Check	16/02/2021	16/02/2026	A	NT	EMP
University Library	Sandra Gates	CLEARANCES	Police Check	10/03/2019	10/03/2022	A	NT	EMP
University Library	Fiona Luu	CLEARANCES	Child Protection - DCSI Screening Clearance	28/05/2019	28/05/2022	A	NT	EMP
University Library	Uyen Lam	CLEARANCES	Working with Children Check	30/07/2020	30/07/2025	A	NT	EMP
University Library	Zixin Li	CLEARANCES	Working with Children Check	8/04/2021	7/04/2026	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Alice Healy	CLEARANCES	Child Protection - DCSI Screening Clearance	23/06/2020	23/06/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Alice Healy	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	22/02/2019	22/02/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Alice Healy	CLEARANCES	Teachers Registration Board		31/07/2025	A	NT	EMP

Wirltu Yarlu Aboriginal Educ	Alice Healy	CLEARANCES	Working with Children Check	23/06/2020	23/06/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Stacey Ellis	CLEARANCES	Child Protection - DCSI Screening Clearance	25/06/2019	25/06/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Petter Naessan	CLEARANCES	Child Protection - DCSI Screening Clearance	8/01/2019	8/01/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Margaret Becker	CLEARANCES	Child Protection - DCSI Screening Clearance	3/08/2018	3/08/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Zoe Gordon	CLEARANCES	Working with Children Check	13/12/2019	13/12/2024	A	NT	POI
Wirltu Yarlu Aboriginal Educ	Gabriella Zizzo	CLEARANCES	Working with Children Check	5/04/2019	5/04/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Louise Mitchell	CLEARANCES	Working with Children Check	19/09/2019	19/09/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	David Moon	CLEARANCES	Working with Children Check	23/07/2019	23/07/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Simon Marek	CLEARANCES	Working with Children Check	22/07/2019	22/07/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Matthew Hein	CLEARANCES	Working with Children Check	29/11/2019	28/11/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Malithi Gamage	CLEARANCES	Working with Children Check	18/06/2020	18/06/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Patricia Mullion	CLEARANCES	Working with Children Check	23/01/2020	23/01/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Alexia Adhikari	CLEARANCES	Child Protection - DCSI Screening Clearance	7/06/2019	7/06/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Sarah Harvey	CLEARANCES	Child Protection - DCSI Screening Clearance	6/03/2019	6/03/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Ulrike Schacht	CLEARANCES	Working with Children Check	26/02/2020	26/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Madeline Love	CLEARANCES	Working with Children Check	25/02/2020	25/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Katherine Radoslovich	CLEARANCES	Child Protection - DCSI Screening Clearance	11/02/2019	11/02/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Katie Crocker	CLEARANCES	Working with Children Check	5/05/2020	6/05/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Amelia Winter	CLEARANCES	Working with Children Check	19/06/2018	6/12/2023	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Deborah Bland	CLEARANCES	Child Protection - DCSI Screening Clearance	5/07/2018	5/07/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Susan Fraser	CLEARANCES	Working with Children Check	19/02/2020	19/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Johanna Mahadevan	CLEARANCES	Police Check	27/07/2020	27/07/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Johanna Mahadevan	CLEARANCES	Working with Children Check	21/07/2020	21/07/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Marie Ellul	CLEARANCES	Working with Children Check	4/02/2020	4/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Gabi Mitchell	CLEARANCES	Working with Children Check	23/03/2021	23/03/2026	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Muhammad Hasan	CLEARANCES	Working with Children Check	5/11/2020	5/11/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Wasala Adikari Shashiprabha Goonetilleke	CLEARANCES	Working with Children Check	17/02/2020	17/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Melissa Evans	CLEARANCES	Working with Children Check	1/02/2021	1/02/2026	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Sathvika Justine	CLEARANCES	Working with Children Check	22/07/2019	22/07/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Kameljeet Kaur	CLEARANCES	Child Protection - DCSI Screening Clearance	11/06/2020	11/06/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Rodney O'Brien	CLEARANCES	Child Protection - DCSI Screening Clearance	8/10/2018	8/10/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Mai-sie Crawford-Owers	CLEARANCES	Child Protection - DCSI Screening Clearance	26/06/2018	26/06/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Lloyd Stagg	CLEARANCES	Working with Children Check	28/01/2020	28/01/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Jasmyn Lloyd	CLEARANCES	Working with Children Check	24/06/2019	24/06/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Christine Beswick	CLEARANCES	Child Protection - DCSI Screening Clearance	4/12/2020	4/12/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Tanya Wagner	CLEARANCES	Teachers Registration Board	5/11/2017	31/01/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Rebecca Haynes	CLEARANCES	Child Protection - DCSI Screening Clearance	19/02/2020	19/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Haidarr Mohammed	CLEARANCES	Working with Children Check	7/08/2019	7/08/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Mia Formichella	CLEARANCES	Child Protection - DCSI Screening Clearance	4/02/2019	4/02/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	David Milazzo	CLEARANCES	Working with Children Check	4/03/2020	4/03/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Kathrina Chooi	CLEARANCES	Working with Children Check	15/10/2019	15/10/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	William Kenna	CLEARANCES	Child Protection - DCSI Screening Clearance	17/02/2020	17/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Corinne Wilmot	CLEARANCES	Child Protection - DCSI Screening Clearance	12/04/2019	12/04/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Gil Rarity	CLEARANCES	Child Protection - DCSI Screening Clearance	8/02/2021	8/02/2026	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Ye Han	CLEARANCES	Working with Children Check	2/03/2019	1/03/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Alison Reid	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training			A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Alison Reid	CLEARANCES	Police Check		19/10/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Alison Reid	CLEARANCES	Working with Children Check	2/03/2021	2/03/2026	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Teegan Bryant	CLEARANCES	Child Protection - DCSI Screening Clearance	4/11/2020	4/11/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Sarah Makestas	CLEARANCES	Child Protection - DCSI Screening Clearance	26/05/2017	26/05/2020	A	NT	EMP

Wirltu Yarlu Aboriginal Educ	Wan Hong Oscar Chng	CLEARANCES	Child Protection - DCSI Screening Clearance	28/11/2019	28/11/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Wan Hong Oscar Chng	CLEARANCES	Police Check	13/01/2020	13/01/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Arthur Eng Lip Yeow	CLEARANCES	Child Protection - DCSI Screening Clearance	3/09/2018	3/09/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Justine Clark	CLEARANCES	Working with Children Check	27/05/2019	3/07/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Natasha Van Antwerpen	CLEARANCES	Working with Children Check	23/07/2020	23/07/2023	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Armin Mehdipour	CLEARANCES	Child Protection - DCSI Screening Clearance	20/10/2020	20/10/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Jenal Dhar	CLEARANCES	Police Check	26/02/2020	26/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Jenal Dhar	CLEARANCES	Working with Children Check	27/02/2020	26/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Michael Hutchison	CLEARANCES	Working with Children Check	6/04/2020	6/04/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Jennie Weinheimer	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	2/03/2020	31/12/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Jennie Weinheimer	CLEARANCES	Working with Children Check	18/07/2019	18/07/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Elise Prior	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	21/04/2021	31/12/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Elise Prior	CLEARANCES	Working with Children Check	9/02/2021	9/02/2026	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Anna Lindsay	CLEARANCES	Child Protection - DCSI Screening Clearance	3/08/2018	3/08/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Tamasin Atkins	CLEARANCES	Working with Children Check	26/02/2020	25/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Ebony Brouwers	CLEARANCES	Working with Children Check	14/02/2020	14/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Alieysha Nicholls	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	18/03/2020	31/12/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Alieysha Nicholls	CLEARANCES	Working with Children Check	11/12/2019	11/12/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Naomi Thornthwaite	CLEARANCES	Police Check	6/01/2020	6/01/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Naomi Thornthwaite	CLEARANCES	Working with Children Check	20/12/2019	20/12/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Hannah Patterson	CLEARANCES	Working with Children Check	18/12/2019	18/12/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Neha Puri	CLEARANCES	Child Protection - DCSI Screening Clearance	7/05/2019	7/05/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Neha Puri	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	20/05/2019	20/05/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Max Douglass	CLEARANCES	Working with Children Check	15/08/2019	15/08/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Wei-Yeh Liao	CLEARANCES	Working with Children Check	22/04/2020	22/04/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Aidan Barbo	CLEARANCES	Working with Children Check	2/09/2020	2/09/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Leticia Webb	CLEARANCES	Child Protection - DCSI Screening Clearance	24/07/2019	24/07/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Pantju Nam	CLEARANCES	Child Protection - DCSI Screening Clearance	13/08/2018	13/08/2021	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Raees Khan	CLEARANCES	Working with Children Check	31/07/2019	31/07/2024	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Grace Mayor	CLEARANCES	Working with Children Check	30/01/2020	30/01/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Corey Kennedy	CLEARANCES	Working with Children Check	29/01/2020	29/01/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Iteka Sanderson Bromley	CLEARANCES	Working with Children Check	29/01/2020	29/01/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Janaya Callaghan	CLEARANCES	Working with Children Check	30/01/2020	30/01/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Kimberly Walters	CLEARANCES	Police Check	24/02/2020	24/02/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Kimberly Walters	CLEARANCES	Working with Children Check	25/02/2020	25/02/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Sonia Nath	CLEARANCES	Police Check	3/03/2020	3/03/2022	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Sonia Nath	CLEARANCES	Working with Children Check	30/09/2020	29/09/2025	A	NT	EMP
Wirltu Yarlu Aboriginal Educ	Bronwyn Lovell	CLEARANCES	Working with Children Check	19/02/2020	19/02/2025	A	NT	EMP

Information Sheet

Electrical Testing and Tagging using eSafe
Version 1.0 dated 13/07/2021

This information sheet will help guide local areas in their preparation for electrical testing and tagging using eSafe and will ensure a quick and easy process to request testing and tagging be performed in your area. Specific roles and responsibilities are set in the Electrical Safety Management handbook chapter.

What needs to be tested

Electrical equipment, owned by the university, needs to be regularly inspected and tested where it is:

- ☐ Supplied through a general power outlet (GPO) or
- ☐ Used in an environment in which normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or reduce it lifespan (moisture, heat, vibration, dust) or
- ☐ A Residual Current Device (RCD).

Electrical equipment owned by the University that is used in the home will still need to be tested and tagged. However, where the device is connected with a power cord using an AC/DC adapter, thereby ensuring the device is not powered by 240V, only the power cord and adapter need to be tested and tagged. See examples here:

Where a power cord is plugged directly from the GPO to the device, without an AC/DC adapter, the cord and device must be tested together. See example here:

Note: Leased/hired equipment should be provided by the supplier with testing and tagging tags already attached.

Step 1 – Mapping your Area

The simplest way for areas to do this is to use UniSpace. This website will allow you access to up-to-date floor plans with the ability to add room numbers and colour coding to identify rooms and workstations that need to be entered and tested by technicians. The default colours of departments can be changed, and we suggest you use Fluro Green to mark your area. If you have any trouble using UniSafe with your usual browser, try using Firefox.

Legend - Department
Human Resources (99 - 537.45m^2)
Learning & Quality Support (6 - 43.54m^2)
Division of Deputy Vice-Chancellor and Vice-President (Academic) - Shared Space (10 - 202.58m^2)
Planning and Analytics (25 - 136.95m^2)
Student Administration (42 - 219.76m^2)
University Operations - Shared Space (26 - 450.97m^2)
Finance Strategy, Analysis and Reporting (112 - 557.96m^2)
Accounting Services (6 - 35.77m^2)
Infrastructure Office (13 - 59.89m^2)
ITDS Branch Central Costs (2 - 18.79m^2)
Unusable Spaces (92 - 1281.60m^2)
TOTAL (433 - 3545.26m^2)

Step 2 – Assign a local coordinator and request testing and tagging

The area should appoint a contact person who will act as the local person to liaise with and report to on the date of testing. It will be the responsibility of this person to ensure:

- staff on the floor are aware that testing is occurring,
- that staff with university supplied electrical equipment for home offices are advised what needs to be brought in for testing and tagging,
- what is required on the day of testing (i.e. powering down of their devices for the technician),
- that the technician will have access to all of the rooms.

The local coordinator should send their request to eSafe using the following email address - miroslavr@servicefm.com.au . The request should identify:

- Name of local contact:
- Contact details:
- Faculty/Division:
- School/Area:
- Time frame you wish testing and tagging to occur:

Note: on average, one technician can test between 200 and 300 items per day. The technician will need access to each workstation for between 5-10 minutes. Computers must be shut down and turned off.

Step 3 – Raising an official work order

Once you have worked out the details with eSafe, you will have the information required to raise an official work order. Finance & Procurement provide a link to do this on their webpage here. Persons with access to the *EPRO eProcurement System* are able to raise a work order by clicking on the link called "Raise a Special Request Requisition".

Step 4 – Understanding the [E]SAFE Report

Contractors from eSafe should have been inducted to the University through Infrastructure and carry a University ID as evidence the induction has been completed.

At the end of testing and tagging your area, the technician will advise you of any items that failed testing and have been tagged out. These items cannot be put back into service. The local area will need to decide whether they repair the item or organise its disposal.

The eSafe summary report is set out as below. Where the:

- Client - is the local area booking the testing. This is a name identifier that eSafe will use to store your areas records,
- Job details - will be the building name that can include a floor level number,
- Location – will be the room or workstation number.

The asset description is a free text description, so if there are particular description terms or items you want to track, you need to organise this with the technician before he commences. The report can be supplied in Excel or PDF format.

[e]SAFE®

Electrical Contractor licence numbers: NSW: 243573C – Qld: 67276 – SA: PGE215905 - Tas: 15607486 – Vic: 22894 – WA: EC0095282

eSafe Services Pty Ltd
1800 640 164
www.esafe.com.au

National Head Office
561 Churchill Rd
Kilburn SA 5084

Test and Tag - Concise Test Report

CLIENT (Site)
University of Adelaide Labs
North Terrace Campus - Benham Building

JOB DETAILS (Site - Code Name)
J-BENHAM-BLD-00001
21st Jun 2021 - 25th Jun 2021

SUMMARY
1497 Tests
1 Failures

102 (Location)

18 / 18 Tests Passed

ASSET ID	ASSET	TECHNICIAN	DATE	RETEST PERIOD	NEXT TEST	RESULT
T12S-518997	Charger	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-518998	Light	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-518999	AIR CON	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519000	Laptop PSU	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519001	Iec Lead	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519002	Powerboard	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519003	Iec Lead	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519004	Laptop PSU	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T60S-614479	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614480	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614481	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614482	Laptop PSU	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614483	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614484	Computer	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614485	Monitor	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614486	Monitor	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614487	Monitor	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614488	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass

FINAL STEP – recording actions taken on failed items

A description of the actions taken on failed items (if any) needs to be recorded. These can be simply noted on the eSafe report (either by hand and then scanned or electronically). Remember the usual choices in these instances are to have the items repaired or organise their disposal. The local contact should then report these as a safety issue in UniSafe and upload the appropriate information to record this in the HSW system. It is advised these be reported as follows:

UniSafe notification question	Suggestion or guidance on what to report
What happened?	Write “Electrical testing and tagging by eSafe identified failed items that were tagged out”
Where did it happen?	List the area (School/Branch) where failed items were identified.
Photo’s	Upload a copy of the eSafe report identifying the failed items and the action noted/taken.
Which area do you think needs to respond to this report?	If your area is not in a Faculty or Infrastructure, then choose “other”.
Describe the actions taken immediately after the incident occurred?	Write “Failed items tagged out and actions noted in uploaded reports”.