

A meeting of the SET HSW Committee will be held in the Darling G02 meeting room and via Teams at **10:00am on 22 February 2024.**

AGENDA

1. WELCOME

- 1.1 Apologies
- 1.2 Conflicts of Interest
- 1.3 Other Business
- 1.4 Starring of Items

2. MINUTES OF PREVIOUS MEETING

- 2.1 * Confirmation of Minutes 3
- 2.2 * Business Arising / Review of Actions Committee & Forums 7

3. FORUM & HSR REPORTS

- 3.1 * Forum Convenor Reports
- 3.2 HSR Reports

4. HSW ADVISORY REPORT – FACULTY HSW PERFORMANCE

- 4.1 * Senior HSW Advisor Report 1/2024 9
 - 4.1.1 Notifiable Incidents
- 4.2 * Open UniSafe Actions
- 4.3 * SET Faculty Traffic Light Report 16

5. OTHER BUSINESS

6. NEXT MEETING

To be scheduled by the Faculty 13 to 24 May 2024

-Ends-

Distribution:

Members:

Acting Executive Dean (Chair)
Faculty Executive Director/North Terrace Forum 1 Convenor
North Terrace Forum 2 Convenor
North Terrace Forum 3 Convenor
Roseworthy Forum Convenor
Waite Forum Convenor
HSR Rep 1 North Terrace Forum 1
HSR Rep 2 North Terrace Forum 1
HSR Rep 1 North Terrace Forum 2
HSR/Staff Rep 2 North Terrace Forum 2
HSR Rep 1 North Terrace Forum 3
HSR Rep 2 North Terrace Forum 3
Staff Rep Roseworthy Forum
HSR Rep Waite Forum

In attendance:

Director Technical Services
Manager HSW Advisory
Senior HSW Advisor
HSW Advisor

Professor David Lewis
Mark Szolga
Professor Bronwyn Gillanders
Professor Nelson Tansu
Associate Professor Rachel Norris
Professor Jason Able
Brenton Howie
Nick Warner
Assoc Professor Diego Garcia-Bellido (SBS)
VACANT
Professor Martin Lambert (ACE)
Dr Navodana Rodrigo (ACE)
Dr Farhid Hemmatzadeh
Sandy Khor

Dr Mailys Stirling
David Randall
Stacy Fogliano
TBA

**MINUTES OF Q4 HSW COMMITTEE MEETING 2023
HELD ON Friday 17 November 2023**

Committee Role	Name	Attendance
Acting Executive Dean (Chair)	Prof David Lewis	Present
Faculty Executive Director, Forum 1 Convenor	Mark Szolga	Present
Management Representative, Forum 2 Convenor	Associate Professor Yan Jiao	Present
Management Representative, Forum 3 Convenor	Professor Phillip Visintin	
Management Representative, School of Agriculture, Food & Wine, Waite Forum Convenor	Prof Jason Able	Present
Management Representative, Roseworthy Forum Convenor	Assoc Prof Rachel Norris	Present
Faculty HSR – HSR Forum 1 NT	Brenton Howie	
Faculty HSR – HSR, Forum 1 NT	Nick Warner	Present
Faculty HSR, Forum Waite	Sandy Khor	Present
Staff Representative Roseworthy	Assoc Prof Farhid Hemmatzadeh	
Faculty HSR – HSR, Forum 2 NT	Dr Ulrike Schacht	
Faculty HSR – HSR, Forum 2 NT	Dr Lukas Gertsweiler	Present
Faculty HSR – HSR, Forum 2 NT	Assoc Prof Diego Garcia-Bellido	Apology
Faculty HSR – HSR, Forum 3 NT	Navodana Rodrigo	Present
Faculty HSR – HSR, Forum 3 NT	Dr Hong Gunn Chew	Present
Faculty HSR – HSR, Forum 3 NT	Prof Martin Lambert	
Senior Manager Technical Services	Dr Maily Stirling	Present
Director HSW	Paul Roberts	Present
Senior Advisor HSW Advisory	Stacy Fogliano	Present
Acting Health Safety and Wellbeing Advisor	Eric He	Present

WELCOME

1.1 - Apologies

As above.

1.2 - Conflicts of interest and other business items

Conflicts of interest

- No conflicts of interest were declared.

Other business

- Nothing raised.

1.3 – Starring of items

The Committee resolved:

to discuss the recommendations contained in the starred items.

MINUTES OF PREVIOUS MEETING

2.1 – Confirmation of minutes

The minutes of Q3 2023 meeting were accepted.

2.2 – Review actions and business arising

Refer table at end.

- Action 2 – completed. Paul reported that HSW IT Hazard Management opportunities had been logged as part of HR Technology Initiative Integrated Work Plan 2023 but remain unfunded. UniSA have a risk management module, Adelaide University platforms to be decided.
- Action 6 – in progress – Mark Szolga is sourcing latest versions of bushfire plans for Roseworthy and Waite from Jeremy Lucas. CHUBB have booked bushfire test in Dec for Roseworthy and Waite.
- Action 7 - completed.

- Action 8 – completed. Stacy reported the off campus system proposal had been presented to FEDs currently in preparation to be issued for testing and then review for acceptance by FED's/Ops Directors/Managers, then it would be ready to be rolled out for use.

FACULTY HSW FORUM ISSUES TO DISCUSS

3.1 – Forums

Noted the actions from the Forum meetings (attached).

Discussion ensued regarding the need for more HSRs/staff reps to be invited to attend Forums. It was agreed that schools should have a mechanism for people to input into Forums, rather than the number of people in Forums increasing. It is the Forum convenor's responsibility to ensure good representation, if not from HRs, then from a member of staff.

Action: Invite Chris Sunby (Chem Eng) to the next meeting to discuss how they gain input to Forum meetings.

Yan Jiao discussed digitisation of laboratory documentation and their use of Sharepoint / Teams to share documentation. Rachel Norris discussed their use of Box. Sandy Khor expressed interest in this initiative. Members agreed to liaise out of session to explore these opportunities.

3.2 – HSR/Staff Reps

Nick Warner raised the issue of a request for an AED in the Western End of the Physics Building. Paul Roberts clarified that the local area could purchase and arrange installation of an AED if the activities conducted/ environment supported the need for one but that University wide AEDs may be installed in the next few years arising from the AED (Public Spaces) Act 2023, noting the University is awaiting definition of public space from SA Health before determining if additional AEDs are required to be installed across the University (essentially one per 1200 m square of public access space).

HSW ADVISORY REPORT – FACULTY HSW PERFORMANCE

4.1 – HSW Advisory Report (Eric He)

Report taken as read. The Chair asked about workplace inspections overdue. HSW reported they were following up but Chair stated he would remind all HoS to follow these up for completion.

4.1.1 – Notifiable Incidents (Eric He)

Nil discussed.

4.1.2 – Open Overdue Actions (Eric He)

Items in red discussed. Chair stated he would remind all HoS to follow these up for completion.

4.3 – SET Faculty Traffic Light Report Q3 2023 – Draft for confirmation (Eric He)

Nick Warner noted that the report was not necessarily reflective of reality, for example, areas do not have an SPE, so how is it green? Paul Roberts stated that it was open to the Committee to change the ratings in the report or confirm the ratings.

Action: School of Computer and Mathematical Sciences – mark SPE as amber.

OTHER BUSINESS

5 – Topics

HSW will circulate the end of year activity report.

6 – Next meeting

The next meeting of SET Faculty HSW Committee yet to be scheduled for 2024.

Action: Service Now presentation at the next meeting

The meeting concluded at 2.30 pm

-Ends-

CONFIRMED:

Day Month Year
Date

.....
CONVENOR

Actions Arising			
No.	Action	Responsible	Status
2	Paul Roberts or nominee to attend next meeting to provide more context around the hazard management system HR has included as part of the HR Technology Initiative Integrated Work Plan 2023.	Paul Roberts	Closed
6	Mark Szolga to obtain from Jeremy Lucas (Risk) draft bushfire plans for Roseworthy and Waite.	Mark Szolga	In progress
7	Change agenda to take reports as read and discuss innovations/issues.	Agenda next meeting	Closed
8	Update on off campus system proposal	Stacy Fogliano	Closed
9	Invite Chris Sumby (Chem Eng) to the next meeting to discuss how they gain staff input to Forum meetings.	Agenda next meeting	
10	School of Computer and Mathematical Sciences – mark SPE as amber.	HSW	
11	Service Now presentation – new way for staff to log a request for HSW advice and assistance.	HSW	

DRAFT

Highlighted = completed

Forum	Action	Assigned to
Roseworthy	Q1 2024 - Send RW info to close out S8 action	Stacy Fogliano
Forum 1	Q2 - ACT-0001847– provide feedback to Forum.	Anthony Parletta/Jacki Rushby
	Q2 - ACT-0001836 follow up	Anthony Parletta/Jacki Rushby
	Q2 - Oxy resus identify why we have this equipment and/or is there a specific activity requiring this.	Jacki Rushby
Forum 2	Nil	
Forum 3	Q2 – Safe Work Method Statement – send information to Forum about when it is required. Completed	Anthony Parletta
Waite	Nil	

DRAFT

Forum	Action	Assigned to
Forum 1	Contractors in carpark doing works without adequate segregation.	HSW (SF/DR)
	SCMS Frist Aid numbers follow up with Nick Warner.	HSW (SF/DR)
	Amber on TLR for SCMS (Check with Nick warner)	HSW (SF/DR)
	Pre purchase checklist review with Jon/ Scott /Andrew	HSW (SF/DR)
	Send a general hazard alert out regarding plant & equipment pre purchase.	HSW (SF/DR)
	OCA incident additional action around assessment by store for adequate amount of spot trackers and phones. Perhaps Faculty to mandate the requirement for spot tracker for OCA.	HSW / Faculty (SF/AH) To be raised at the Faculty Committee Meeting
	Trees – what is the inspection process (incident occurring with tree 3170 fell on fume extraction unit)	HSW (DR/SF)
	Q4 ACT 2356 To be reassigned to Infrass	Eric/ Stacy
	Q4 ACT2321, 2319 to be reassigned to infrass	Eric
	Q4 Advise updates the attendees for Forum 1	Eric/ Stacy
	Q4 Overdue SPE/WPI actions need to be separately reported rather than bundled with other overdue actions on the report	Eric
	Q4 Track if there were any similar incident as INC 2960	Eric
	Q4 Annual review with HoS on Notification protocol, Stacy to send template to Eric.	Eric
Q4 INC 3065, Area to be re assigned to HDR student's supervisor	Eric	
Forum 2	Diego to speak with HSR's about info on course.	Faculty (DGB)
	HSW to share app info with Lee.	HSW (SF)
	Can we add locations to the emails this year for the WPI?	HSW (DR)
	Can we review the pre purchase checklist and raise a general hazard alert for plant & equipment for compliance with guarding and AS.	As actions above in Forum 1 To be raised at the Faculty Committee Meeting
	Send test platform access to HSW Portal (SN) to Forum.	HSW (DR)
	Q4 Email content for HSR nomination to Mailys	Stacy
	Q4 Advise updates to the attendees for Forum 2	Stacy
	Q4 Update Ulrike's resignation (HSR) to Louisa/Paul/Peter	Stacy/Eric

Forum	Action	Assigned to
Forum 3	HSW to reach out to Mohamed ACT 2047.	HSW (DR)
	HSW to reach out to Jon regarding contractors in carpa space.	HSW – as per action in Forum 1.
	HSW to reach out to security and understand how the la access is granted.	HSW (SF)
	Consider should pre purchase checklist be extended to Chemicals? SF to check with HSW Policy/Procedure team.	HSW (SF)
	Can HSW ask if the pre purchase checklist can be part of procurement and credit card reconciliation?	HSW (SF/DR)
	Q4 School info of Rey Chin's workplace inspection need to be changed	Eric
	Q4 Inform Jodie to update the attendees for Forum 3	Stacy
	Q4 ACT 2187 to be reassigned to ACE	Eric
Waite	Can we provide slides to discipline leads from Chubb?	HSW (SF)
	HSW to follow up bushfire plan with Jeremy Lucas	HSW (SF)
	Include the discipline leads into staff Forum.	Faculty (JMcR)
	Send HSC meeting invite to Alan and Jacqui.	HSW (SF)
	HSW to enquire about TMP for Waite campus, does it cover the loading and unloading area for Wine Innovation East?	HSW (SF)
	Q4 Advise updates to the attendees for Waite Forum	Eric
	Q4 Raise Waite evacuation feedback and confirm attendees should be Security, Chubb and Grovner	Stacy
	Q4 Steps for First aid updating process to be recirculated	Stacy
Roseworthy	HSW to enquire about FHMS Formaldehyde monitoring.	HSW (SF)
	Farhid to circulate the IBC report.	Faculty (FH)
	HSW to correct the incident allocation for 3126 to RVT.	HSW (SF)
	Q4 Extension date to be confirmed for overdue actions	Eric/Rachel
	Q4 Advise updates to the attendees for RW Forum	Eric

Faculty of SET HSW Report

To Executive Dean, SET

Cc Chair SET HSW Committee

From Stacy Fogliano, Senior HSW Advisor

Subject HSW Report – 1/2024

Date 22 January 2024 Ref 1

Human Resources
Division of University Operations

Stacy Fogliano
Senior HSW Advisor

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CRICOS provider number 00123M

This report is prepared by the HSW Advisor using data monitored by the HSW Team. The intention of the report is to inform the relevant Responsible Officers and staff representatives of the Faculty's HSW performance and key HSW information. The report relates to data from Q4 2023.

1. Key Updates

Actions taken by HSW to address internal HSW matters

Completion of 2023 Workplace Inspection Program

The Workplace Inspection Program for 2023 is now complete. This new initiative allowed the University to proactively identify approximately 191 actions across 240 inspections. Reports have been provided to senior managers regarding supervisors who have failed to submit an inspection. The HSW Advisory Team is available to provide support as required. A summary of outcomes from the inspection program is available at Appendix IV and V within this report.

As a result of the University merger and the introduction of the HSW Service Portal later in 2024, the processes for the inspection program will undergo minor amendments. Supervisors can ensure they refer to the [supporting documents](#) on the HSW webpage.

Actions taken by HSW to address external HSW matters

Consultation - new psychosocial safety in the workplace procedure

In response to the introduction of model Codes of Practice for [Managing psychosocial hazards at work](#) and [Sexual and Gender-based Harassment](#) HSW has taken the following steps:

- Completed [enterprise wide risk assessments](#) carried out after consultation with unions, HSRs and staff. These risk assessments may be used by supervisors and workers as a tool to understand the various administrative controls and procedures that are in place to minimise the risk from exposure to psychosocial hazards.
- Developed a draft procedure for psychosocial safety in the workplace. This will go through the usual consultation process during Q1 2024.
- Developed an online training session for psychosocial safety in the workplace which will be available later in 2024. This training will be available for new and existing staff via the Learning Management System.

Actions taken by HSW to address continuous improvement in HSW systems

HSW Service Portal going live in March 2024

The new HSW Service Portal is a platform that will enable staff to:

- Submit requests for HSW advice and support.
- Report issues with access to University HSW systems (UniSafe, Chemwatch and HSR Portal).
- Obtain information and advice on injury management and wellbeing.

Some of the benefits of the HSW Service Portal are:

- HSW will gradually transfer information contained in current HSW FAQs to the searchable library contained in the HSW Service Portal, and
- The HSW Service Portal will decrease email traffic as all correspondence will be contained within the portal.
- The HSW Service Portal will allow the HSW Team to provide an accessible, consistent and timely service to the University community.
- The HSW Team will still provide a Face-to-Face service and continue to attend all campuses and locations.

Wellbeing planning in 2024

Managers and supervisors of staff are encouraged to consider including wellbeing sessions as part of their planning for 2024. There is an extensive collection of training and information available via the online [catalogue](#). Managers are encouraged to review the catalogue, select topics that apply to their workgroup and contact the [University's Wellbeing Specialist](#) who will arrange the session.

A number of areas including Finance (DUO), Faculty Admin (FHMS), School of Psychology (FHMS), DRI and Student Success (DASE) have already accessed these services.

2. Significant and/or notifiable incidents that occurred in Q4/2023

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
3120	Roseworthy Veterinary Hospital	2/12/23	Yes	Yes	Open
Summary	A cat in the hospital needed to have antibiotics as part of their treatment, the vet nurse removed the cat and restrained it's head whilst the vet restrained it's body. The vet nurse then tried to administer antibiotics with a pill popper when the cat wriggled out of her grip and bit down on her left thumb leaving puncture wounds. The vet nurse had previous interactions with the cat and didn't note any behavioural issues. This bite was unexpected, the correct procedure was followed.				
Actions	<ul style="list-style-type: none"> • IP attended medical centre and was prescribed antibiotics • SWSA advised and no further action taken and closed by SWSA. • HSW discuss the potential for wearing gloves for this activity to determine if this may have prevented the bite. 				

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
3126	Roseworthy Veterinary Hospital	30/11/2023	Yes	Yes	Closed
Summary	A DVM student was applying CPR protocol to a dog when the student broke protocol and made a decision to remove the piece of plastic from the dogs' mouth to prevent choking. During this moment the dog reacted and bit the student on the thumb leaving puncture wounds and bruising.				
Actions	<ul style="list-style-type: none"> • Activity ceased. • The student applied first aid and drove themselves to the RAH for further assessment. The wound was cleaned, assessed and covered with additional bandaging, as well as being put on prophylactic antibiotics. • SWSA advised and no further action taken and closed by SWSA. 				

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
3114	School of Physics, Chemistry & Earth Sciences	29/11/2023	No	No	Open
Summary	Two students missed their daily check in whilst working remotely on a field trip on Kangaroo Island. Security Manager enacted contingency plan when students missed their check in deadline. Supervisor contacted SAPOL. Students had a satellite phone but the Faculty was unable to access the number outside of the office. GPS tracker was booked but not available at the time of issue with the satellite phone from Field Store. Students eventually checked in at 10:10pm. They reported mobile phone coverage difficulties and advised they did call and send a text but did not get a reply or follow up.				
Actions	<ul style="list-style-type: none"> • Debrief conducted with supervisor, Security and Faculty Field Team. • Review processes regarding check in (students to continue to check in until check in acknowledged) and a review of field store process regarding the issue of satellite phones and access to phone numbers and the issuance of the GPS tracker. • Consider the use of GPS tracker phone app as part of the off campus activity process for these types of areas. 				

3. Overdue Corrective Actions currently in UniSafe

Action ID	Area	Due Date	Action Source	Assigned to	Status
ACT-0002243	Roseworthy Veterinary Hospital	30/10/2023	Incident Investigation	Anthony Nicholson	Open
Action	INC-2944 Planned Maintenance Schedule (SPE) Aesthetic Machines in Companion and Large Animal				
Progress	In progress – HSW has reached out to action assignee for an update.				
Action ID	Area	Due Date	Action Source	Assigned to	Status
ACT-0002265	School of Animal and Veterinary Sciences	31/10/2023	Incident Investigation	Mitchell Starr	Open
Action	INC-2997 - AVS - Update Pig Club induction document to include the importance of attention whilst in with the pigs and communicate this information to all club members.				
Progress	In progress – HSW to seek advice form HoS.				
Action ID	Area	Due Date	Action Source	Assigned to	Status
ACT-0002419	Roseworthy Veterinary Hospital	15/12/2023	Incident Investigation	Olivier Simon	Open
Action	INC 3057 complete supervisor investigation checklist				
Progress	In progress - HSW is following up meeting scheduled WC 22/1/24.				

4. Workplace Inspection & Assurance Program

Nil Inspections Overdue

Nil inspection overdue for SET Faculty as at end of Q4 2023.

5. Traffic Light Report (Q4 – 2023) DRAFT

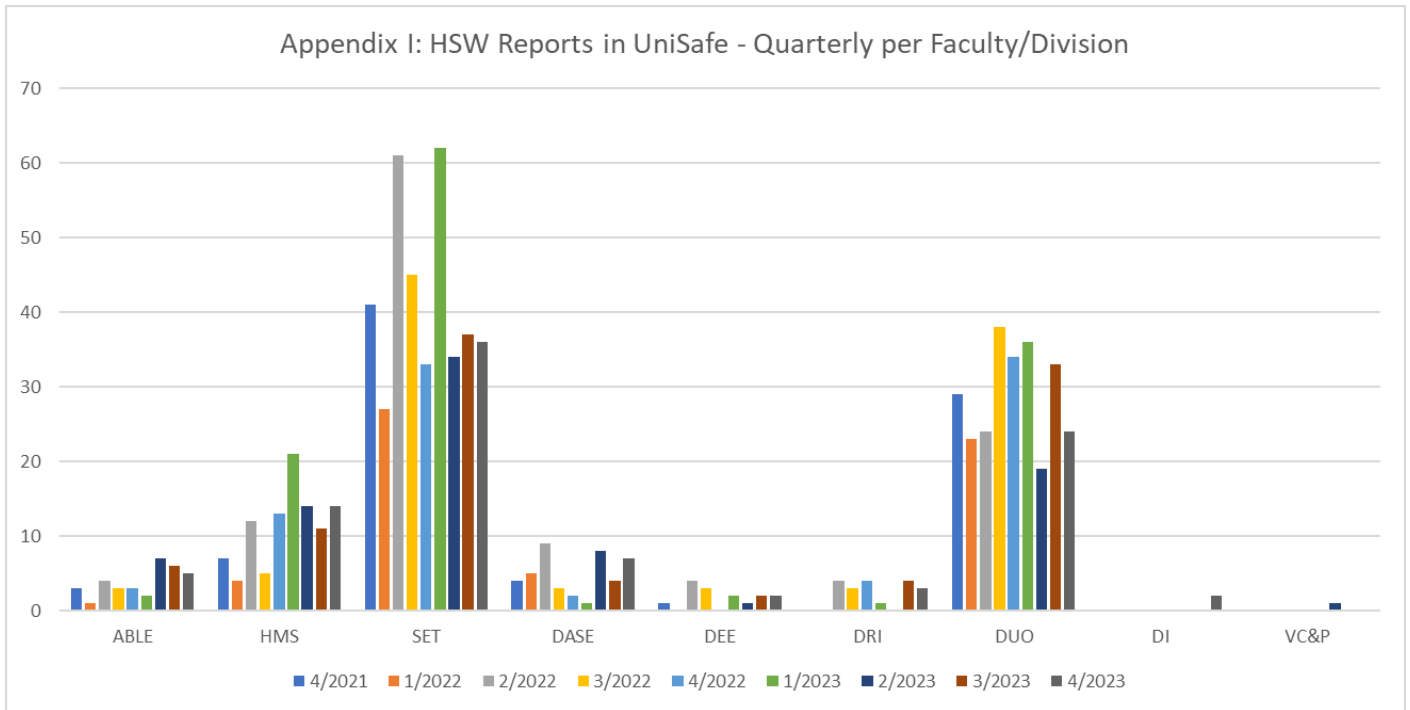
The Traffic Light Report (TLR) is based on information recorded in UniSafe as a result of HSW investigations, internal audits, workplace inspections and Safety Reviews.

Please refer to the TLR legend for further information. The TLR and details of outstanding actions are included in the Due Diligence Report which is provided to University Council. Therefore, it is recommended that outstanding actions affecting the TLR are discussed within the HSW committee meeting, to ensure its accuracy.

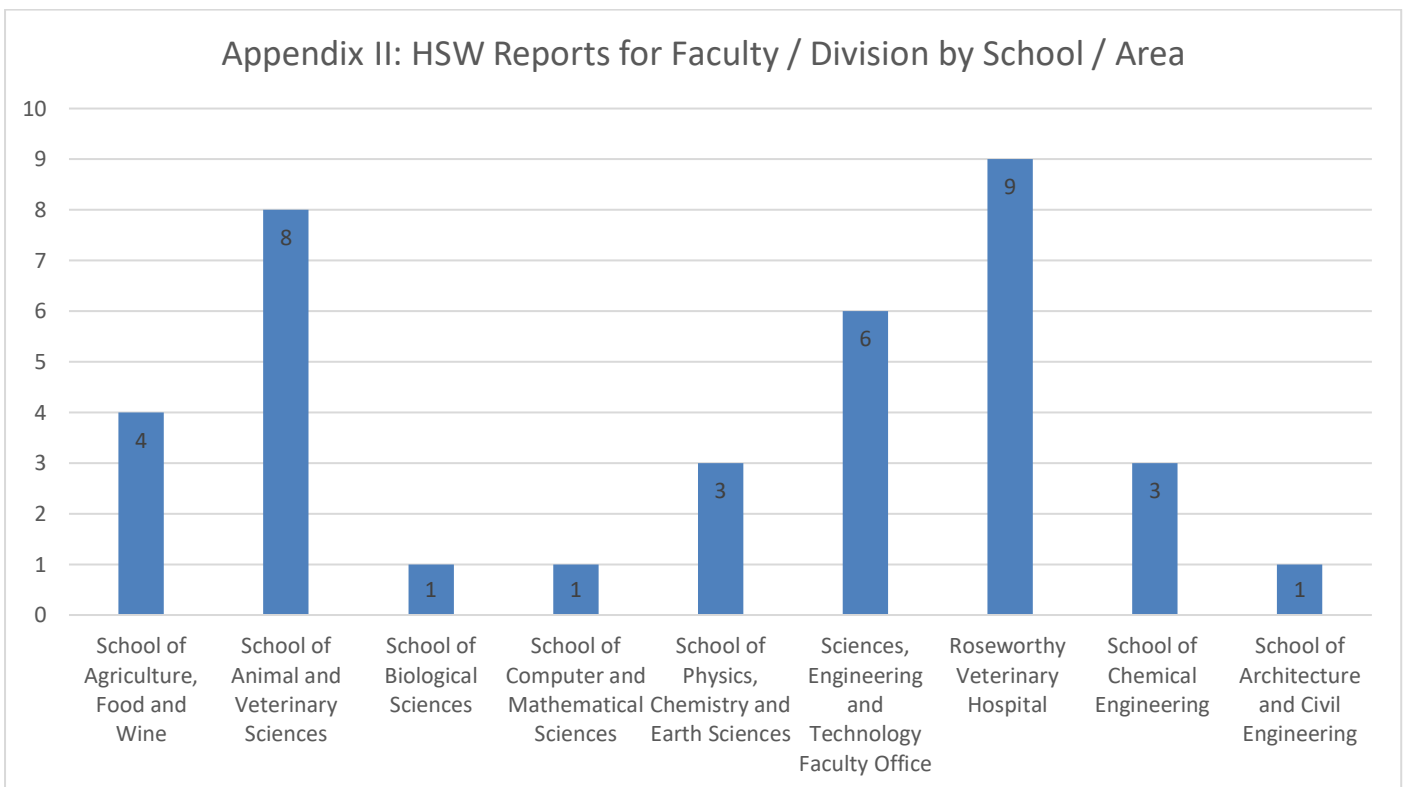
Please refer to separate attachment SET TLR Q4 2023 DRAFT for confirmation.

Appendices - Safety Performance Indicators

I. UniSafe Safety Reporting, whole of University



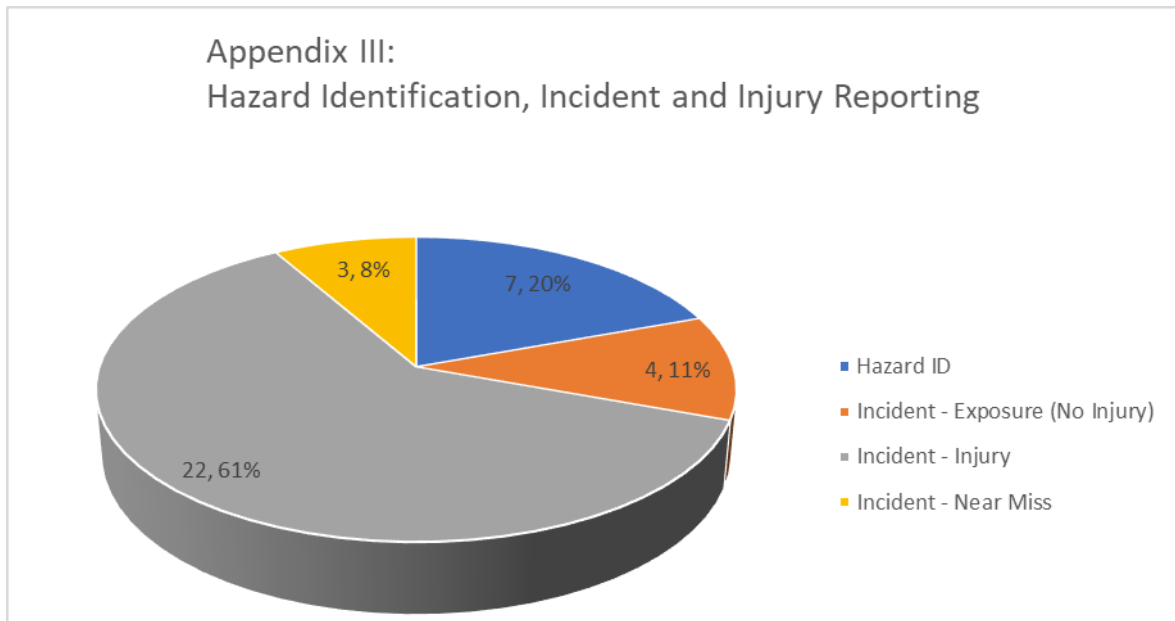
II. UniSafe Safety Reporting, Faculty/Division by School/Area (Table/Chart)



III. **UniSafe Hazard ID, incident and injury reporting**

During the fourth quarter of 2023, SET had 36 safety reports in UniSafe as shown in the diagram below.

- Of the 22 injury reports
 - 1 no treatment
 - 15 first aid
 - 4 medical treatment - medical clinic
 - 2 medical treatment – hospital outpatient



IV. **Workplace inspections completed for 2023 Whole University**

University Inspection Program Overview
(as at 31 December 2023)

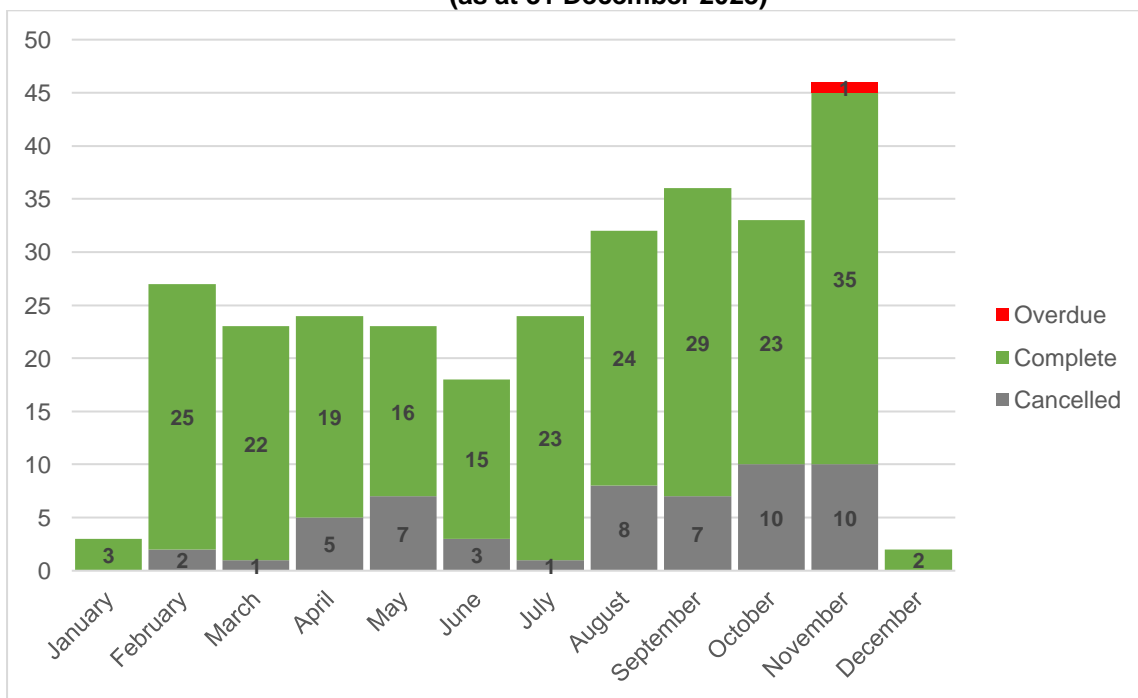


Figure 1. represents the number of supervisors in each category. Noting that a supervisor may have more than one inspection.

Key Statistics

240
Completed Inspections (2023)

1
Overdue Inspections (as at end of Q4)

149
Inspections requiring no actions

79
Issues rectified during inspections

112
Actions entered into UniSafe

191
Total actions arising for 2023

Most Commonly Reported Issues (2023)	Breakdown of overdue inspections by area
<ul style="list-style-type: none"> • Chemical register not updated within the last 12-months • Non-compliant chemical labelling • Chemical minor storage limits not signposted • Plant & equipment inspection & maintenance • Inadequate signage • Poor housekeeping 	<ul style="list-style-type: none"> • FHMS – Adelaide Medical School - 1

V. Level of compliance found by supervisors during workplace inspections for faculty.

SET Inspection Program Overview (as at 31 December 2023)

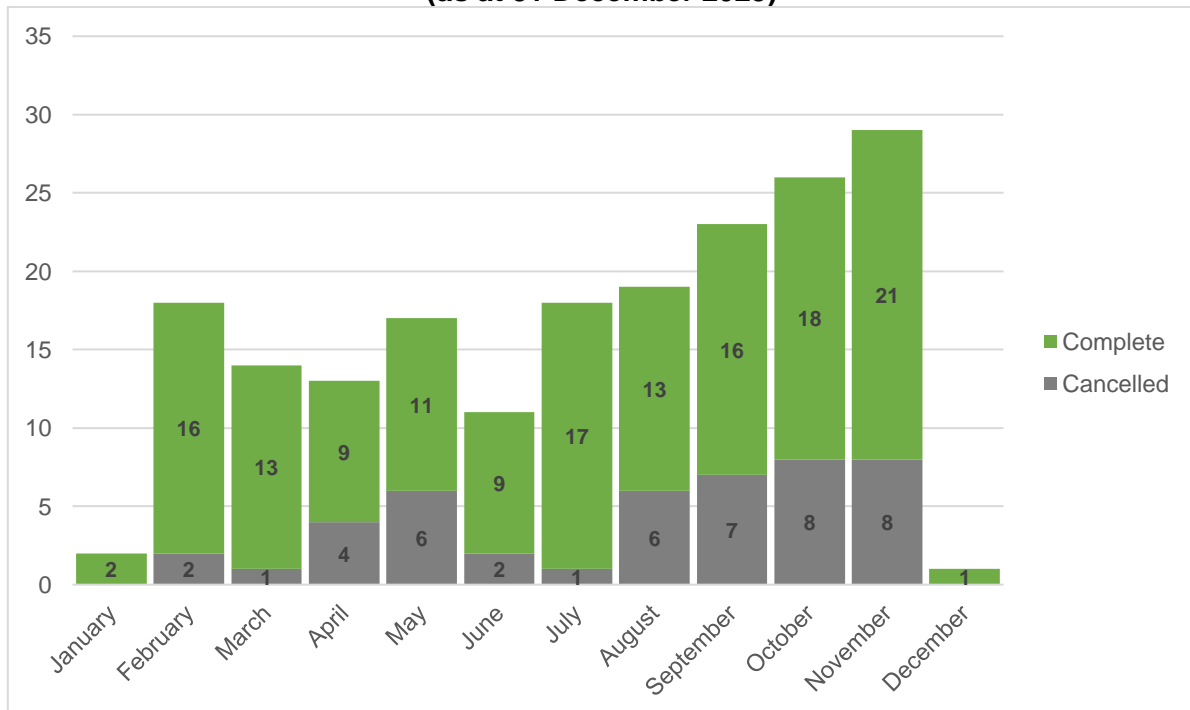


Figure 1. represents the number of supervisors in each category. Note that a supervisor may have more than one inspection.

Key Statistics

154
Completed Inspections (2023)

0
Overdue Inspections (2023)

82
Inspections requiring no actions

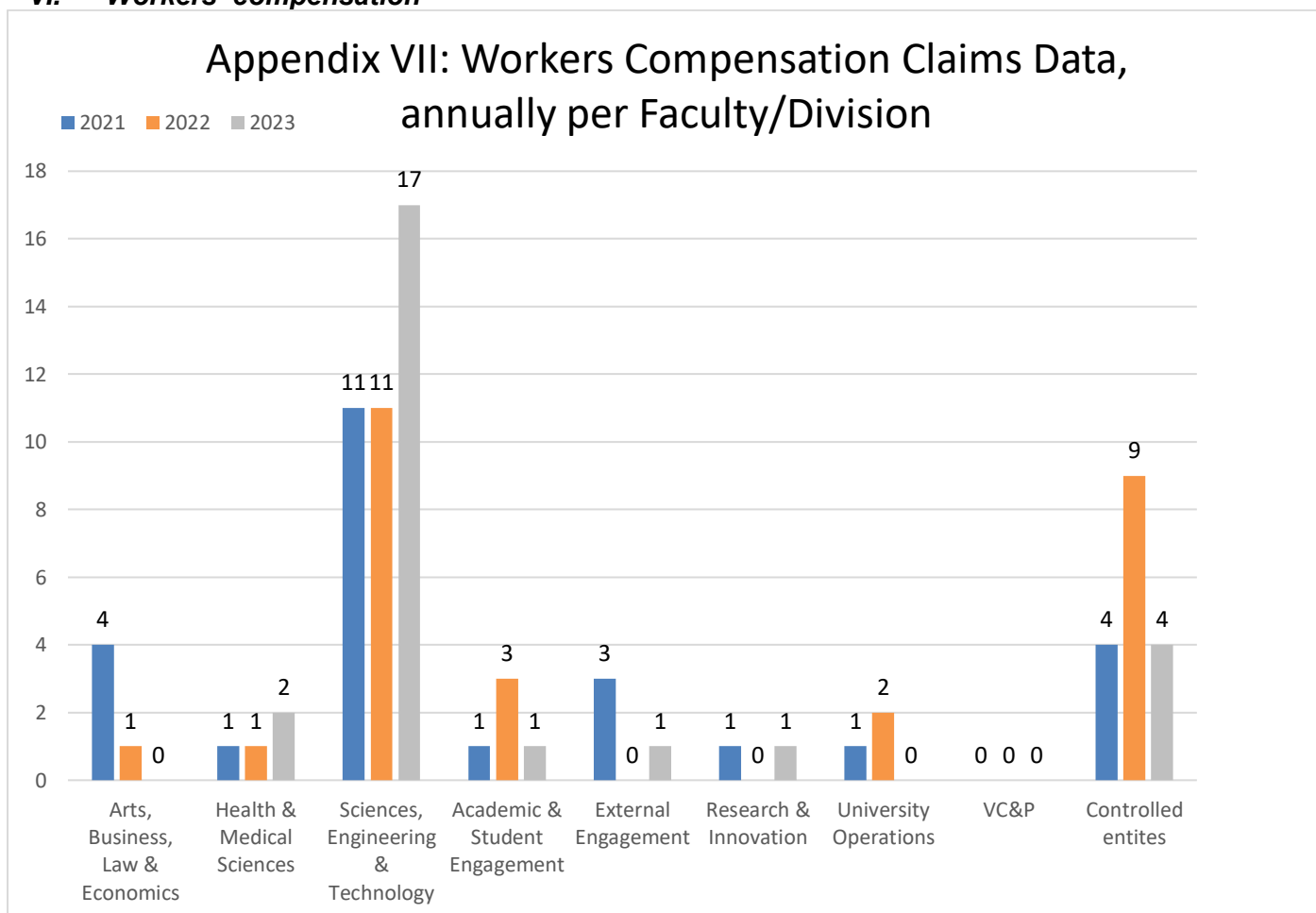
62
Issues rectified during inspections

75
Actions entered into UniSafe

137
Total actions to end of quarter (UniSafe, rectified and outstanding)

Most Commonly Reported Issues (2023)	Breakdown of overdue inspections by area
<ul style="list-style-type: none"> Chemical register not updated within the last 12-months Non-compliant chemical labelling Plant & Equipment inspection and maintenance; Chemical minor storage limits not signposted No signage access and inadequate housekeeping 	

VI. Workers' compensation



There were 26 Workers Compensations Claims submitted up to Q4 2023, compared with 27 for the same period in 2022. 17 Workers Compensation Claims arise from the Faculty of Sciences, Engineering and Technology.

SET Traffic Light Report (Q4 2023) DRAFT

The SET HSW Traffic Light Report is a three colour Traffic Light with the key below, that identifies the requirement to take action/s due to a non-compliance with HSW Handbook Chapters. The report is used by the Faculty Health and Safety Committees to monitor compliance with 13 chapters of the HSW Handbook.

Ref	Requirement	SET Faculty Office	Chemical Engineering	Electrical & Mechanical Engineering	School of Architecture & Civil Engineering	School of Computer & Mathematical Sciences	Centre for Automotive Safety Research	School of Agriculture, Food & Wine	Animal & Veterinary Science	School of Biological Sciences	School of Physics, Chemistry & Earth Sciences	Waite Precinct	Centre for STEM Education & Innovation (CSEI)
1	Schedule of Programmable Events	Green	Green	Green	Green	Green A	Green	Green	Green	Green	Green A	Green	Green
2	Training Plan	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
3	Biological	N/A	Green	Green	Green	N/A	N/A	Green	Green	Green	Green	Green	N/A
4	Chemical	Green	Green	Green	Green	N/A	Green	Green	Green	Green	Green	Green	N/A
5	Contractor	Green	Green	Green	Green	N/A	Green	Green	Green	Green	Green	Green	Green
6	Emergency Management	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
7	First Aid	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
8	Hazard Management	Green	Green	Green	Green	Green	Green	Green	Amber	Green	Green	Green	Green
9	Incident Reporting & Investigation	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
10	Noise and Sound	Green	N/A	Green	Green	N/A	Green	Green	Green	Green	Green	Green	N/A
11	Plant/Equipment	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
12	Radiation	Green	Green	Green	Green	N/A	N/A	Green	Green	Green	Green	Green	NA
13	HSW Information, Instruction & Training	Green	Green	Amber	Green	Green	Green	Green	Amber	Green	Green	Green	Green

Note: Australian Institute of Machine Learning is reflected in the School of Computer & Mathematical Sciences
 Roseworthy Veterinary Hospital is reflected in School of Animal Veterinary Science

The data in the University Traffic Light Report covers the period up to the end of Q4 (31 December 2023). Note below all exceptions to “Green” appearing in the Traffic Light report

Amber on the report relates to:
 SEME Action 1917 Information, Instruction & Training from the workplace Inspection activity.
 SAVS Action 1847 Information, Instruction & Training. SAVS Action 1848 Haz Man Audit from Internal Audit Round 1 2022.
 Green A on the report relates to:
 SCMS Action 2549 - 2450, 2452, 2453, 2454 and 2457 relate to SPE development and key activities.

Legend

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