

A meeting of the SET HSW Committee will be held in the Braggs Meeting Room 214 and via Teams at **2.10pm** on **24 August 2022**.

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## **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 **4**
- 2.2 \* Business Arising **6**

### **3. FORA & HSR REPORTS**

- 3.1 \* Fora Reports **9**
  - Forum 2 - Staff are not equipped with dealing with aggression. Consider EAP provider to provide information sessions on this topic
  - Forum 3 - Wellbeing concerns regarding staff workload
- 3.2 HSR Reports

### **4. HSW ADVISORY REPORT – FACULTY HSW PERFORMANCE**

- 4.1 \* Senior HSW Advisor Report 3/2022 **10**
  - 4.1.1 Notifiable Incidents – Waite electric shock incident
- 4.2 \* Open UniSafe Actions **15**
- 4.3 \* SET Faculty Traffic Light Report Q2 2022 **18**

### **5. OTHER BUSINESS**

### **6. NEXT MEETING**

Wednesday 16 November 2022

-Ends-

Distribution:

*Members:*

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 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:*

Senior Manager Technical  
Services HSW Advisor  
HSW Advisory Manager  
HSW

Professor Katrina Falkner  
Mark Szolga  
Professor David Lewis  
Associate Professor Phillip Visintin  
Professor Rob Woodgate  
Professor Jason Able  
Nick Warner (Teletraffic Research Centre (TRC))  
Brenton Howie (Faculty Admin)  
Dr Ulrike Schacht (ASPER)  
Dr Lukas Gerstweiler  
Navodana Rodrigo  
Dr Hong Gunn Chew (EEE)  
Julie Berry  
Sandy Khor

Dr Mailys Stirling  
Stacy Fogliano  
Paul Roberts  
Louisa Bowes

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## MINUTES OF MEETING 23/6/2022

A meeting of the SET HSW Committee was held in Braggs 2.14 at 15:00 on 22/6/2022.

### Present

Professor Katrina Falkner – Executive Dean (Chair)  
Mark Szolga – Faculty Executive Director  
Professor Jason Able – Head of School Agriculture, Food & Wine  
Professor Wayne Hein – Head of School, Animal & Vet Science  
Professor David Lewis – Head of School, CEAM  
Dr Hong Gunn Chew – HSR, Forum 3 NT  
Dr Lukas Gertsweiler – Staff Rep, Forum 2 NT  
Nick Warner – HSR, Forum 1 NT  
Associate Professor Paul Medwell – HSR Forum 3 NT

### In Attendance

Paul Roberts – HSW Advisory Manager, University HR  
Dr Mailys Stirling – Senior Manager Technical Services  
Peter Hallows – Minutes

## WELCOME

### 1.1 Apologies

Ulrike Schacht (Apology)  
Phil Visintin (Absent)  
Julie Berry (Absent)  
Richard Muhlack (Absent)  
Amy Lieu (Absent)  
Steven Amos (Absent)  
Brenton Howie (Absent)

### 1.2 Conflict of Interest

No conflicts were declared.

### 1.3 Starring of Items

The Committee resolved:

*to discuss the recommendations contained in the unstarred items.*

## MINUTES OF PREVIOUS MEETING

### 2.1 Minutes

The minutes of the previous meeting are to be updated by Stacy Fogliano and distributed for approval in the Q3 HSW Committee meeting.

*Action* (HSW Advisory Team): Committee minutes from last Q1/2022 ECMS and Sciences meeting need to be added to relevant HSW Committee webpages.

### 2.2 Actions and business arising

Paul Roberts gave an update on the flooding incident, noting that all actions associated with this incident have been completed. The Central HSW team are to review the emergency response handbook chapter to ensure that it is still as effective post OSP.

*Action*: HSW Team to review ECMS actions from last HSW Committee status for updating.

## FACULTY HSW FORUM ISSUES TO RAISE/DISCUSS

### 3.1 Forum Convenor's

None

### 3.2 HSR/Staff Rep

Mark Zolga raised fire and first aid warden arrangement for discussion and enquired as to if and how the university is modifying its approach to the management of these networks in the context of an increasingly agile and transient workforce. Paul R responded noting that discussion is underway in the HSW team in relation to how the warden and first aider lists can be made more easily searchable. A list of chief wardens is shortly to be listed on the HSW webpage.

Nick Warner requested that the wardens be kept informed of any changes to the management of the warden network.

Katrina Faulkner and Mailys Stirling jointly suggested that Heads of Schools send an email to all fire wardens in the schools they manage so they can evaluate gaps in the network.

*Action* (HSW Advisory Team): Distribute xlsx version of Warden and first aid Register to Heads of School.

Nick Warner pointed out that the issue with updating the first aider master list with SSO output data is that just because an individual has a first aid certificate does not necessarily mean that the individual has volunteered as a first aider. Katrina responded that the new Learning Management System due to go live in August will link with PeopleSoft and be able to track qualifications and certifications including first aid certificates. This may enable a user to tick a box to say that they volunteer as a first aider.

Paul Medwell requested that invites to the committee meeting be given adequate notice in the future and asked for confirmation from Paul Roberts as to who is in the HSW Team. Paul responded that all emails that are sent to the current HSW email address are read and triaged for action or review. Emails that are mistakenly sent to the old faculty HSW email addresses area automatically forwarded to the central address.

Paul M mentioned that the School of Mechanical Engineering is currently piloting a new recordkeeping process to aid in compliance with the Records Management Act, which when finalised and if successful, could potentially be adopted across other areas of the university.

## **HSW ADVISORY REPORT – FACULTY HSW PERFORMANCE**

### **4.1.1 Notifiable Incidents (Paul Roberts)**

- INC-2294 Feral cat bite resulting in the injured person requiring emergency treatment – good news is that there has been a recent purchase of tough gloves that still allow for dexterity when dealing with animals. The new control measures have been communicated by David MacPhail and have been well received by staff. SafeWorkSA were pleased with the documentation that was sent on to them.
- INC-2259 Labyrinth incident – child playing on logs in the labyrinth tripped and fell, suffering a ruptured spleen. The issue has been resolved as the labyrinth was removed within a week.

### **4.1.2 Significant Incidents (Paul Roberts)**

- Incorrect storage of firearm - Stocktake revealed that a syringe rifle was discovered as being stored incorrectly. The rifle was removed and disposed of.
- Lethabarb in eye – accidental exposure of a staff member to lethabarb (animal sedative). The staff member involved is uninjured, but the investigation is still ongoing.

Katrina Faulkner noted that she was pleased with how quickly the HSW team respond to incidents.

### **4.1.3 Open Overdue Actions (Noted as per forum discussions)**

N/A

## **4.2 Safety Review Plan (Paul Roberts)**

Paul spoke to the safety review plan, explaining that at minimum, the HSW team would like to inspect each high-risk area a minimum of once every three years. The aim of the safety reviews a teaching process to educate supervisors on how they might be able to better manage safety in their area.

The Q4 internal audit this year is a desktop injury management one, meaning that there will be no formal audits undertaken out on campus.

Mark Szolga would like to see the S7 and S8 drug reviews when these are undertaken.

Maïlys would like to see more reviews of the workshops, including the Mechanical Engineering workshops.

The high-risk area review list will be finalised within the next two weeks.

Workplace Monitoring Plan actions for the HSW Advisory team:

- Change the Rover Lab HoS to Phil Visintin
- List all areas against Head of School
- Prioritise Mech Eng Labs Listed
- Add Ben Green's lab
- Consider work being done by David McLeod to be developed into a safety review for Waite Historic Precinct

#### 4.3 SET Faculty Traffic Light Report Q1 2022 – Draft for confirmation (Stacy Fogliano)

Action 1586 affecting the traffic light report in the Vet School is closed – changing Amber to Green A.

### OTHER BUSINESS

#### 5 CO2 Monitoring

Nick Warner relayed some concerns from staff in the Teletraffic Research Centre in relation to building airflow. Paul R mentioned that many University buildings monitor CO2 levels, and that it is worth checking with Martin Tauchert whether this data can be accessed and reviewed.

*Action:* Nick to send Maïlys an email with the area of concern, and she will follow up.

### NEXT MEETING

The next meeting of SET Faculty HSW Committee will likely be in late August 2022.

The meeting concluded at 16:00.

-Ends-

CONFIRMED:

Day Month Year .....  
Date CONVENOR

Actions Arising		
No.	Action	Responsible
1	Committee minutes from last Q1/2022 ECMS and Sciences meeting need to be added to relevant HSW Committee webpages	Stacy Fogliano
2	HSW Team to review ECMS actions from last HSW Committee status for updating	Stacy Fogliano
3	Distribute xlsx version of Warden and first aid Register to Heads of School.	Stacy Fogliano
4	Nick Warner to send Maïlys Stirling an email with the areas of concern in the Teletraffic Research Centre, and she will follow up.	Nick Warner

FOR DISCUSSION

ITEM 2.2

Actions Arising			
No.	Action	Responsible	Status
1	Committee minutes from last Q1/2022 ECMS and Sciences meeting need to be added to relevant HSW Committee webpages	Stacy Fogliano	Checked these are up to date <a href="#">HSW Committees   Human Resources   University of Adelaide</a>
2	HSW Team to review ECMS actions from last HSW Committee status for updating	Stacy Fogliano	As per ECMS actions table all closed
3	Distribute xlsx version of Warden and first aid Register to Heads of School.	Stacy Fogliano	Sent to HoS
4	Nick Warner to send Maily Stirling an email with the areas of concern in the Teletraffic Research Centre, and she will follow up.	Nick Warner	

**FACULTY OF ENGINEERING, COMPUTER & MATHEMATICAL SCIENCES**

Health, Safety & Wellbeing Committee

Action List as at 23/3/2022 March 2022



Ref	Agenda Location	Action	Responsible	Status and update
<b>Q1, 2022 (21/03/2022)</b>				
22Q1-06	6.1	HSW Team to follow up issue with first aid kit in SABE not being adequately installed and going missing. The install is being held up by infrastructure.	HSW Team	CLOSED: First aid kit installed.
22Q1-06	6.2	Martin Lambert raised the construction safety course he is looking to run for CEME Students in addition to the white card training. Martin will send the SET team the proposed subjects to see if they may be able to provide input.	HSW Team	CLOSED: Information was sent to SET HSW Team, Martin will reach out for next year around incidents that may be used in the training and any other support we may be able to provide.
22Q1-06	6.3	HSW Team to follow up lack of response from infrastructure on flood incidents in engineering north and get back to Scott Smith.	Paul Roberts	CLOSED: All actions relating to this incident have been closed. The central HSW Team are to review the emergency response handbook chapter to ensure that it is still effective post OSP.



FOR DISCUSSION

ITEM 3.1

HEALTH, SAFETY AND WELLBEING FORUM ACTIONS

Forum	Action	Assigned to
Roseworthy	HSW to meet with Rob Woodgate to brief on Forum and HSC meetings	Stacy Fogliano
Forum 1	HSR clarity on role of HSR and Forum they should elect into	Paul Roberts
	Data trending on hazards versus incidents/injuries and comparison to previous year	Stacy Fogliano / Paul Roberts
	Unisafe posters and email to HoS regarding the new Unisafe app.	Stacy Fogliano (posters) Mailys Stirling (email re app)
	Roles and responsibilities document consultation feedback was provided and no response provided from HSW	Paul Roberts
Forum 2	Nil	
Forum 3	Nil	
Waite	Sandy Khor will attend the HSC meeting next week to be added to invite.	Stacy Fogliano
	Change meeting location for future meetings to School Office Room 111.	Stacy Fogliano
	Jason will send comms cc'd to Sandy regarding supervisor toolkit.	Jason Able
	Areas would like to feedback into FW and FA zoning.	Paul Roberts / Stacy Fogliano

## SET HSW Advisory Report

**Human Resources**  
Division of University Operations

**Stacy Fogliano**  
HSW Advisor

L3 Rundle Mall Plaza

The University of Adelaide  
SA 5005  
Australia  
Telephone 8313 1250  
stacy.fogliano@adelaide.edu.au

CRICOS provider number 00123M

To Executive Dean, SET

Cc Chair SET HSW Committee

From Stacy Fogliano, HSW Advisor

Subject HSW Report – 3/2022

Date 25<sup>th</sup> July, 2022 Ref

This report is prepared by the HSW Advisor for the Faculty HSW Committee based on the data within UniSafe, HSW Internal Audit outcomes and workers compensation data. The intention of the report is to enable discussion of the safety outcomes for the Faculty by the Faculty HSW Committee.

### 1. UniSafe Safety Reporting Data & updates

During the second quarter of 2022, SET (previously the Faculties of Sciences and ECMS) had sixty-three (63) safety reports in Unisafe. Fifty-eight (58) of these reports were hazard reports, no treatment, or first aid only treatment reports. Five (5) of these reports required GP or medical out-patient treatment. None of these reports required medial in-patient treatment.

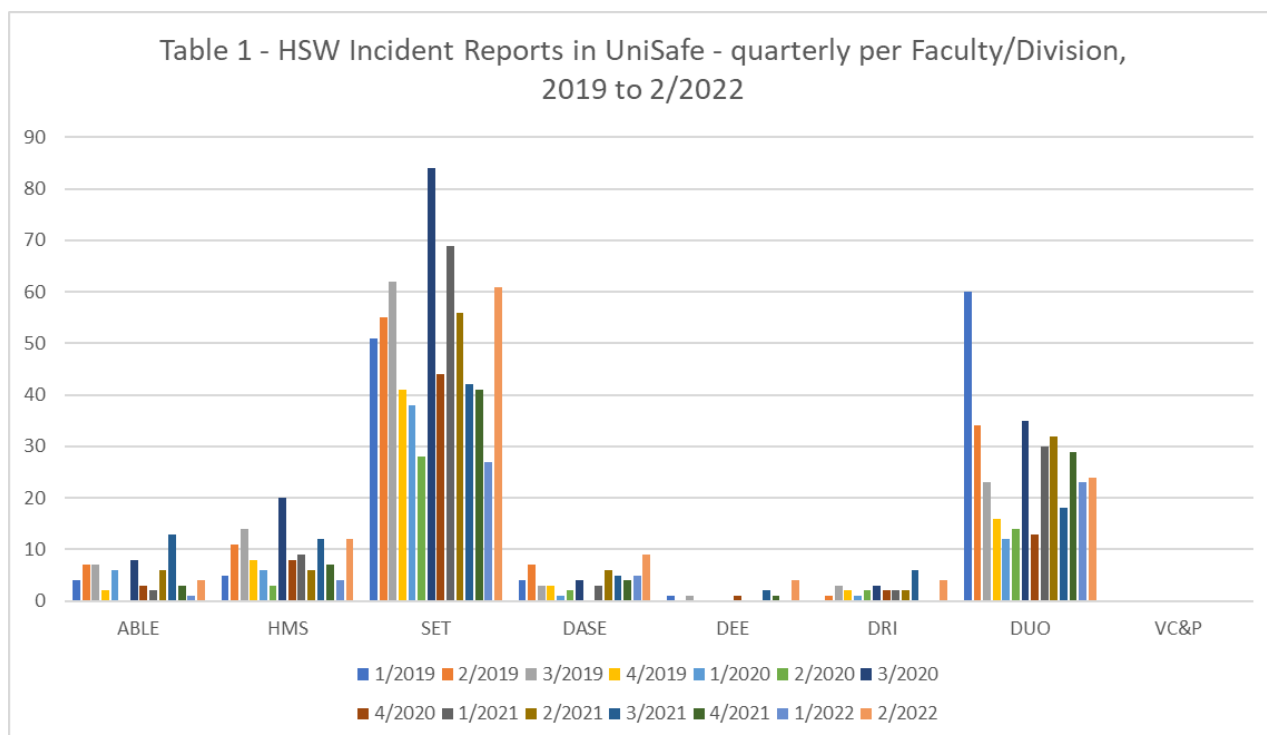
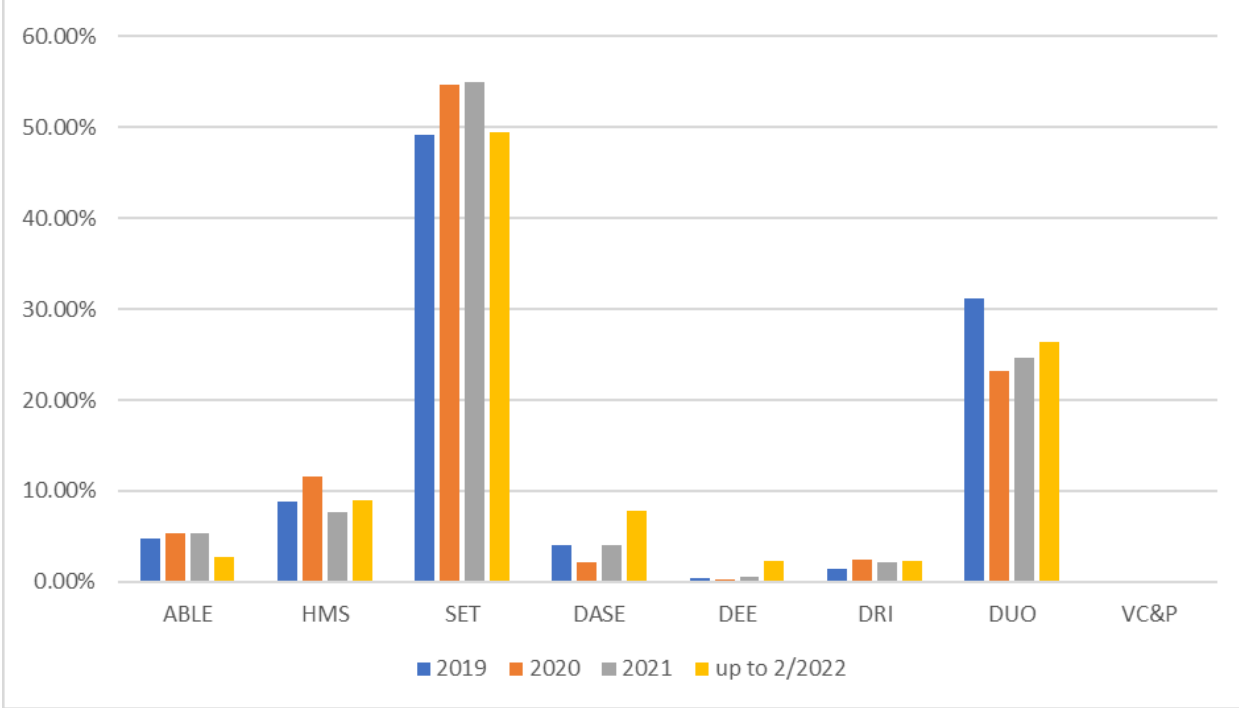


Table 2 - Percentage of Safety Reports in UniSafe



**Incidents that were significant or notifiable to SafeWork SA**

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2294	Animal and Veterinary Sciences	19/5/2022	Yes	Yes	Open
	Feral cat bit staff member on both hands at the joints of the thumb and palm. Staff member was attempting to place a towel over a feral cat that was in a cat trap. The cat was severely agitated and aggressive in the cage. When the staff member opened the trap, the cat escaped. The cat landed in the sink or benchtop and the staff member grabbed the cat with their bare hands and the cat bit them at least three times. Twice on right hand and once on left. Another staff member came to assist and the first aid officer and the staff member was taken to hospital.				
2349	Animal and Veterinary Sciences	1/6/2022	No	No	Open
	A syringe rifle was being stored in a locked room in the Schenkel Building together with other items used for wildlife research, rather than its correct secure location in accordance with the Firearms Handbook chapter. Although it has not been used since being issued to the user in October 2022.				
2259	School of Agriculture, Food and Wine	21/4/2022	Yes	Yes	Closed
	Ten year old child was playing in the Labyrinth with her brother being supervised by their grandmother. Jumping on the wooden rounds, one round was unstable and the child lost their footing and fell heavily on their stomach, hitting it on another wooden round. It was initially though the child was just bruised. Later that night the child's mother noticed the child was looking very unwell and was in pain and attended the Women's and Children's Hospital. The injury turned out to be a Category 4 liver laceration. The child was admitted to ICU to monitor bleeding and then moved to a ward. The child was discharged on Sunday, 24 April to recuperate at home.				
2304	School of Mathematical Sciences	19/5/2022	No	No	Open
	Student aggression in School of Mathematical Sciences affecting the welfare of the course coordinators, it was reported to Head of School.				

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2351	Waite Precinct	23/5/2022	No	No	Open
	A newly purchased equipment for the food innovation Lab (Hobart Mixer) was plugged into the power source and operated without the safety guard in place. The area stopped using this piece of equipment and used another mixer, that did operate only when the safety guard was in place. The area have spoken directly with the Hobart Equipment representative on (20th June) and they have indicated that they will organise technicians to look/repair the faulty equipment.				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2338	Animal and Veterinary Sciences	14/6/2022	First Aid	No	Open
	The Doctor injected a calf for sedation to be euthanized. Calf didn't respond to IM sedation. The animal was restrained in an enclosed stock trailer and given more sedation IV, whilst they had the calf down quietly they gave the lethabarb injection off the needle the sedation was given. Pressure was applied to the syringe, the luer slip and syringe blew off the 20g 1.5inch needle which sprayed lethabarb into the person who was assisting the doctor left eye. Approx. 3ml came out of syringe. The person flushed their eye, the SDS was consulted and poisons information line was consulted.				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2353	School of Agriculture Food and Wine	17/6/2022	No	No	Open
	Drum mixers unguarded and not fitted with E-stops. E stops were installed and risk assessments updated.				

SafeWork SA was satisfied with the information provided by the University and closed its investigation without conducting a site visit.

#### **UniSafe Upgrade – 29<sup>th</sup> July**

A software upgrade will occur for UniSafe on 29 July, 2022, the system will be offline from 12pm 29 July 2022 and be back online on 1 August 2022. During this outage use the [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au) email address to report any safety issues.

From the 1<sup>st</sup> of August 2022 there will be no impact for people using a desktop computer, laptop or tablet/iPad. However, for those who use a smartphone to report safety issues, they will need to download and install a new app. Information and help can be found [here](#).

#### **Restructure of Designated Work Groups for electing HSRs**

As a result of recent restructures at the University, a process was commenced with the NTEU to review the structure of Designated Work Groups (DWGs) for the election of Health and Safety Representatives (HSRs). This review looked at compliance against the handbook Chapter for [HSR and HSW Consultation](#).

The University and NTEU adopted similar principles, to those previously used when restructuring DWG's in order to

- Maximise flexibility and access to elected HSR's by staff
- Ensure all staff are included in a DWG
- Minimise vacant HSR positions

Agreement has been reached and the new structure of DWGs can be found [here](#). As a result, all current HSR's terms have been terminated and a call for nominations will commence on Monday 25<sup>th</sup> July, via an [online nomination form](#), and close on Friday 5<sup>th</sup> August. If elections are required, they will commence on 8<sup>th</sup> August.

#### **First Aiders and Fire Wardens**

Wardens and First aiders are reminded to ensure their personal information and training certificates are recorded in

- Staff Services Online
- University Phone Directory
- the [Warden Register](#) or [First Aid Register](#)

It is a Warden and First aider responsibility to maintain the accuracy of this information.

#### **HSW Advisory Team**

Schools and Areas are reminded that the range of services offered by the HSW Advisory team are set out in the [HSW Service Catalogue](#). Should managers, supervisors and staff have any requests for advice, they should use the [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au) email address.

The HSW Roles and Responsibilities document has been revised and updated to reflect OSP changes at the University. Managers, supervisors and staff are encouraged to consult this document if there is a need to clarify roles and responsibilities for safety in the post OSP structure.

If there are any questions about accessing HSW support please contact the Manager of HSW Advisory, [Paul Roberts](#).

### COVID reminders and mask wearing

Staff are reminded to consider the information provided by SA Health and take the precautions advised to prevent or lessen the harmful effects of COVID.

Criteria in eligibility for 4<sup>th</sup> booster vaccines has changed so please [check here](#) to see if you qualify. Mask wearing is mandatory in some settings in SA. People are encouraged to wear masks in other places, particularly if unable to physically distance and in indoor or crowded places. [See here](#) for information on mask wearing.

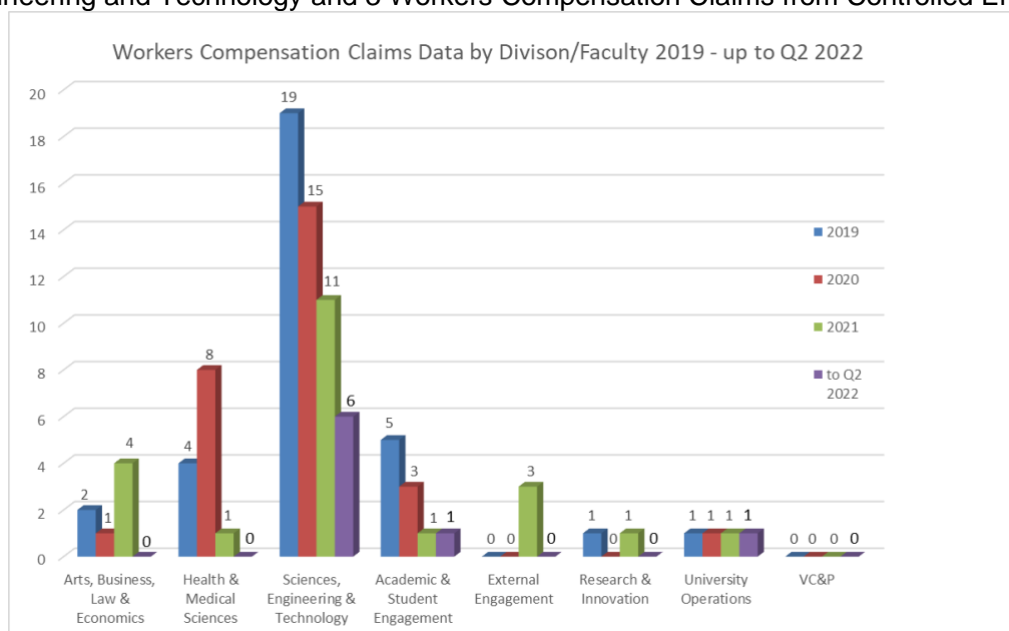
As always, please stay home if you are unwell and get tested if you have COVID-like symptoms. If you do test positive to COVID-19 please advise [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au) so that we are able to provide advice and monitor case numbers. I thank you all for continuing to observe the measures we have put in place to help keep the University community safe

## 2. UniSafe Overdue Corrective Actions Data

Action ID	Area	Due Date	Action Source	Assigned to	Status
ACT-0001565	School of Agriculture, Food and Wine	30/06/2022	Workplace Monitoring	Grbin, Paul, a1018585	Open - progressing
Summary	2021 - AFW - Winery - WPM - Customise and implement new local area induction form and process.				
ACT-0001649	School of Animal and Veterinary Sciences	22/7/2022	Incident	McLeod, David, a1229709	Open – progressing
Summary	AVS INC-0002012 - Review the course handbook, BioSecurity SOP and signage for references to heat stress hazards and hydration				

## 3. Workers Compensation Data

There were 11 Workers Compensation Claims to the end of Q2 2022, compared with 18 for the same period in 2021. For the first two quarters of 2022, there were 6 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology and 3 Workers Compensation Claims from Controlled Entities.



#### 4. HSW Internal Audit Outcomes

There were no Internal HSW audits conducted in SET during Q2 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.

	Key information summary
<a href="#">Management of Controlled Substances and Controlled Plants</a>	<p>The key objectives of the new chapter are to ensure that:</p> <ul style="list-style-type: none"><li>• those who possess, use, store and dispose of controlled substances and plants, whilst undertaking University work, understand and meet legislative requirements,</li><li>• hazards associated with controlled substances and plants are identified, assessed and that effective control measures are in place,</li><li>• unauthorised access to or loss of controlled substances and plants is minimised, and</li><li>• incidents/injuries involving controlled substances and plants are reported and investigated.</li></ul> <p>The new chapter expands elements of the <a href="#">HSW Chemical safety management handbook chapter</a> that relate to controlled substances and controlled plants, given the high level of regulation required under the Controlled Substances Act 1984 and associated Regulations. The Chemical safety management handbook chapter will remain in place without the controlled substances section.</p>
<a href="#">HSW Roles &amp; Responsibilities for supervisors</a>	<p>Supervisors play a very important role in ensuring that their staff and students are aware of any safety requirements related to any activity that will be undertaken. The supervisor has line management control of their staff and students, and is responsible for addressing any inappropriate or unsafe behaviours.</p> <p>The HSW Roles &amp; Responsibilities document capture an easy to reference snapshot of who should be involved in the delivery of specific HSW services/activities. The aim of the information is to provide a level of clarity around the range of activities required to ensure appropriate management and maintenance of the HSW System and whom has a key role in what activities. This information is indicative rather than exhaustive.</p>
<a href="#">HSW Internal Audit Program 2022</a>	<p>The current Internal Audit/Systems Review plan and the outcomes and recommendations from previous audits are provided for reference.</p>

#### 6. Draft Traffic Light Report (included as separate attachment)

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.

SET HSW COMMITTEE  
MEETING 02/22 – 24 AUGUST 2022

FOR DISCUSSION

ITEM 4.2

Open UniSafe Actions

Due Date	Action Number	Assigned To	Action Summary	Status	School/Branch	Assigned By
05/08/2022	ACT-0000968	Bull, Matthew, a1120721	SPS Q1 2020 - WPM - Johnson 113 - confirmation of completion of actions from pre-occupational checklist.	Open	Sciences, Engineering and Technology Faculty Office	HSW currently reviewing the information sent by Matthew to close this out.
02/08/2022	ACT-0001695	Scharfbillig, Ilse, a1065823	Chemical reform project - label unknowns on the master list (BOX), add any additional ones, take photos and submit a combined list via a Work request with accompanying photos.	Open	Sciences, Engineering and Technology Faculty Office	Progressing
31/07/2022	ACT-0001715	Heathershaw, Andrew, a1197179	Get jet engine inspected by a competent person	Open	School of Mechanical Engineering	Waiting on feedback from new local agent.
29/07/2022	ACT-0001755	McLennan, Alan, a1022124	Re: INC-0002353 - install Emergency Stops to both mixers and signage regarding 'no long hair' (W-ES01 & W-ES02)	Open	School of Agriculture, Food and Wine	Progressing
03/03/2023	ACT-0001768	Wong, Christopher, a1002821	INC-0002300 - create HSW induction for new students	Open	School of Biological Sciences	Ongoing – instructional videos are being used
29/07/2022	ACT-0001681	Smith, Paul, a1224436	HSW internal audit R2 2021 Boating - Non-compliance with The Marine Safety (Domestic Commercial Vessel) National Law Act 2012 documentation requirements	Open	School of Biological Sciences	Activities on hold until these actions are resolved – due date to

Due Date	Action Number	Assigned To	Action Summary	Status	School/Branch	Assigned By
29/07/2022	ACT-0001685	Smith, Paul, a1224436	HSW internal audit R2 2021 Boating - Schedule of Programmable Events (SPE)	Open	School of Biological Sciences	be extended to allow adequate time for close out.
29/07/2022	ACT-0001682	Smith, Paul, a1224436	HSW internal audit R2 2021 Boating - Issues with emergency information	Open	School of Biological Sciences	
29/07/2022	ACT-0001680	Connell, Sean, a1003082	HSW internal audit R2 2021 Diving - Opportunities for Improvement	Open	School of Biological Sciences	
29/07/2022	ACT-0001676	Connell, Sean, a1003082	HSW internal audit R2 2021 Diving - Schedule of Programmable Events (SPE)	Open	School of Biological Sciences	
29/07/2022	ACT-0001677	Connell, Sean, a1003082	HSW internal audit R2 2021 Diving - Issues with documentation	Open	School of Biological Sciences	
29/07/2022	ACT-0001678	Connell, Sean, a1003082	HSW internal audit R2 2021 Diving - Qualifications	Open	School of Biological Sciences	
29/07/2022	ACT-0001689	Connell, Sean, a1003082	HSW internal audit R2 2021 Boating - Issues with Instruction Issue with documentation	Open	School of Biological Sciences	
29/07/2022	ACT-0001688	Connell, Sean, a1003082	HSW internal audit R2 2021 Boating - Issues with Instruction	Open	School of Biological Sciences	
29/07/2022	ACT-0001686	Connell, Sean, a1003082	HSW internal audit R2 2021 Boating - Lack of knowledge of the incident reporting system	Open	School of Biological Sciences	
29/07/2022	ACT-0001683	Connell, Sean, a1003082	HSW internal audit R2 2021 Boating - Risk assessment and Safe Operating Procedures	Open	School of Biological Sciences	



Due Date	Action Number	Assigned To	Action Summary	Status	School/Branch	Assigned By
29/07/2022	ACT-0001687	Connell, Sean, a1003082	HSW internal audit R2 2021 Boating - Issues with Information	Open	School of Biological Sciences	
29/07/2022	ACT-0001690	Connell, Sean, a1003082	HSW internal audit R2 2021 Boating - Opportunities for Improvement	Open	School of Biological Sciences	
02/10/2022	ACT-0001763	Howard, Katie, a1090786	Review and update RA and SOP for rock saw	Open	School of Physical Sciences	Awaiting parts
31/08/2022	ACT-0001154	Scharfbillig, Ilse, a1065823	SPS INC-0001372 - 1 - put in place, placards and maps detailing gas alarms in a given location for North Tce.	Open	School of Physical Sciences	Progressing
31/08/2022	ACT-0001782	Heathershaw, Andrew, a1197179	INC 002046 - coordinate review and installation of controls for fall hazards	Open	School of Physical Sciences	Progressing
15/08/2022	ACT-0001764	Tyler, Jonathan, a1064565	Advise when new sash has been installed in B37c fume cupboard.	Open	School of Physical Sciences	Will be advised when installed.
24/05/2023	ACT-0001740	McLeod, David, a1229709	INC-0001568 - AVS - continue to monitor radiation exposure readings	Open	Animal and Veterinary Science	Ongoing
07/09/2022	ACT-0001640	Fogliano, Stacy, a1226137	AFW 2021 Q4 HSW committee meeting action: Liaise with grinding and soils areas re dust hazards and potential health surveillance	Open	School of Agriculture, Food and Wine	Commence the review.

**SET HSW COMMITTEE  
MEETING 02/22 – 24 AUGUST 2022**

**FOR DISCUSSION**

**ITEM 4.3**

**SET Traffic Light Report (Q2 2022) 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	Mechanical Engineering	Civil, Environmental and Mining Engineering	Computer Sciences	Electrical and Electronic Engineering	Mathematical Sciences	Australian School of Petroleum & Energy Resources	Centre for Automotive Safety Research	Teletraffic Research Centre	Architecture & Built Environment
1	Schedule of Programmable Events	Green A	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
2	Training Plan	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
3	Biological	N/A	Green	Green	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	Chemical	Green	Green	Green	N/A	N/A	Green	N/A	Green	Green	N/A	N/A
5	Contractor	Green	Green	Green	N/A	N/A	Green	N/A	Green	Green	N/A	N/A
6	Emergency Management	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
8	Hazard Management	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
9	Incident Reporting & Investigation	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
10	Noise and Sound	Green	N/A	Green	N/A	N/A	Green	N/A	Green	Green	N/A	Green
11	Plant/Equipment	Green A	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
12	Radiation	Green	Green	Green	Green	N/A	NA	NA	Green	N/A	NA	N/A
13	HSW Information, Instruction & Training	Green A	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green

**The data in the University Traffic Light Report covers the period up to the end of Q2 (30June). Note below all exceptions to “Green” appearing in the Traffic Light report**

Schedule of Programmable Events – ECMS Faculty Services – Green A – Action 1476 has been closed to address the findings made in Rnd 1 2021 internal audit.

Plant/Equipment Safety Management – ECMS Faculty Services – Green A – Action 1476 has been closed to address the findings made in Rnd 1 2021 internal audit.

HSW Information Instruction and Training – ECMS Faculty Services – Green A – Action 1481 has been closed to address the findings made in Rnd 1 2021 internal audit.

SET Traffic Light Report (Q2 2022) DRAFT – Cont.....

No.	Requirement	AFW	AVS	SBS	SPS	Waite Precinct
1	Schedule of Programmable Events	Green	Green	Green	Green	Green
2	Training Plan	Green	Green	Green	Green	Green
3	Biological	Green	Green	Green	Green	Green
4	Chemical	Green	Green	Green	Green A	Green
5	Contractor	Green	Green	Green	Green	Green
6	Emergency Management	Green	Green	Green	Green	Green
7	First Aid	Green	Green	Green	Green	Green
8	Hazard Management	Green	Green	Green	Green A	Green
9	Incident Reporting & Investigation	Green	Green	Green	Green	Green
10	Noise and Sound	Green	Green	Green	Green A	Green
11	Plant/Equipment	Green	Green	Green	Green A	Green
12	Radiation	Green	Green	Green	Green	Green
13	HSW Information, Instruction & Training	Green	Green A	Green	Green	Green

**The data in the University Traffic Light Report covers the period up to the end of Q2 (30June). Note below all exceptions to “Green” appearing in the Traffic Light report**

AVS – HSW Information Instruction and Training – Amber – Action 1586 has been closed to address findings of incident investigation (#1933)
SPS – Chemical Safety Management – Amber – Action 1527 has been closed to address Round 1 2021 Internal Audit findings. Actions 1495 and 1496 have been closed
SPS – Hazard Management - Amber – Actions 1526 and 1527 has been closed to address Round 1 Internal Audit findings. Actions 1528, 1529, 1499 and 1500 have been closed
SPS – Noise and Sound – Amber – Action 1527 has been closed to address Round 1 2021 Internal Audit findings
SPS – Plant/Equipment – Amber – Action 1527 has been closed to address Round 1 2021 Internal Audit findings. Actions 1523 and 1524 have been closed.

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