

A meeting of the Divisional Health, Safety, and Wellbeing Committee was held **via Zoom at 10:00 am on Thursday 03 August 2023.**

Meeting Chair: Ashley Gauld

HSW Advisors: Stacy Fogliano and Sam Abbott

Executive Support: Nicki Witcher

UNCONFIRMED MINUTES

Members:

Portfolio	Team	Representative
Education Transformation	English Language Centre	Tracey Flintoft
Education Transformation	PACE	Isaak Kwok
Education Transformation	Educational Policy & Compliance	Janine Donnell
Library	Library	Karen De Cruz
Library	Library	Joanne Corbett
PVC(SL)	Education Quality	Laura Hall
Student Experience	Accommodation Services	Geoff Denison
Student Experience	Ask Adelaide	Bryan Woonchan Lee
Student Experience	Employability, Careers & Student Academic Skills	Jodie Bishop
Student Experience	Employability, Careers & Student Academic Skills	Nicholas Crouch
Student Experience	Learning Enhancement and Innovation	Nicki Witcher
Student Experience	Spoke - ABLE	Leanne Edwards
Student Experience	Spoke - HMS	Jeni Jones
Student Experience	Spoke - SET	Deb Koch
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

Apologies:

Apologies were received from Nicholas Crouch, Janine Donnell, and Sam Abbott.

1. Welcome and Apologies

Apologies noted as above.

Welcome to Jodie Bishop and Isaak Kwok.

2. Confirmation of Minutes

The minutes of the meeting held on 04 May 2023 were accepted.

3. Business Arising

This section addresses any ongoing actions from previous meetings.

Updates below provided out of session.

Number	Description	Position	Status
--------	-------------	----------	--------

1	HSW Advisor to update the Committee on communication issues with Infrastructure. This has also been raised in the DUO HSW committee meeting for action directly with Infrastructure/Facilities Management. The action will be managed ongoing from that end. The latest is they are planning on establishing a working group of targeted positions to communicate to. It will then be those targeted people's responsibility to further disseminate communications to affected people in their area.	Sam	Ongoing: Facilities are close to finalising a system and Sam will provide a future update at the Q4_23 meeting
2	Also raised were high noise levels in the hub (advised to submit UniSafe Report) and query on the first aid booking process (information provided). This is now in UniSafe as INC-2283 and Sam is working with the area to monitor the noise levels. Based on the results we may be able to offer some recommendations	Sam	Completed
3	Action: HSW Committee members to ensure that the current SPE spreadsheet located in the Box file here is updated for your area. To be actioned by Monday 13 March. Ashley working with Sam to allocate branch contacts to manage SPE items through UniSafe. This will be completed once the new PVCSL	All	Ongoing

4. HSW Advisory Report – Q3, 2023

Anthony advised the below key points in the report.

- The Enforceable Undertaking has now been completed.
- Psychosocial safety management: In response to the introduction of a [model Code of Practice: Managing psychosocial hazards at work](#), HSW has completed draft enterprise-wide risk assessments and is now commencing the consultation process with HSRs and staff.

More information and the opportunity to provide feedback can be found [here](#) under the accordion titled *Consultation for psychosocial safety in the workplace* and will be open until **Friday 29 September**.

Action: Committee members to circulate the above information across relevant teams so feedback can be submitted.

- HSW team is waiting for clarification of the legislative requirement of the number of Automated External Defibrillators needed on Campus, Areas to hold off on purchasing any new AED's until clarification is received.

Ashley requested a need for a written summary detailing reported incidents per quarter to be included in the Advisory report.

Fred raised the issue of no First Aiders in Bonython Hall where the Exams Results team is located – out of session Anthony provided the below information:

All areas are encouraged to use the First Aid Assessment tool to see if further resources are needed, this can then be escalated further to the HSW team
<https://www.adelaide.edu.au/hr/ua/media/4770/first-aid-assessment-template-remote-app-b.docx>.

An issue of first aid kits being behind swipe card access was also raised. Anthony advised if first aid kits are required then the first aider for the building needs to be contacted to access to the kit, the first aider should have swipe access, a list of first aiders on campus can be found [here](#).

5. Opportunity to raise safety concerns.

No concerns were raised.

6. Other business

Anthony provided the following information as a refresher and for new committee members - please circulate to your areas as required.

- HSW advice/queries - hswteam@adelaide.edu.au
- First Aid Register (and access to QR Codes for the First Aid Hubs) - [First Aid Register | Human Resources | University of Adelaide](#)
- UniSafe (reporting incidents/hazards) - <https://unisafe.adelaide.edu.au/UniSafe/#/main>
- Chief Warden / Warden Training - [Emergency Management | Infrastructure | University of Adelaide](#)
- First Aid Assessment tool to see if further resources are needed - <https://www.adelaide.edu.au/hr/ua/media/4770/first-aid-assessment-template-remote-app-b.docx>
- Wellbeing Link newsletter - [Newsletter Subscribe | Human Resources | University of Adelaide](#)
- Expired First Aid Supplies - [First Aid FAQs | Human Resources | University of Adelaide](#)

7. Next Meeting

The next meeting will be held on 9 November 2023 at 10:00 am.