

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT  
HEALTH, SAFETY AND WELLBEING COMMITTEE  
MEETING 02/22**

A meeting of the Divisional Health, Safety and Wellbeing Committee will be held via Zoom at **11.00am on Thursday 9 June**.

**AGENDA**

- 1. Welcome and Apologies**  
Updates to membership  
New DASE HSW Advisor/s
- 2. Confirmation of Minutes**  
Minutes of Meeting 01/22 (3 March 2022)  
*Recommendation: That the **Divisional Health, Safety and Wellbeing Committee** approve the minutes of the meeting held on 3 March 2022.*
- 3. Recap of Representative Responsibilities**
- 4. HSW Advisory Report – Q1, 2022** *Attached*
- 5. Opportunity to raise safety concerns**
- 6. Opportunity to discuss changes to Divisional safety processes**
- 7. Other Business**
- 8. Next Meeting**  
The next meeting is scheduled for 18 August 2022.

-Ends-

F. RMO file number: 2021/528

Distribution:

<b>Portfolio</b>	<b>Team</b>	<b>Representative</b>
Education Transformation	English Language Centre	Aparna Narang
Education Transformation	PACE	Huyen Le
Library	Library	Karen De Cruz
PVC(SL)	Education Quality	Leona Reid
Student Experience	Accommodation Services	Geoff Denison
Student Experience	Ask Adelaide	Bryan Woonan Lee
Student Experience	Employability, Careers & Student Academic Skills	TBC
Student Experience	International Student Support	TBC
Student Experience	Learning Enhancement and Innovation	Nicki Witcher
Student Experience	Spoke - ABLE	Leanne Edwards
Student Experience	Spoke - HMS	TBC
Student Experience	Spoke - SET	TBC
Student Experience	Student Administration	Fred Rochler
Student Experience	Student Engagement and Success	TBC
Student Experience	Student Life	Jill Allen
Student Experience	Student Wellbeing & Access	Trisha Graham
Wirtu Yarlū	Wirtu Yarlū	Gary Agius

**FOR APPROVAL**

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**MINUTES OF MEETING 01/22**

A meeting of the Divisional Health, Safety and Wellbeing Committee was held **via Zoom at 10:00 am on Thursday 3 March 2022.**

**Present:**

Ms Alice Cameron, Divisional Executive Officer (Convenor)  
Ms Angela Alessi, Learning and Quality Support  
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  
Ms Huyen Le, PACE  
Mr Bryan Woochan Lee, Ask Adelaide  
Ms Tuila Wells, Student Life, Counselling Support

**Apologies Received:**

Ms Jill Allen, Student Life  
Mr Geoff Denison, Accommodation Services  
Mrs Aparna Narang, English Language Centre  
Mr Fred Rochler, Student Administration

**Proxies:** None

**In Attendance:**

Chelsea Fuller, Observer  
Rosemary Gibbon, Executive Assistance

**1 Welcome and Apologies**

Apologies were noted as above.

**2 Confirmation of Minutes**

Minutes of the meeting held on 3 November 2021 were accepted.

**3 Safety Performance of the Division**

The report was noted by the Committee.

Paul highlighted that incident reporting from DASE is higher than some areas but is still low, under 5%. Injury data has shown that equipment (e.g. trolleys or sack trucks) can be a contributor to incidents, therefore members were reminded to use a maintenance request to have them fixed or serviced if necessary.

Item 5 in the report shows some HSW Handbook links that have been updated. Members were requested to contact Paul if they had any questions, particularly in the case of running events so that they are COVID requirement compliant as the guidelines are changing all the time.

The Traffic Light report is currently all green.

The SPE report is in box, members were reminded to access this regularly and update as necessary.

Paul advised that once OSP lands a process will happen to identify where the gaps in the wardens and first aiders are, he will be able to provide advice when that occurs.

Alice asked if the HSW team will review this or will it be done in local areas and Paul advised that Security manage the warden register and HSW keep a register of first aiders. The OSP team have been requested to provide a report on the impact on wardens and first aiders.

Training will be available throughout the year. First aid on demand and warden training is at scheduled times during the year.

Alice asked if electrical testing and tagging has been completed in the areas and is it reported back to HSW. Huyen advised that it was still outstanding in PACE so she will follow up. Paul advised that testing and tagging should be recorded in the SPE.

**Action: Rosemary to check the SPE to see if there are any areas outstanding and send reminders to update if necessary.**

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

Huyen asked about masks and RATs and how they will be allocated across the Division, as PACE were currently considering their requirements. Alice advised that there are 4,000 for the division and they will be distributed as required. If there is a need to have a number of them then a case could be put forward to be considered.

Paul advised that there is a repeat order for masks in March but not RATs so it is best to keep them in reserve rather than distribute them out to areas. Alice advised to also keep in mind that there is no policy, procedure or directive to require that areas conduct RATs.

The Division's supply of masks, is held by the Office of Academic and Student Engagement and Chelsea can be contacted regarding distribution/collection.

#### **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.

#### **Any Other Business**

Annual hazard reviews are now due and need to be sent to Rosemary if not already done so.

Alice asked if there was any other information in regards to HSW support in the new structure. Paul advised there will be an appointed advisor / safety officer who will look after the Divisions and Arts and Professions. The role has not yet been appointed and will need to go to market for recruitment.

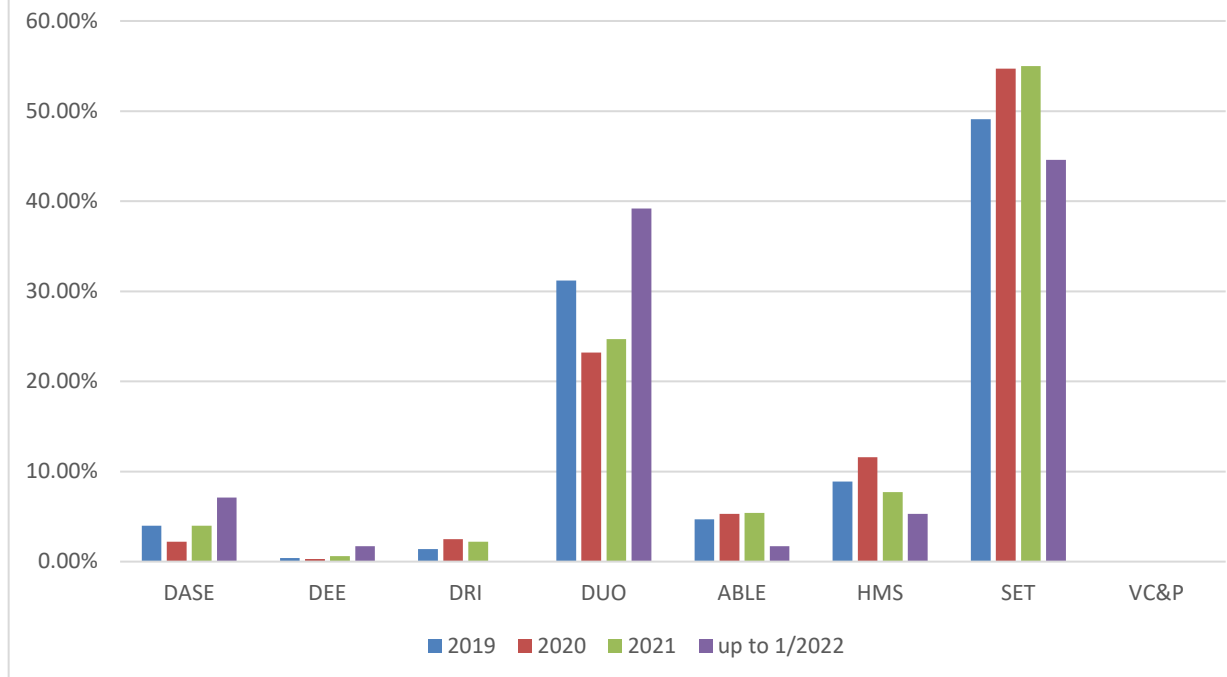
Divisional Health and Safety meetings will still be required quarterly. The chair and executive support are still to be confirmed going forward as there will be changes due to the OSP. Members were asked to report any changes to membership from their area to Rosemary. Alice thanked Rosemary for her support over the years.

#### **7 Next Meeting**

Meeting dates for 2022 will be scheduled when executive support is confirmed.



Table 2 - Percentage of Safety Reports in UniSafe



HSW Incidents for DASE during Q1 2022.

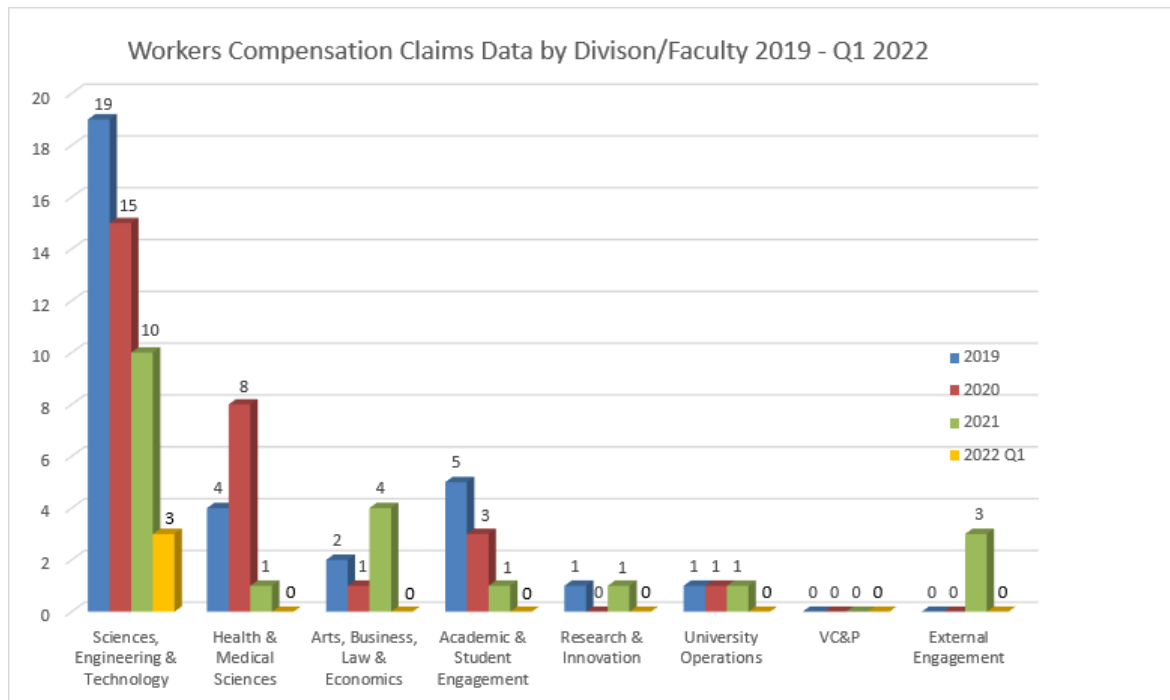
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2224	Indigenous Engagement	35/3/2022	No	No	Open
	The left Western Lift in the Schulz building came to a shuddering, bouncing stop and made a loud metallic screeching noise. The Lift tried to open the door in between floors and screeched again.				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2213	University Library	21/3/2022	Yes	No	Open
	Received a sting or bite from an insect				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2204	Student Experience	9/3/2022	Yes	No	Closed
	Student stung by bee when getting out of her car, stung on leg. Attended Roseworthy Student Services in G5 Roseworthy College Hall, Roseworthy Campus within a few minutes, taken to hospital in ambulance. First aid response was appropriate.				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2191	Education Transformation	34/2/2022	No	No	Open
	Dust Issues (though not visible) on Level 3 RMP, we're believed to trigger a staff members asthma causing them to use their puffers 3 to 4 times.				

## 2. UniSafe Overdue Corrective Actions Data

There are no overdue actions in UniSafe for DASE.

## 3. Workers Compensation Data

There were 5 Workers Compensation Claims to the end of Q1 2022, compared with 8 for the same period in 2021. Within the first quarter of 2022 there were 3 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology and 2 Workers Compensation Claims from Controlled Entities.



#### 4. HSW Internal Audit Outcomes

There were no internal audits performed in DASE during Q1 of 2022.

#### 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.

Item	Key information summary
<a href="#">Clarification of electrical testing and tagging of university equipment at home.</a>	<p>The preferred supplier for electrical testing and tagging at the University has clarified its initial advice for testing University equipment that is being borrowed by staff to work from home.</p> <p>Normally, these devices would only require testing every 3-5 years (depending on the device) if the device is tested together with the cord. However, if it is not practicable to test the device and cord together, the cord can be tested by itself and scheduled for re-testing in 12 months.</p>
Reporting of electrical shock incidents to the Office of the Technical Regulator.	<p>Recent incidents in the University reporting electric shock have involved notification to the <a href="#">Office of the Technical Regulator</a> (OTR) in addition to <a href="#">SafeWork SA</a>.</p> <p>Discussions with the OTR confirm that notification of all reports of electrical shock is required. This advice aligns with the requirements of the <a href="#">Electrical Safety Management Chapter</a> of the HSW Handbook (refer section 8.4). The OTR also reinforced that persons receiving any electrical shock should also be advised to seek medical examination.</p>
<a href="#">Flu Vaccination Program 2022</a>	<p>Human Resources is again offering free influenza vaccinations for all University staff and is extending the service to all higher degree students.</p> <p>The University's provider is the Pharmacy Guild through its Corporate Program. Book into one of the Pharmacy Guild's network of over 240 participating local pharmacies, enabling you book at a time, date and location that suits you. <a href="#">Click here</a> to book and view the available pharmacy locations.</p>

## 6. Draft DASE Traffic Light Report (Q1 2022)

The traffic light report (TLR) is based on the information recorded by the HSW Advisory Team in UniSafe and the findings from HSW internal audits and Safety Reviews. Where actions are decided to address breaches of a HSW handbook chapter - and are completed - the TLR 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. The TLR and details of outstanding actions are included in the Due Diligence Report which goes to University Council. Therefore, it is important that any outstanding actions affecting the TLR is discussed within the HSW committee meeting, to ensure that it is correct.

Ref	Requirement	Education Transformation	Student Operations	PVC Student Learning	PVC IE	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**

<b>Not Applicable</b>	
<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

## 7. Other Safety related items

### 7.1. First Aiders and Fire Wardens

The online [Warden Register](#) and [First Aid Register](#) have been updated taking into account recent changes due to OSP. Where any local School or Areas has any concerns about their arrangements for emergency evacuations or first aid they should

- Speak to the Chief Warden in their building to determine if new wardens need to be appointed
- Complete the [First Aid Assessment](#) to determine if the provision of first aid in the local area meets requirements.

## **7.2. HSW Advisory Team**

As a result of OSP, a HSW Advisory team has been established with a range of services set out in the [HSW Service Catalogue](#). The HSW Advisor for Divisions is [Stacy Fogliano](#). Should any managers, supervisors and staff have any requests for advice, they should use the [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au) email address.

Human Resources is in the process of filling several vacancies within the HSW Advisory Team, if there are any questions about accessing HSW support please contact the Manager of HSW Advisory, [Paul Roberts](#).

### **1.1. Mask Wearing and QR Codes for Buildings on Campus**

The Executive Director HR advised on 14<sup>th</sup> April that in line with announced changes by the Premier of SA, face masks will no longer be required to be worn on campus at the University. They will still be mandatory on public transport and ride share services, and in high-risk settings such as hospitals, aged care, and residential disability facilities.

While this change will be welcomed by many, face masks do provide a level of protection from transmission of COVID-19 and some members of the University community may still choose to wear a mask when they can't physically distance from others. The University will continue to make masks available in some areas and the personal choice to wear a mask should be respected.

QR code check-ins will also no longer be required except in a few specific situations like hospitals and aged care facilities. The QR codes around campus should be removed if they are still displayed.

It is important to note that close contact arrangements currently in place will be maintained, consistent with practices in other states around Australia.

If individuals do test positive to COVID-19 they should advise [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au).