

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY AND WELLBEING COMMITTEE
MEETING 01/22**

A meeting of the Divisional Health, Safety and Wellbeing Committee will be held via Zoom, on
Thursday 3 March 2022 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 it is 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**

Annual Hazard Reports
- 8. Next Meeting**

Due to the upcoming new structure in the University the next three meetings have not yet been scheduled, but are due to be held: 2/22 between 31 May and 10 June, 3/22 between 15 and 26 August, 4/22 14 and 25 November.

ROSEMARY GIBBON
Executive Support

Distribution:

Ms Alice Cameron, Division of the DVC&VP(A) Convenor)
Ms Jill Allen, Student Life
Ms Angela Alessi, Learning and Quality Support (LQS)
Ms Karen De Cruz, University Library
Mr Geoff Denison, Accommodation Services
Ms Phoebe Huang, Student Life - Careers Service
Mr Liam Kenna or Ms Corinne Wilmot, Wirltu Yarlū
Ms Huyen Le, PACE
Ms Jennah Mills Pro Vice-Chancellor (SL)
Ms Aparna Narang, English Language Centre (ELC)
Mr Paul Roberts, Faculty / Divisional HSW Manager
Mr Fred Rochler, Student Administration
Ms Tuila Wells, Student Life - Counselling Support
Mr Bryan Woochan Lee, Ask Adelaide

For Information only

Ms Teresa Chitty, University Librarian
Mr Geoff Denison, Associate Director, Accommodation
Ms Susan Hervey, Manager, Careers Service
Ms Sally Jones, General Manager, PACE
Mr Ross Kennedy, Manager, Ask Adelaide
Prof Suzanne Le Mire, Interim Pro Vice-Chancellor, Student Learning
Ms Colleen Lewig, Associate Director, Student Life
Ms Louise Mitchell, Wirltu Yarlū
Ms Michelle Quilliam, Learning & Quality Support Services
Ms Alex Sabharwal, Manager, Student Administration

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY AND WELLBEING COMMITTEE
04/21**



FOR APPROVAL

MINUTES OF MEETING 04/21

A meeting of the Divisional Health, Safety and Wellbeing Committee was held **via Zoom at 11:00 am on Wednesday 3 November 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 Geoff Denison, Accommodation Services
Ms Karen De Cruz, Library
Ms Phoebe Huang, Student Life (Careers)
Ms Jennah Mills, Pro Vice-Chancellor (Student Learning) (LEI)
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 Toni Norris, Children's University
Ms Lauren Morand, English Language Centre (ELC)

Proxies: None

In Attendance: Rosemary Gibbon, Executive Assistance

1 Welcome and Apologies

Apologies were noted as above.

2 Confirmation of Minutes

Minutes of the meeting held on 28 July 2021 were accepted.

Item	Action	Responsibility	Progress
4	Contact Rosemary and confirm if tasks have been done or they need to be moved to another date.	All	Completed

3 Safety Performance of the Division

The report was noted by the Committee.

Paul reminded the committee that reporting hazards is a positive and is to be encouraged. Reports should be made via UniSafe and photos of the hazard can be attached.

Committee members should take the time to read the revised handbook chapter – *Health and Safety Representative and HSW Consultation* as it provides guidance for HSRs such as what their powers and functions are, how they are elected and other useful information.

It was noted that most areas have either completed or are in the midst of organising electrical testing and tagging which is required to be completed by the end of the year.

Paul highlighted that in the training report there is some training showing as lapsed. If this is due to staff no longer performing the role, ie First Aider or Floor Warden then they should delete it from their SSO.

4 Effectiveness of safety processes in the Division.

Dave advised that due to the Organisational Structure Change, potentially there may be some staff changes that will impact HSOs and the committee. He asked Paul if there had been any university level discussions about this. Paul advised that the HSW Team have had some broad discussions about this and what are the key principals that they will need to be mindful of if the changes go ahead. The reporting line will be centralised but staff will still stay on campus. The advisory function will stay on North Tce, with regular visits to Waite and Roseworthy. There will be a transition period and close attention will be paid so that nothing “breaks” or that key systems stop functioning. Structural changes won’t happen rapidly.

It is suggested that if areas have annual assessments coming up that normally occur in January or February, such as provision of First Aiders or Floor wardens, that these don’t take place till after the end of March so that staff are not appointed to roles that they may then leave.

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

No safety concerns were raised.

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

Dave advised that this was his last meeting as he is retiring at the end of the year. He thanked everyone for their ongoing commitment to the Committee. The committee thanked Dave for his leadership over the years.

8 Next Meeting

Meeting dates for 2022 have not yet been set.



DASE Senior HSW Advisor Report

To	Deputy Vice-Chancellor and Vice-Presidents (Academic)	
Cc	Chair DASE HSW Committee	
From	Paul Roberts - Senior HSW Advisor	
Subject	HSW Report – 1/2022	
Date	21 st January, 2022	Ref

Human Resources
Division of University Operations

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CRICOS provider number 00123M

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. The report relates to data from Q4 2021.

1. UniSafe Safety Reporting Data

DASE had three (3) safety reports in UniSafe during the final quarter of 2021. Two were reported in University Library and one in Student Life. Only one of the reports related to an injury. This takes the total number of incidents reported in 2021 to seventeen (17), which is double the reports recorded in 2020, but similar to 2019.

From recent incident reports, an emerging trend relates to the need to inspect and maintain some of the general equipment used in student areas. This could be things as simple as trolleys, collection bins and portable/moveable tables and chairs. Staff in the relevant area are required to regularly inspect and identify when maintenance of these items is required as they can and have led to injuries in the workplace. It is recommended that an action is added to the Schedule of Programmable Events (SPE) to remind areas of this obligation

Table 1 - HSW Incident reports since 2019 by quarter

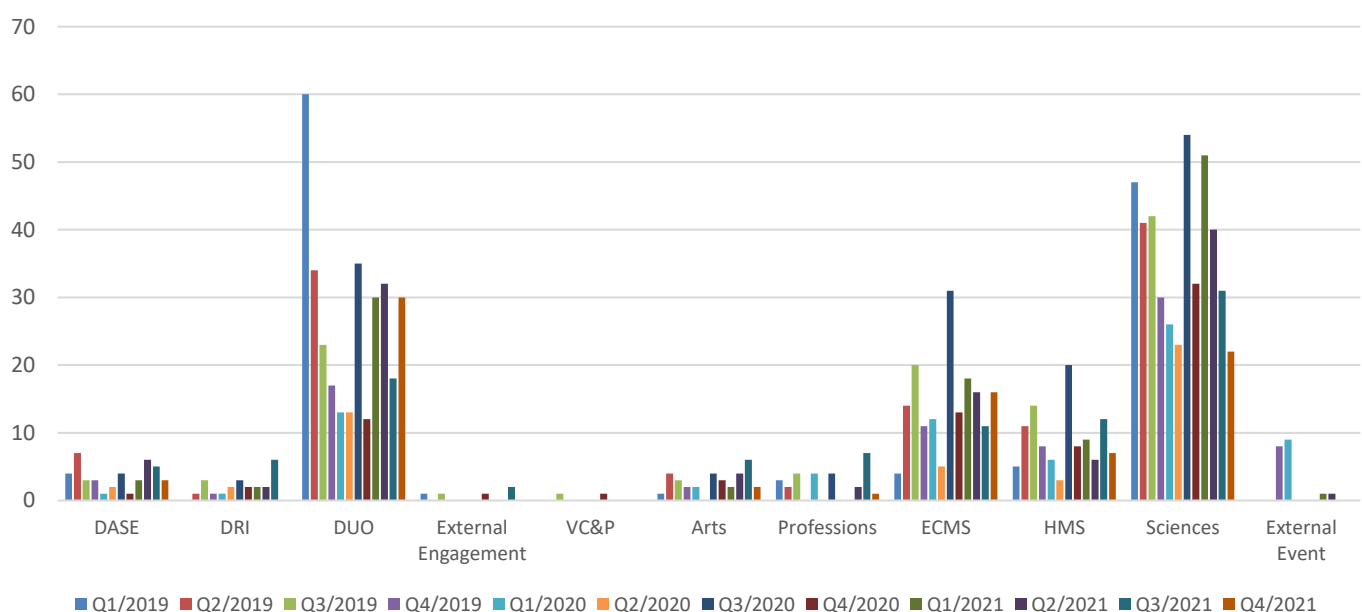
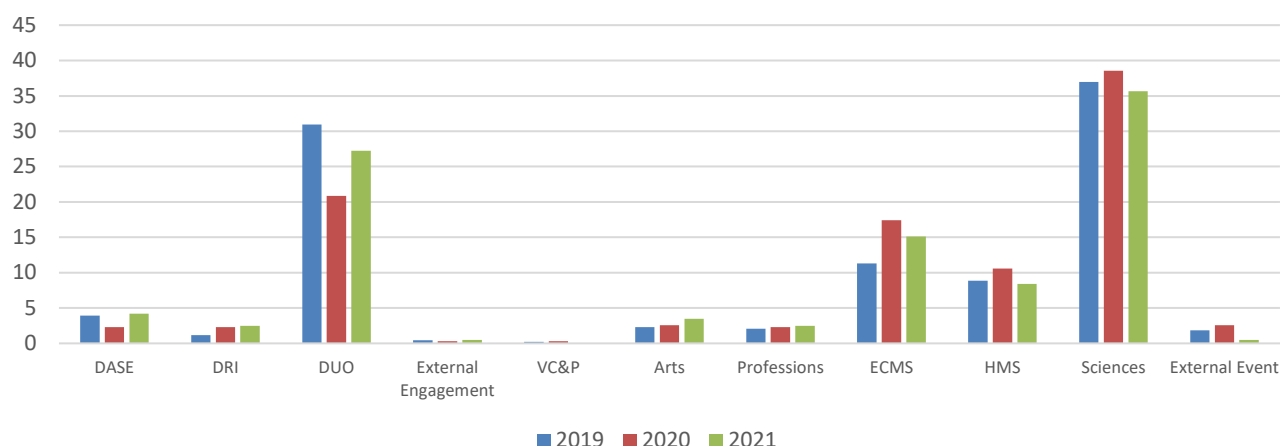


Table 2 - Percentage of Safety Reports In UniSafe



HSW Incidents for DASE during Q4 2021.

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2084	University Library	8/11/2021	Yes	No	Closed
	wheeling the returns box to the workroom, IP was pulling it towards them and it lifted up and landed on their ankle which then cut their skin.				
2091	University Library	12/11/2021	No	No	Closed
	The returns box lid on level 3 Barr Smith Library is broken and slams shut and has the potential to injure the user.				
2114	Student Life	26/11/2021	No	No	Closed
	During an emergency evacuation of the Hughes Building, a number of failures were identified that related to personal evacuation plan to assist workers with mobility issues.				

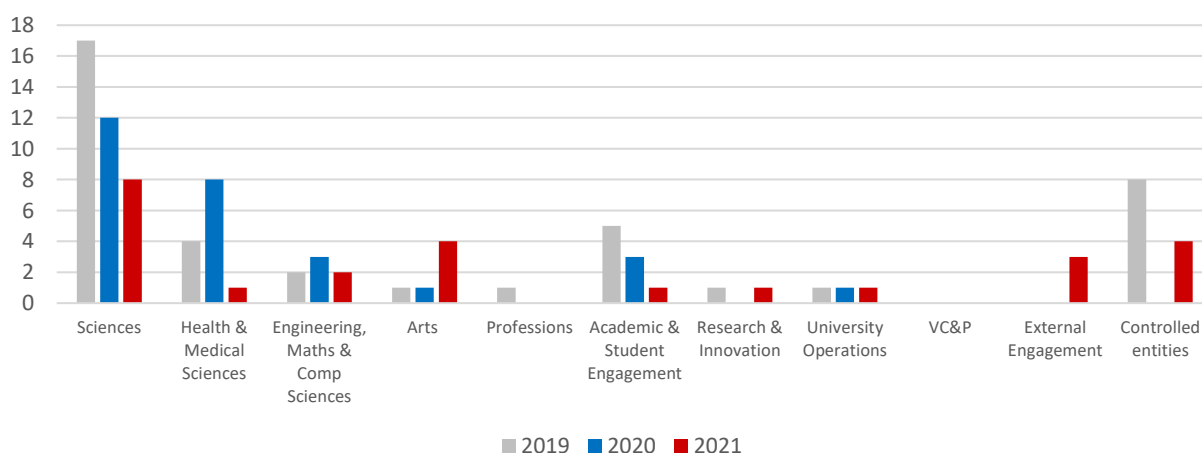
2. UniSafe Overdue Corrective Actions Data

There are no overdue actions in UniSafe for DASE.

3. Workers Compensation Data

The total number of workers compensations claims to the end of Q4 2021 was 25 compared with 28 for the same period in 2020. During 2021 Faculty of Sciences 8, Health Sciences 1, Engineering and Maths 2, Arts 4, Academic & Student Services 1, Research & Innovation 1, University Operations 1, External Engagement 3, Controlled Entities 4.

Workers Compensation Claims Data by Divison/Faculty 2019 - 2021



4. HSW Internal Audit Outcomes

There were no internal audits performed in DASE during Q4 of 2021.

NOTE: All areas should have completed electrical testing and tagging by the end of to ensure they are compliant with the requirements of the [Electrical Safety Management Handbook Chapter](#).

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
COVID Guiding Principles for running and event during 2022	<p>This appendix contains COVID guidance for event organisers and coordinators for running an event in 2022.</p> <p>It covers:</p> <ul style="list-style-type: none">• Reducing the risk of exposure to COVID-19• COVID safe plans and QR codes• Wearing masks• High risk activities• Seating arrangements
New HSW information sheets and Health and Safety Representative (HSR) Portal	<p>In alignment with the new Health and Safety Representative and HSW Consultation Chapter of the University of Adelaide's Health, Safety and Wellbeing Handbook, new Health and Safety Representatives and HSW consultation information sheets (frequently asked questions) have been uploaded to the HSW website providing additional information and guidance on consultation processes and the role of HSRs.</p> <p>The HSR portal has also been updated on the HSW website as much of the previous information on the portal is now referenced in the new chapter and information sheets.</p> <p>The HSR portal update provides information and guidance for HSRs, in particular their:</p> <ul style="list-style-type: none">• Legal powers and particular functions• Election process• Access to the SafeWork SA HSR portal

6. Draft DASE Traffic Light Report (Q4 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 Student Learning	Pro-VC 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	N/A	Green	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	N/A	Green	N/A	N/A	N/A
11	Plant/Equipment	Green	Green	Green	Green	Green
12	Radiation	N/A	N/A	N/A	N/A	N/A
13	HSW Information, Instruction & Training	Green	Green	Green	Green	Green

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

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

7. Other Safety related items

Update of COVID FAQ's for Staff and Students.

The HSW Central team has updated COVID FAQ's, in line with Government and SA Health advice, for a range of key questions that staff and students are likely to ask as we return to campus in 2022. A selection, with links to their answer, is provided below.

- [Is vaccination a requirement to attend Campus/a University Workplace?](#)
- [What should I do if I test positive; am a close contact or have symptoms of COVID-19?](#)
- [I have tested positive to COVID-19, when can I attend campus/a University workplace?](#)
- [What will the University do in response to a report of a positive case?](#)
- [Do I need to wear a face mask?](#)
- [Can I run campus events?](#)

Approaching HSW support structural change

The outcome of OSP will see the management of HSW support move from Faculties and Divisions to a central team in Human Resources. While it is fully intended to keep a presence of HSW Advisors and Officers on Campus it should be noted that the resources will need to stretch cover the entire University. Further during the change processes current support structures may be impacted if there are any questions about accessing HSW support please contact your Senior HSW Advisor.

QR Codes for Buildings on Campus

For staff/students that do not have a phone that allows them to read the QR Codes that have been put up on buildings across all Campuses, an electronic form has been developed to record details of the buildings that they have entered. This confidential site, will be monitored by the HSW team and will only retrieve data at the request of SA Health or Senior Management on as needs basis.

Electronic [Contact Tracing Sign-in | Human Resources | University of Adelaide](#)