

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY, AND WELLBEING COMMITTEE
MEETING 03/23**

A meeting of the Divisional Health, Safety, and Wellbeing Committee was held **via Zoom at 10:00 am on 07 December 2023**

Chair: Ashley Gauld, Business Manager DASE

HSW Advisors: Sam Abbott, Stacy Fogliano

Executive Support: Nicki Witcher

HSR Representative: Joanne Corbett

UNCONFIRMED MINUTES

Committee Members:

| Portfolio | Team | Representative |
|--------------------------|--|-----------------------|
| Education Transformation | English Language Centre | Tracey Flintoft |
| Education Transformation | PACE | Isaak Kwok |
| Education Transformation | Education Transformation | Nicki Witcher |
| Student Learning | 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 | 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 |
| Wirtu Yarlú | Wirtu Yarlú | Gary Aguis |

Apologies:

Apologies were received from Isaak Kwok, Janine Donnell, Laura Hall, Geoff Denison and Trisha Graham

Proxies:

Ninna Buensuceso proxy for Isaak Kwok, Jessica Raeburn for Janine Donnell, Louise Young proxy for Laura Hall, Katerina Barclay and Angela Li for Geoff Denison.

1. Welcome and Apologies

Apologies noted as above.

Welcome to Eric He as our new HSW Advisor. Sam Abbott is moving on from the university at the end of 2023, the committee thank Sam for his contribution on the HSW Committee

2. Confirmation of Minutes

The minutes of the meeting held on 03 August 2023 were accepted.

3. Business Arising

This section addresses any ongoing actions from previous meetings.

| Number | Description | Position | Status |
|--------|--|----------|---|
| 1 | <p>HSW Advisor to update the Committee on communication issues with Infrastructure.</p> <p>This has also now been raised in the DUO HSW committee meeting for action directly with Infrastructure/Facilities Management.</p> <p>The main issue is there is no automatic updating of the university directory, which is what Infrastructure use to disseminate their communications, it is manual process in which staff must update themselves. If this information is not current, then communications are missed.</p> <p>At the DUO committee meeting it was decided that ITDS will run a monthly audit crosscheck with PeopleSoft to ensure the university directory listings are up to date.</p> <p>However, there are some roadblocks in setting up this manual process and it is yet to be put in place.</p> | Sam/Eric | Ongoing: This is an ongoing challenge that is still in progress. Follow up is required. |
| 2 | Schedule of Programable Events (SPE) items to be managed through UniSafe | Sam/Eric | Ongoing: Due for completion by end of 2023 |

ACTION FOR ITEM 1:

Sam to put Bryan, Ask Adelaide in touch with Martin Tauchert from infrastructure to see if Ask Adelaide can assist Infrastructure in any way with this process.

4. HSW Advisory Report – Q1, 2023

Sam spoke to the report as read.

Ashley raised the question about the intention of use for the Service Now portal and asked if there are update on the portal rollout?

Sam advised that user end testing is happening in the next couple of weeks, the intention of the Service Now portal is to be another point of enquiry, available university wide where staff and students can receive answers to health and safety questions and concerns. UniSafe will remain as the place to report incidents/issues.

ACTION:

Sam to share with Ashley via email some past safety incidents that have occurred this year, this can then be distributed to the committee.

5. Opportunity to raise safety concerns

No concerns were raised.

6. Other business

ACTION BY 21 DECEMBER 2023:

All committee members to input their available workdays for 2024 in the current HSW Committee Representatives spreadsheet. This is in Box under the 2022 Member Availability tab; this will assist in the coordination of HSW committee meetings for 2024.

7. End of Year activities

Ashley asked Sam about the process this year for the annual hazard review.

Sam advised that Eric will be reaching out to key contacts from each Branch across DASE and will work with them to review the annual hazard report to see if anything is changed for the previous year and update and sign off accordingly. This ensures an easier and more streamlined process.

ACTION:

Eric to reach out to key contacts from each Branch across DASE to work with them to review the annual hazard report as noted above.

Note: With the SPE migration into UniSafe committee members may receive email notifications, no action is required with these emails.

8. Next Meeting

The next meeting is yet to be confirmed.