

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY AND WELLBEING COMMITTEE
MEETING 1/23**



A meeting of the Divisional Health, Safety and Wellbeing Committee will be held via Zoom at **10.00 am on Thursday 16 February**.

AGENDA

1. Welcome and Apologies

Updates to membership

2. Confirmation of Minutes

Minutes of Meeting 04/22 (17 November 2022)

Recommendation: **The** Divisional Health, Safety and Wellbeing Committee **approves** the minutes of the meeting held on **17 November 2022**

3. Business arising

4. HSW Committee EOY activities

a) Annual Hazard review

b) Finalise 2022 SPE DASE

c) Review 2023 SPE DASE

d) Warden and First Aid register up to date in your area/branch

5. HSW Advisory Report – Q1, 2023 Attached

6. Opportunity to raise safety concerns

7. Other Business

8. Next Meeting

The next meeting is scheduled for 04 May 2023

-Ends-

Chair: Ashley Gauld, Business Manager DASE

HSW Advisors: Sam Abbott, Anthony Parletta

Executive Support: Nicki Witcher

HSR Representative: Joanne Corbett

Distribution:

Portfolio	Team	Representative
Education Transformation	English Language Centre	Tracey Flintoft
Education Transformation	PACE	Rebecca Murthen
Library	Library	Karen De Cruz
PVC(SL)	Education Quality	Laura Hall
Student Experience	Accommodation Services	Geoff Denison
Student Experience	Ask Adelaide	Bryan Woochan Lee
Student Experience	Employability, Careers & Student Academic Skills	Tuila Wells
Student Experience	Learning Enhancement and Innovation	Nicki Witcher
Student Experience	Spoke - ABLE	Leanne Edwards
Student Experience	Spoke - HMS	Jessica Jacobson
Student Experience	Spoke - SET	Steph Rogers
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
Wirltu Yarlur	Wirltu Yarlur	Gary Aguis

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY, AND WELLBEING COMMITTEE
MEETING 04/22**



A meeting of the Divisional Health, Safety, and Wellbeing Committee was held **via Zoom at 10:00 am on Thursday 17 November 2022.**

Meeting Chair: Ashley Gauld

HSW Advisors: Anthony Parletta and Sam Abbott

Executive Support: Nicki Witcher

UNCONFIRMED MINUTES

Present:

Mr. Ashley Gauld, DASE
Mr. Anthony Parletta, Senior HSW Advisor
Mr. Sam Abbott, HSW Advisor
Ms. Rebecca Murthen, PACE
Ms. Tracey Flintoff, English Language Centre
Ms. Karen de Cruz, Library
Ms. Jillian Allen, Student Life
Mr. Bryan Lee, Ask Adelaide
Ms. Bethany McHugh, HMS
Mr. Gary Agius, Wirltu Yarl
Ms. Trisha Graham, Student Wellbeing & Access
Ms. Tuila Wells, Employability, Careers & Student Academic Skills
Ms Deb Koch, Student Engagement and Success
Ms. Nicki Witcher, Learning Enhancement and Innovation

Apologies:

Apologies were received from Stephanie Rogers, Leona Reid, Jo Corbett, and Geoff Denison.

Proxies:

Ms. Bethany McHugh is a proxy for member Jessica Jacobson, Ariel Huo is a proxy for Geoff Denison, and Deb Koch is a proxy for Stephanie Rogers.

1 Welcome and Apologies

Apologies noted as above.

Welcome to the Committee to Rebecca Murthen from PACE.

2 Confirmation of Minutes

The minutes of the meeting held on 18 August 2022 were accepted.

3 Business Arising

This is a new section to address any ongoing actions from previous meetings.

Testing and Tagging - ELC still requires testing and tagging to be actioned, Student Life and Counselling Support have booked testing and tagging for action in the upcoming week. Ashley asked members to email and advise if they are still waiting for testing and tagging and when it is scheduled to happen so this action item can be closed off.

Fire Warden update – Sam advised that the current university requirement is one Chief Warden per building, this is also dependent on the size of the building. Sam advised that within the next few weeks, all Chief Wardens will form a new network that will fall under the guidance of the HSW team, this will enable the HSW team to do a full stocktake of current Chief Warden coverage across the university and provide guidance to Chief Wardens on how to manage their warden network. The HSW team will work with Chief Wardens in identifying vacancies and provide guidance to the Chiefs on working with their local networks to fill vacancies.

The Deputy Warden title has now been removed and there are now 2 types of wardens Chief Warden and Warden. Wardens will be provided with the correct training that will enable them to step into the Chief Warden role as required.

First Aid Officers - Sam advised the recommended guide for First Aid Officers is one per fifty people. Nicki advised that all Security staff at the university are first aid trained.

Action: Committee members to review the [warden register](#) and make sure the register is updated with Fire Wardens and First Aid Officers in their area/branch. For any changes or updates to the register please email emergmgt@adelaide.edu.au

4 HSW Advisory Report – Q3, 2022

Sam spoke to the report and addressed the last item in the report HSW tasks, and activities for the End of Year (EOY)

2022. Click [here](#) to view these tasks. Ashley and Nicki will be in touch with committee members regarding the Annual Hazard Review.

Action: Committee members are to review the (Scheduled Programmable Events) SPE spreadsheet and make sure it is updated for your area/branch. If you have any further queries or concerns relating to the spreadsheet or the HSW Tasks and activities for the End of Year email Ashley directly at ashley.gauld@adelaide.edu.au
The box file with the SPE spreadsheet can be found [here](#)

5 Opportunity to raise safety concerns

Tracey Flintoft requested more stock of RAT tests which are being used for international students. Ashley will source these for Tracey

6 Other business

Ashley reminded committee members to ensure that all new staff in their area/branch have had an HSW induction. The Health Safety and Wellbeing – local HSW induction/orientation checklist form for new staff can be found [here](#)

7 Next Meeting

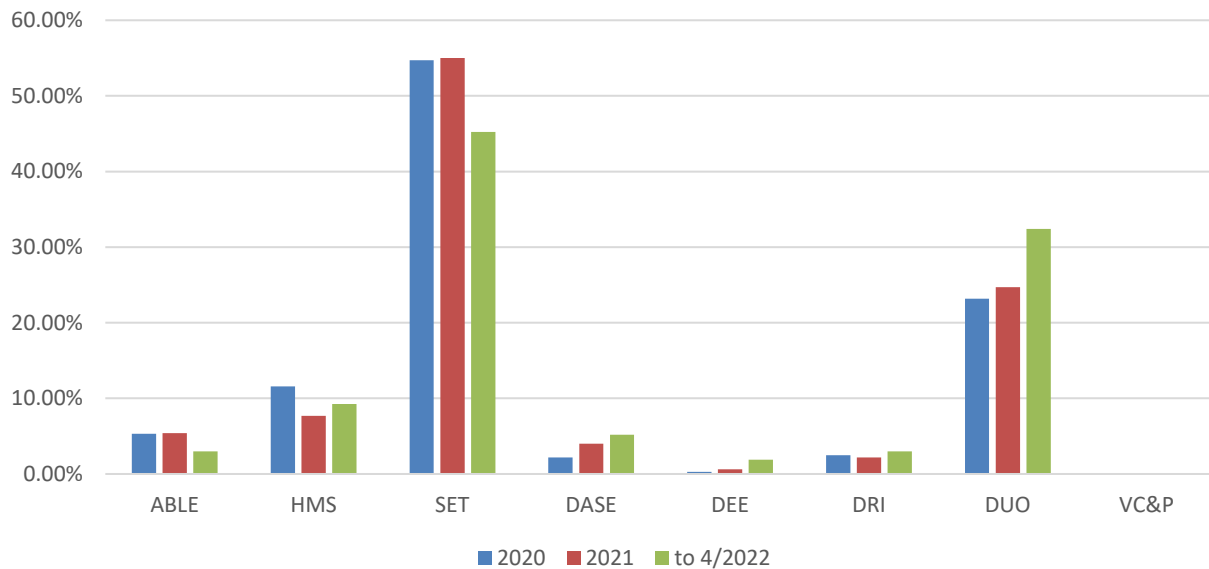
Sam will distribute the meeting dates to Ashley for 2023 once they have been determined and then these will be added to committee members calendars.

BUSINESS ARISING

Meeting 1/23

Number	Description	Position	Status
1	Committee members to review the warden register and make sure the register is updated with Fire Wardens and First Aid Officers in their area/branch. For any changes or updates to the register please email emergmgt@adelaide.edu.au	All	Ongoing
2	Committee members are to review the (Scheduled Programmable Events) SPE spreadsheet and make sure it is updated for your area/branch. The box file with the SPE spreadsheet can be found here	All	Ongoing

Table 2 - Percentage of Safety Reports in UniSafe, annually per Faculty/Division



HSW Incidents for DASE during Q4 2022.

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2516	Education Transformation	14/10/22	Yes	No	Closed
	Staff member received cut to finger when opening/unlocking a folding door from its secure bolt/lock (medical treatment)				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2601	Student Experience	13/12/22	No	No	Closed
	Concerns raised (from Student Experience staff) about accessible carparks and their proximity to walkways/ramps vs. stairs. Concern was further raised with further stakeholders. Recommendation made to de-register some car spaces from being 'access' car spaces.				

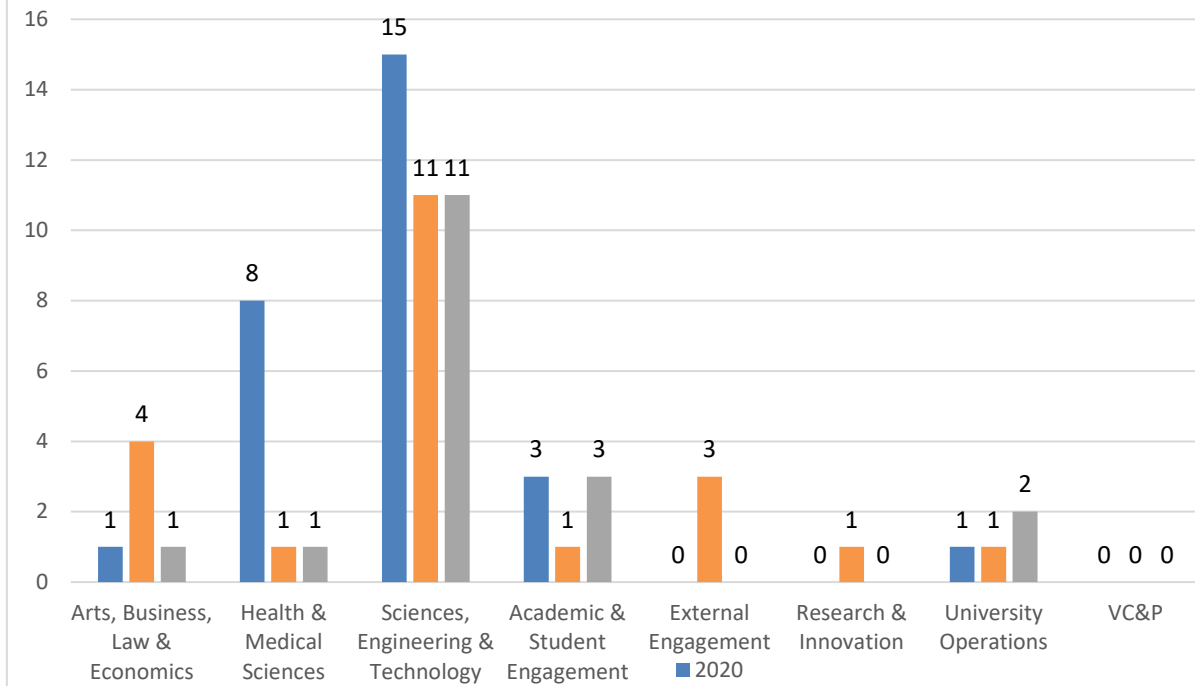
2. UniSafe Overdue Corrective Actions Data

There are no overdue actions in UniSafe for DASE.

3. Workers Compensation Data

There were 27 workers compensations claims submitted up to Q4 2022, compared with 26 for the same period in 2021. In 2022, there were 11 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology and 9 Workers Compensation Claims from Controlled Entities.

Table 3 - Workers Compensation Claims Data, annually per Faculty/Division



4. HSW Internal Audit Outcomes

There were no internal audits performed in DASE during Q4 of 2022.

5. HSW Handbook chapters revised in the last quarter

6. Draft DASE Traffic Light Report (Q4 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 Experience	Pro-VC Student Learning	Pro-VC Indigenous Engagement	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

Not Applicable	
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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

Workplace Inspection & Assurance Program 2023

In December of 2022, Bruce Lines (COO) advised approximately 250 supervisors that they will be required to complete a workplace inspection in 2023. A selection of supervisors are now being contacted on the 1st of each month (Feb-Nov) and requested to complete their inspection within the month. Supervisors have the ability to postpone their inspection up to three months where a specific business need arises. Heads of School/Area will be notified of supervisors that have failed to complete their assigned workplace inspection or arrange its postponement.

Data and performance reports from this program will be available from Q2/2023.

Supervisors can access supporting information and guidance [here](#). General support and advice is available from the [HSW Advisory Service](#).

Enforceable Undertaking (EU)

Nearly all the requirements, specified in the EU have been met. The last remaining item should be completed by the end of January. This will close the matter with SafeWork SA.

A video, which the University was required to produce as part of the EU, outlining the incident and our learnings from it can be [accessed here](#).

Chief Wardens & Warden Network

Information has been updated and is placed on the HSW webpage, [see here](#).

The Director of HSW has commenced a process to fill vacant Chief Warden roles. HSW Advisory will be working with Chief Wardens to ensure they have the tools and support they need to perform their role to coordinate wardens for their building and fill warden vacancies.

If staff are located in a building that does not require a Chief Warden, they can check the details of wardens [here](#).

Local HSW Induction Templates – Low/High Risk

Supervisors are reminded of their responsibility to ensure they have a system in place to provide appropriate information instruction and training to new staff/starters in their area. Specific guidance on these responsibilities is [available here](#).

These responsibilities include ensuring new starters are provided a Local HSW Induction. Templates have been developed to guide supervisors for low-risk areas or areas that contain inherently high-risks (see here).

Should supervisors need advice on how to use the template to perform local HSW inductions in their area they should contact the [HSW Advisory Service](#).

SSO Report - Attachment A (Separate Document)

There are a range of expired licences, certificates and clearances highlighted in the SSO Report (in red) at **Attachment A** that require review from Schools and Areas in the Faculty. Not all of these will require renewal as staff will have ceased or changed roles meaning the record is no longer required in SSO. In these cases, staff should be advised to delete their expired record in SSO. Only licences, certificates and clearances that are required by the University, for individuals to perform their role, should be entered and maintained in SSO. Information on how to update licences, certificates and clearances is located here [SSO Profile – update process](#).