

AGENDA**Meeting 1 2023**

A meeting of the SET Health, Safety and Wellbeing Committee will be held in room **Sciences Meeting Room Darling Building at 1:30 pm to 2:30 pm on Wednesday 22 February, 2023**. The meeting is also Microsoft Teams enabled in the invite.

Starred items will be discussed. Un-starred items will be taken as read and not discussed.
Time is indicative only and agenda items can be re-ordered with the agreement of members.

Item			Paper	Time (mins)
1.		Welcome		5
1.1	*	Apologies (Chair)	N	
1.2	*	Conflicts of interest and other business items (Chair)	N	
1.3	*	Starring of items (Chair)	N	
2.		Minutes of Previous Meeting		5
2.1	*	Confirmation of minutes (have been accepted) (Chair)	N	
2.2	*	Review actions and business arising - refer to Action List (Chair)	Y	
3.		Faculty HSW Forum issues to raise/discuss		30
3.1	*	Forum conveynor's Forum 1 <ul style="list-style-type: none"> Fire warden / First Aiders discussion on process Waite Forum <ul style="list-style-type: none"> Kangaroos – vineyard and across campus Roseworthy Forum <ul style="list-style-type: none"> Bushfire plan Safer Vets program – Induction for Clinics (Attachment: actions raised at Forums as per Forum Actions attachment)	Y	
3.2	*	HSR/Staff Rep	N	
4.		HSW Advisory Report - Faculty HSW Performance		10
4.1	*	Senior HSW Advisor Report – Report 4, 2022 (Noted as per Forum discussions)	Y	
4.1.1		Notifiable/Significant incidents (Stacy Fogliano/Paul Roberts) <ul style="list-style-type: none"> Notifiable AVS – Cat Bite LN2 Handling AFW – HDR student 	N	
4.1.3		Open overdue Actions (Noted as per Forum discussions)	N	
4.3	*	SET Faculty Traffic Light Report Q4 2022 – Draft for confirmation (Stacy Fogliano)	Y	
5.		Other Business		10
6.		Next Meeting		
		The next meeting of SET Faculty HSW Committee is scheduled for 12 th May 2023		

HSW Committee Meeting Agenda		Faculty of SET	Effective Date:	20 November 2019	Version 2.0
Owner	SET Faculty		Review Date:	As required	Page 1 of 2
Warning: This document is uncontrolled when printed. The latest version is available from the intranet					

Distribution:

Members:	Proxies:
Management Representatives	
Katrina Falkner – Executive Dean - Chair	Bronwyn Gillanders
Mark Szolga – Faculty Executive Director	
Jason Able – Head of School Agriculture, Food and Wine	
Rob Woodgate – Head of School, Animal & Veterinary Science	Rachel Norris
Phil Visintin – Head of School, Architecture & Civil Engineering	
David Lewis – Head of School, Chem Engineering	
Staff Representatives	
Farhid Hemmatzadeh – Staff Rep, Roseworthy	
Sandy Khor – HSR, Forum Waite	
Hong Gunn Chew – HSR, Forum 3 NT	
Lukas Gertsweiler – HSR, Forum 2 NT	
Ulrike Schacht – HSR, Forum 2 NT	
Nick Warner – HSR, Forum 1 NT	
Brenton Howie – HSR Forum 1 NT	
Navodana Rodrigo – HSR Forum 3 NT	
Invited for Reporting and as Advisors (<i>ex officio</i>):	
Paul Roberts – Senior HSW Advisor, University HR	
Stacy Fogliano – Health, Safety and Wellbeing Officer	
Mailys Stirling – Senior Manager Technical Services for new Faculty	
Peter Hallows – Minutes	

FOR APPROVAL

DRAFT MINUTES OF MEETING 4/2022
HELD ON FRIDAY 16 NOVEMBER 2022

Committee Role	Name	Attendance
Chair	Katrina Faulkner	Apology
Faculty Executive Director	Mark Szolga	Present
Management Representative, School of Chemical Engineering	David Lewis	Apology
Management Representative, School of Agriculture, Food & Wine	Jason Able	Present
Management Representative, School of Animal & Vet Sciences	Rob Woodgate	Apology
Management Representative, School of CEME	Phil Visintin	Present
Faculty HSR – HSR, Forum 2 NT	Ulrike Schacht	Apology
Faculty HSR – HSR Forum 1 NT	Brenton Howie	Present
Faculty HSR – HSR, Forum 1 NT	Nick Warner	Present
Faculty HSR – HSR, Forum 3 NT	Hong Gunn Chew	Present
Faculty HSR, Forum Waite	Sandy Khor	Present
Faculty HSR – Staff Representative, Forum 2 NT	Lucas Gerstweiler	Present
Faculty HSR	Farhid Hemmatzadeh	Present
Faculty HSR, Forum 3 NT	Navodana Rodrigo	Apology
Staff Representative, Roseworthy	Julie Berry	Apology
Senior Manager Technical Services	Mailys Stirling	In attendance
Health Safety and Wellbeing Advisor	Paul Roberts	In attendance
Health Safety and Wellbeing Advisor	Stacy Fogliano	In attendance
Health Safety and Wellbeing Compliance Officer	Peter Hallows	In attendance

WELCOME

1.1 - Apologies

The Convenor welcomed members to the meeting.

1.2 - Conflicts of interest and other business items

None.

1.3 – Starring of items

All items are starred.

MINUTES OF PREVIOUS MEETING

2.1 – Confirmation of minutes

The minutes of Q3 2022 meeting were accepted.

2.2 – Review actions and business arising

The chair requested that attendees work out which actions have been completed prior to the meeting – so that this section can be covered quickly, and more time is available for the discussion of HSW concerns.

FACULTY HSW FORUM ISSUES TO RAISE/DISCUSS

3.1 – Forums

Forum 1

Unloading incident

Mailys summarised the incident, stating that the workers unloaded from a van without having a risk assessment in place. A receiving of deliveries process is in the process of being implemented, and will be distributed to all staff who may be ordering items in. The plan will be in place before the end of the year.

An HSR indicated that a similar incident happened on Thursday last week.

Mark Szolga enquired as to whether the unloading issue could also be an issue at Roseworthy, and Maïlys stated that there was no designated delivery zone here, so an action was assigned to Maïlys to follow up delivery protocol at Roseworthy.

Nick Warner was concerned that forums 1 and 3 are unbalanced – with 1 being low risk and 3 being high risk.

Forum 3

Phil Visintin raised concern that the structural natural resources lab has noticed numerous individuals wandering into the lab and assisting others when they are not inducted. With a reduction in number of technical staff, students are recruiting friends to assist. Phil will talk with other heads of schools and lab managers with a view to solve this issue.

Faculty post OSP HSW Induction. Action on Mark to follow up with Paul or Gerald on the HSW induction process.

Mark raised the idea of introducing a penalty for students who break induction rules.

3.2 – HSR/Staff Rep

Lucas Gerstweiler stated that it would be good to have more than just online training; Sandy Khor seconded the idea that in-person training would be beneficial.

Mark Szolga and Paul Roberts discussed HSW Central team incorporating some form of face to face training as part of their offerings in 2023. This could be:

- Lunch n Learns
- Hazard specific sessions
- Workplace Inspection and Assurance information sessions
- Entering actions in UniSafe

To be discussed further with the Faculties. Face to Face sessions to be determined as a priority by the Faculty/School so the responsible manager can drive or even require attendance based on use/need.

Roseworthy Forum

No comments.

Waite forum

No comments.

HSW ADVISORY REPORT – FACULTY HSW PERFORMANCE

4.1 – HSW Advisory Report (Paul Roberts)

Report taken as read.

4.1.1 – Notifiable Incidents (Paul Roberts)

Paul Roberts updated the committee in relation to The Braggs notifiable incident in which a 200kg door fell from its hinges. The committee were informed that SafeWork attended the site and issued an improvement notice. Infrastructure's trend analysis previously did not record information that identifies root causes and actions taken to address root causes, however, the information collection process has now been revised to do so.

4.1.3 – Open Overdue Actions (Noted as per forum discussions)

ACT-1154 has been closed

ACT-1695 is pending, awaiting evidence

Other actions remain open.

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

Traffic light report for the Q3 is green.

No committee members objected to receiving the new incident data and trends report quarterly in the format proposed.

OTHER BUSINESS

5 – HSW Systems moving forward post OSP

Mark Szolga enquired as to how long risk assessments must be kept, and Paul Roberts responded that they must be kept indefinitely. Mark mentioned that perhaps risk assessments not being kept in the correct format should be listed on the university's risk register.

Action: Mark Szolga to follow up listing risk assessment management listing on the risk register outside of the forum.

Mark Szolga stated that he would welcome the records management group to the next set of forums to allow them to talk about the requirements.

NEXT MEETING

6 – Next meeting

The next meeting of SET Faculty HSW Committee will be in February 2023.

The meeting concluded at 16:00

-Ends-

CONFIRMED:

Day Month Year
Date

.....
CONVENOR

Actions Arising		
No.	Action	Responsible
1	Follow up delivery protocol at Roseworthy.	Maily's Stirling Completed
2	Follow up listing risk assessment management listing on the risk register outside of the forum.	Mark Szolga
3	Follow up with Paul or Gerald on the HSW induction process.	Mark Szolga

Health, Safety and Wellbeing Forum Actions

Forum	Action	Assigned to
Roseworthy	Q3 – Workplace Inspection program list send for review to Anthony Wilkes / Julie Berry Also follow up how this list will be maintained.	Stacy Fogliano Completed
	Q3 – Send Rob/Julie the emergency management and warden network procedure	Stacy Fogliano Completed
	Q3 – How does infrastructure monitor trip hazards such as raised pavers?	Stacy Fogliano Completed
	Q3 - Traffic Management Plan for site follow up with Martin Tauchert / Infrastructure	Julie Berry Completed
Forum 1	Q3 - Once WPI program is operating next year (Feb 2023) send HSR's link to schedule so they can be aware of inspections to be completed	Paul Roberts/Stacy Fogliano
Forum 2	Nil	
Forum 3	Nil	
Waite	Q3 - Send out Report updates	Q3 - Send out Report updates Completed

HEALTH, SAFETY AND WELLBEING FORUM ACTIONS

Faculty of Sciences, Engineering and Technology

Forum	Action	Assigned to
Roseworthy	Q1 2023 - Follow up audit actions with WB	Stacy Fogliano
	Q1 2023 - Send RW info to close out S8 action	Stacy Fogliano
Forum 1	Q1 2023 – Link to HSC meeting minutes into agenda for Forums	Stacy Fogliano Completed
	Q4 - Once WPI program is operating next year (Feb 2023) send HSR’s link to schedule so they can be aware of inspections to be completed	Paul Roberts / Stacy Fogliano Completed
Forum 2	Q1 2023 – WPI program email on Scope for labs/workshops and field activities.	Stacy Fogliano Completed
	Q1 2023 – Check how delegation works for WPI.	Stacy Fogliano
	Q1 2023 – CS to send SF and PR the warden email	Chris Sumbly Completed
Waite	Q4 2022 - Send out Report updates Send out Airborne Contaminants Advice	Stacy Fogliano to send to Jacqui McRae to issue Completed
All Forums	Q1 2023 - Send out updates from report and info on FW and FA	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 – 1/2023

Date 20th January, 2023 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 Fourth quarter of 2022, SET had thirty-two (33) safety reports in UniSafe.

- Fifteen (16) of these reports were hazard reports,
- Six (6) were incident – near miss reports,
- Eleven (11) were injury reports,
 - Three (3) were no treatment reports,
 - Four (4) were first aid only treatment reports,
 - Two (2) were medical treatment - clinic reports, and Two (2) were hospital - out patient reports.

None of these reports required medical in-patient treatment.

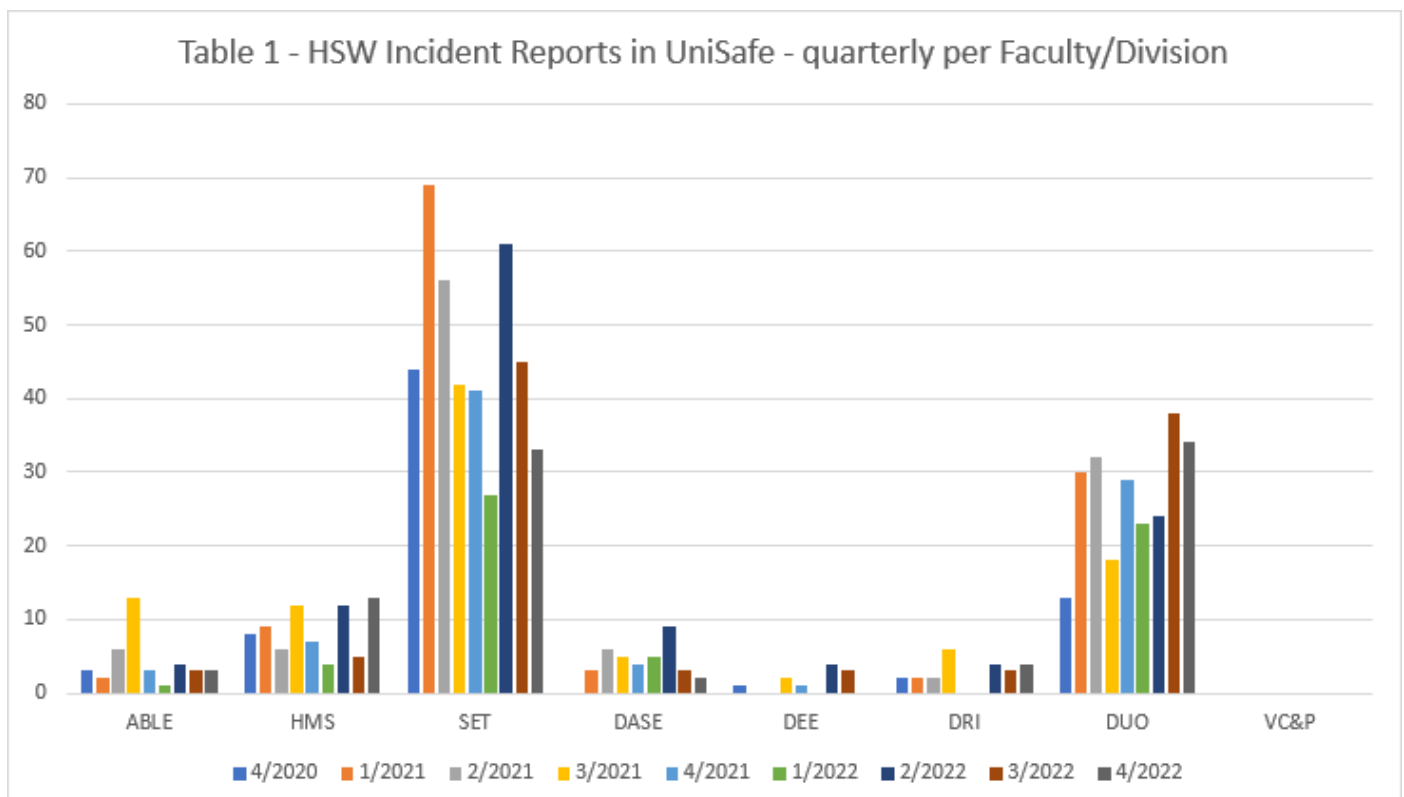
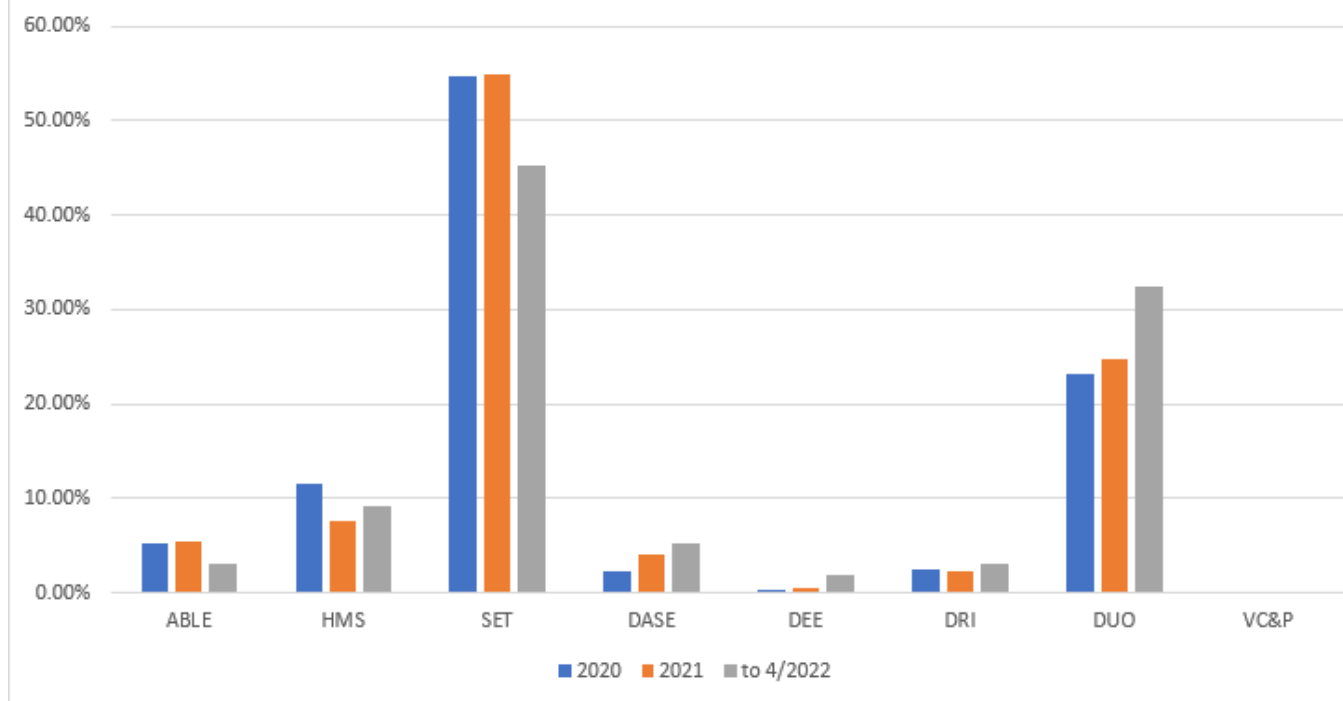


Table 2 - Percentage of Safety Reports in UniSafe, annually per Faculty/Division



Incidents that were significant or notifiable to SafeWork SA

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2468	School of Animal and Veterinary Sciences	20/10/2022	Yes	Yes	Closed
	<p>Cat brought in for desexing. Completed informal behavioural assessment prior to handling cat with no sign of aggressive behaviour or fractiousness - completely unexpected. IP (20 years experience as vet nurse and 3 years at UA) took cat out of cage to perform assessment and completed without incident. Placed cat back in cage and patted on its head when it unexpectedly bit the nurse. Treated with flushing water, betadine and band aid, went to GP and received tetanus shot, antibiotics and cleaned a dressed wound. No PPE worn as it was not expected to be done for this type of procedure and initial behavioural assessment was that the cat was calm and not agitated. Safework notified and did not undertake any further action or attend site.</p>				
2535	School of Agriculture, Food and Wine	27/10/2022	No	No	Closed
	<p>Higher degree student was not complying with SOP and RA and direction from technical staff member to use PPE while dispensing liquid nitrogen, and proceeded to transport the liquid nitrogen dewar in a lift while in there with it. This was contrary to SOP and RA documents which were provided to the student's supervisor at the time of training. The student was re trained in the handling od LN2.</p>				
2551	School of Animal and Veterinary Sciences	07/11/2022	Yes	No	Closed
	<p>A vet nurse was holding a sedated horse for the vet whilst she was placing a catheter into the right nasolacrimal duct on the horse's head. The duct was blocked so the pressure within the catheter caused the syringe to disconnect and saline to squirt out of the needle suddenly. This gave the horse a fright who jumped backwards in the crush, causing the vet Nurse to hit her left hand and the left side of her head on the crush. They continued with the procedure as the nurse</p>				

was not aware of her head injury at the time, once she realised staff assisted her with ice for her hand and transportation to the medical facility for her head.

All controls were in place crush, twitch, sedation and local anaesthetic had been applied inside the nostril, to combat the syringe (catheter) disconnecting a different type (luer lock - screws in) will be used going forward as it will not disconnect and will minimise the chance of this type of incident going forward.

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).

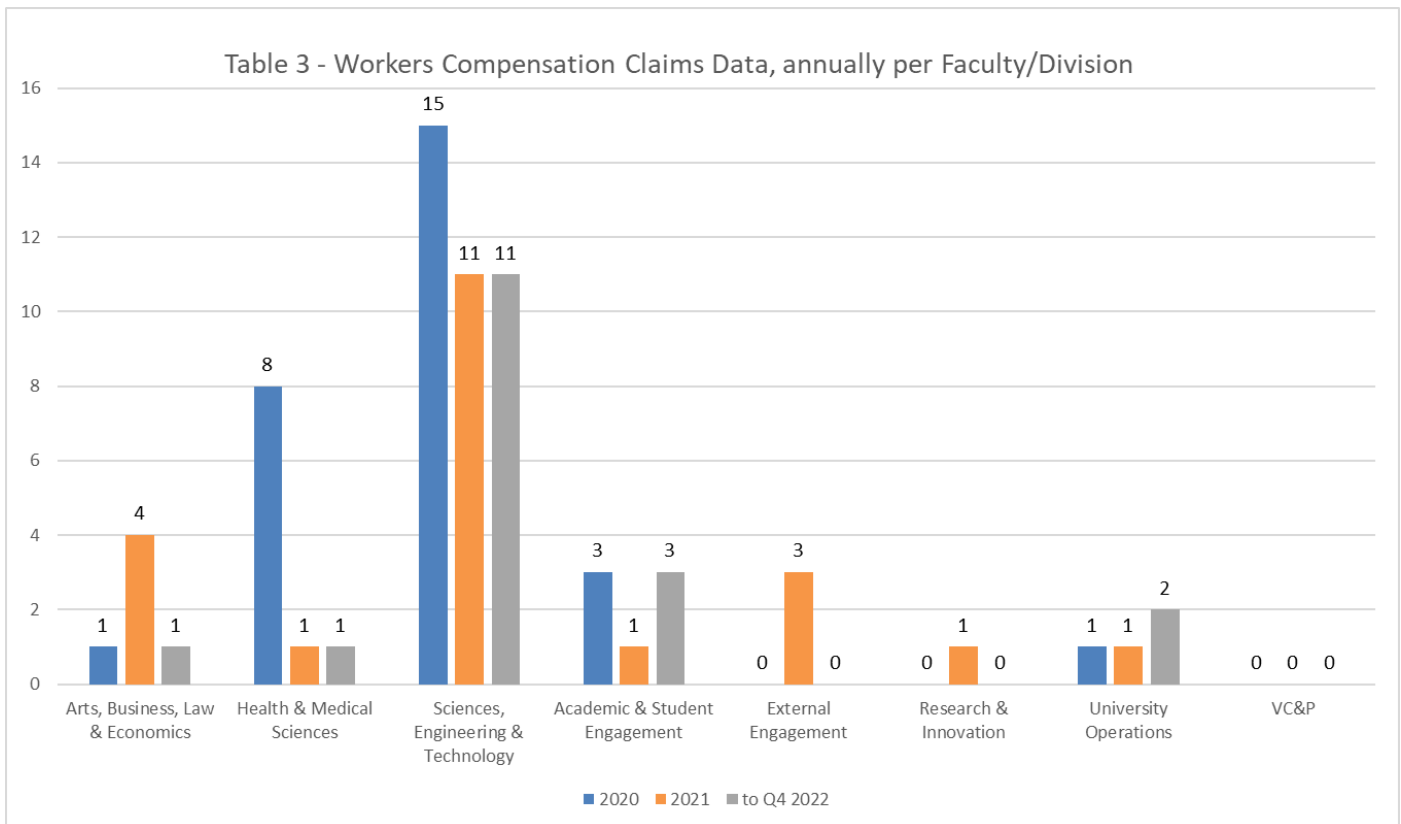
Should supervisors need advice on how to use the template to perform local HSW inductions in their area they should contact the [HSW Advisory Service](#).

2. UniSafe Overdue Corrective Actions Data

Nil overdue actions for Q4.

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.



4. HSW Internal Audit Outcomes

School of Animal and Veterinary Science (AVS) and Veterinary Teaching Hospital (VTH) were audited during Q4. The audit topics were Management of Controlled Substances and Controlled Plants and Firearms Safety Management.

Head of Schools and Supervisors have been made aware of outcomes and actions have been entered to Unisafe. The following table lists the summary of findings for each area:

Area	Audit Topic	Number of findings
Vet Teaching Hospital and AVS	Firearms	7
Animal and Veterinary Science (AVS)	Firearms	
Vet Teaching Hospital EHPC	Controlled Substances	7
Vet Teaching Hospital CAHC	Controlled Substances	
Research AVS	Controlled Substances	

The audit noted that on the whole all areas had difficulty meeting records management requirements. Schools and areas need to be aware of records management requirements that arise from HSW procedures as these usually stem from legislative or self-insurance requirements.

It is recommended to encourage all areas to review records management and contact HSW Advisory team should they need further advice.

5. HSW Handbook chapters revised in the last quarter and items to note

No handbook Chapters were revised or updated during the last quarter.

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.

Monthly SET Faculty Open Unisafe Actions Report as at 15 February 2023

Overdue at the time of the report

As approaching withing 2 weeks of report date

Due Date open	Action Number	Assigned To	Action Summary	School/Branch	Action Source	Priority (refer priority table below)	Does this affect the traffic light report?
31/08/2023	ACT-0001837	Ayoub, Jon, a1183653	Update all Maintenance Schedules	Sciences, Engineering and Technology Faculty Office	Workplace Inspection	Low	No
30/06/2023	ACT-0001917	Withayachumnankul, Withawat, a1112063	Upgrade laser action training	School of Electrical and Mechanical Engineering	Safety Review	Medium	Yes
24/05/2023	ACT-0001740	Knipe, Jane, a1065344	INC-0001568 - AVS - continue to monitor radiation exposure readings	School of Animal and Veterinary Sciences	Incident Investigation	Low	No
19/05/2023	ACT-0001893	Sommariva, Marleen, a1067456	Add programmable events to the SPE	Centre for Automotive Safety Research	Safety Review	Medium	Yes
30/04/2023	ACT-0001836	Ayoub, Jon, a1183653	Update Chemical Register	Sciences, Engineering and Technology Faculty Office	Workplace Inspection	Low	No
31/03/2023	ACT-0001905	Farries, Kevin, a1635864	Develop a Schedule of Programmable Events (SPE) (or equivalent) for Exterres Lab.	School of Architecture and Civil Engineering	Safety Review	Medium	Yes
31/03/2023	ACT-0001906	Farries, Kevin, a1635864	Utilise the 5 step Hazard Management process to ensure hazards from the sandpit are managed.	School of Architecture and Civil Engineering	Safety Review	Medium	No
31/03/2023	ACT-0001908	Farries, Kevin, a1635864	Implement a process to ensure hazard management is being applied to equipment installed in the Exterres Lab.	School of Architecture and Civil Engineering	Safety Review	Medium	Yes
31/03/2023	ACT-0001909	Farries, Kevin, a1635864	Update simulant library with Safety Data Sheets.	School of Architecture and Civil Engineering	Safety Review	Medium	No
31/03/2023	ACT-0001907	Farries, Kevin, a1635864	Develop instruction and training records for plant.	School of Architecture and Civil Engineering	Safety Review	Medium	Yes
31/03/2023	ACT-0001715	Heathershaw, Andrew, a1197179	Get jet engine inspected by a competent person	School of Electrical and Mechanical Engineering	Incident Investigation	Medium	No
31/03/2023	ACT-0001763	Howard, Katie, a1090786	Review and update RA and SOP for rock crusher	School of Physics, Chemistry and Earth Sciences	Standalone	Low	No
31/03/2023	ACT-0001851	McLennan, Alan, a1022124	INC - 0002583 - arrange for review of hazardous area when rain is present	School of Agriculture, Food and Wine	Incident Investigation	Medium	No
31/03/2023	ACT-0001918	Withayachumnankul, Withawat, a1112063	Provision of one-to-one instruction to be documented	School of Electrical and Mechanical Engineering	Safety Review	Medium	No
30/03/2023	ACT-0001875	Freidoonimehr, Navid, a1713262	HSW Safety Review - SPS - S 115 Microfluid Mechanics Laboratory #5 - Review obsolete equipment for removal / relocation or destruction	School of Electrical and Mechanical Engineering	Safety Review	Medium	No
30/03/2023	ACT-0001877	Freidoonimehr, Navid, a1713262	Mechanics Laboratory #7 - Review current risk assessments	School of Electrical and Mechanical Engineering	Safety Review	Low	No

28/02/2023	ACT-0001876	Freidoonimehr, Navid, a1713262	HSW Safety Review - SPS - S 115 Microfluid Mechanics Laboratory #6 - review, assess and control the slip and trip hazards throughout s115	School of Electrical and Mechanical Engineering	Safety Review	Medium	No
28/02/2023	ACT-0001859	Zeitz, Lynette, a1008917	HSW Safety Review - AFW (Arboretum, UH Gardens & Conservation Reserve) - #3 & 4 - review and update SPE and TNA	School of Agriculture, Food and Wine	Safety Review	Low	No
17/02/2023	ACT-0001892	Sommariva, Marleen, a1067456	Update of SPE for 2022/2023	Centre for Automotive Safety Research	Safety Review	High	Yes
19/02/2023	ACT-0001884	Zeitz, Lynette, a1008917	HSW Safety Review - AFW - Urrbrae Historical Precinct #4 - Cleera Autofeed detergent 20 litre unbundled in Scullery.	School of Agriculture, Food and Wine	Safety Review	Low	No
10/03/2023	ACT-0001880	Baum, Suzanne, a1221123	INC - 0002468 - review current animal handling SOPs in CAHC	School of Animal and Veterinary Sciences	Incident Investigation	Low	No
31/01/2023	ACT-0001847	Boardman, Wayne, a1181060	Internal Audit R1 - Identify what records are required for future darting activities and ensure the records are maintained as per the IIT records requirements.	School of Animal and Veterinary Sciences	Audit	High	Yes
31/01/2023	ACT-0001848	Boardman, Wayne, a1181060	Internal Audit R1 - Implement a process to ensure off campus assessment is required. Including the required Personal Protective Equipment (PPE).	School of Animal and Veterinary Sciences	Audit	High	Yes
31/01/2023	ACT-0001849	Boardman, Wayne, a1181060	Internal Audit R 1 - Awareness of the updated firearms process including a return guideline and a follow up/overdue process for those firearms not returned by the return date.	School of Animal and Veterinary Sciences	Audit	High	No
28/02/2023	ACT-0001873	Freidoonimehr, Navid, a1713262	Mechanics Laboratory #3 - conduct workplace HSW inspections	School of Electrical and Mechanical Engineering	Safety Review	Medium	No
28/02/2023	ACT-0001874	Freidoonimehr, Navid, a1713262	Mechanics Laboratory #4 - Relocate or review storage for Acetone	School of Electrical and Mechanical Engineering	Safety Review	Medium	No
28/02/2023	ACT-0001879	Freidoonimehr, Navid, a1713262	HSW Safety Review - SPS - S 115 Microfluid Mechanics Laboratory #9 - laser safety PPE	School of Electrical and Mechanical Engineering	Safety Review	Low	No
21/02/2023	ACT-0001842	Peaston, Anne, a1602304	Internal Audit R1 - Review procedure to ensure that audit findings are captured and update as required.	Veterinary Teaching Hospital	Audit	High	No
31/01/2023	ACT-0001846	Simon, Olivier, a1222717	Internal Audit R1 - Review the Equine health & performance centre S8 process instruction to ensure that audit findings are captured and update as required	Veterinary Teaching Hospital	Audit	High	No
28/02/2023	ACT-0001850	Woodgate, Robert, a1231088	Internal Audit R1 - Establish a system to ensure that Veterinary Surgeons undertaking research which involves the use of an S8 drug have obtained the necessary personal permit. Disseminate the information under 11.3.1 to staff	School of Animal and Veterinary Sciences	Audit	High	No
17/02/2023	ACT-0001882	Zeitz, Lynette, a1008917	HSW Safety Review - AFW - Urrbrae Historical Precinct #2 - Kitchen ovens and dishwasher listed on SPE but overdue for maintenance	School of Agriculture, Food and Wine	Safety Review	Low	No

01/03/2023	ACT-0001871	Arjomandi, Maziar, a1153508	Mechanics Laboratory #2 - Update Schedule of Programmable Events and Training Needs Analysis documentation	School of Electrical and Mechanical Engineering	Safety Review	Medium	No
31/03/2023	ACT-0001680	TBA - HoS to advise	HSW internal audit R2 2021 Diving - Opportunities for Improvement	School of Biological Sciences	Audit	Low	No
31/03/2023	ACT-0001688	TBA - HoS to advise	HSW internal audit R2 2021 Boating - Issues with Instruction	School of Biological Sciences	Audit	Low	No
31/03/2023	ACT-0001686	TBA - HoS to advise	HSW internal audit R2 2021 Boating - Lack of knowledge of the incident reporting system	School of Biological Sciences	Audit	Low	No
31/03/2023	ACT-0001683	TBA - HoS to advise	HSW internal audit R2 2021 Boating - Risk assessment and Safe Operating Procedures	School of Biological Sciences	Audit	Low	No
31/03/2023	ACT-0001687	TBA - HoS to advise	HSW internal audit R2 2021 Boating - Issues with Information	School of Biological Sciences	Audit	Low	No
31/03/2023	ACT-0001690	TBA - HoS to advise	HSW internal audit R2 2021 Boating - Opportunities for Improvement	School of Biological Sciences	Audit	Low	No
31/03/2023	ACT-0001681	TBA - HoS to advise	compliance with The Marine Safety (Domestic Commercial Vessel) National Law Act 2012 documentation requirements	School of Biological Sciences	Audit	Low	No
31/03/2023	ACT-0001685	TBA - HoS to advise	HSW internal audit R2 2021 Boating - Schedule of Programmable Events (SPE)	School of Biological Sciences	Audit	Low	No
31/03/2023	ACT-0001682	TBA - HoS to advise	HSW internal audit R2 2021 Boating - Issues with emergency information	School of Biological Sciences	Audit	Low	No
31/03/2023	ACT-0001799	Wilkes, Anthony, a1106356	Investigate options for housing birds in a more appropriate location	School of Animal and Veterinary Sciences	Incident Investigation	Medium	No
28/02/2023	ACT-0001785	Solomon, Glenn, a1228845	To review, finalise and share with collaboration partners the HSW Collaboration agreement.	School of Physics, Chemistry and Earth Sciences	Standalone	Medium	No
28/02/2023	ACT-0001786	Solomon, Glenn, a1228845	To put in place a SPE/Annual Compliance Calendar and Training Plan for 2022.	School of Physics, Chemistry and Earth Sciences	Standalone	High	No
28/02/2023	ACT-0001787	Solomon, Glenn, a1228845	Contact records management to facilitate archiving confidential health monitoring records in line with the University Records Management.	School of Physics, Chemistry and Earth Sciences	Standalone	High	No
28/02/2023	ACT-0001788	Solomon, Glenn, a1228845	Follow up with Jobfit Medical Doctor to understand the current health monitoring required aligned to the exposure standards.	School of Physics, Chemistry and Earth Sciences	Standalone	High	No
28/02/2023	ACT-0001789	Solomon, Glenn, a1228845	To schedule health monitoring appointments in line with the advice provided by JOBFIT (within 90 days of baseline testing) for follow up medical assessments for the three individuals.	School of Physics, Chemistry and Earth Sciences	Standalone	High	No
31/03/2023	ACT-0001863	Knipe, Jane, a1065344	RTWSA validation 2021 Observation Standard 2.3: Appropriate training requirements have been identified / training plans have been developed (AVS docs)	Veterinary Teaching Hospital	Audit	Medium	No

31/03/2023	ACT-0001860	Knipe, Jane, a1065344	RTWSA validation 2021 Out of Scope Findings Vet Teaching Hospital SPE	Veterinary Teaching Hospital	Audit	Medium	No
------------	-------------	-----------------------	---	------------------------------	-------	--------	----

Priority Table

Priority	Timeframe guide	Description
Urgent	As soon as can be achieved (1-2 weeks)	Action needs to be taken to prevent a serious risk of injury or harm to operators or others. Task or activity should be ceased or
High	As soon as is practicable (3-6 weeks)	Action is needed to address WHS legislative compliance of compliance with HSW Handbook requirements. While there is no immediate risk to an individual continuing failure to complete the action will undermine the
Medium	When planning permits (7-16 weeks)	Action is required to address industry standards or best practice norms in order to reduce
Low	Longer than 4 months	Action is required to address systems or processes in order to achieve continuous improvement.

SET Traffic Light Report (Q4 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
1	Schedule of Programmable Events	Amber	Green	Green	Amber	Green	Green	Green	Green	Amber
2	Training Plan	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
4	Chemical	Green	Green	Green	N/A	N/A	Green	N/A	Green	Green
5	Contractor	Green	Green	Green	N/A	N/A	Green	N/A	Green	Green
6	Emergency Management	Green	Green	Green	Green	Green	Green	Green	Green	Green
7	First Aid	Green	Green	Green	Green	Green	Green	Green	Green	Green
8	Hazard Management	Amber	Green	Green	Amber	Green	Green	Green	Green	Green
9	Incident Reporting & Investigation	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
11	Plant/Equipment	Green	Green	Green	Green	Green	Green	Green	Green	Green
12	Radiation	Green	Green	Green	Green	N/A	NA	NA	Green	N/A
13	HSW Information, Instruction & Training	Amber	Green	Green	Amber	Green	Green	Green	Green	Green

The data in the University Traffic Light Report covers the period up to the end of Q4 (31 December 2022). Note below all exceptions to “Green” appearing in the Traffic Light report

Amber on the report relates to:

CASR Action 1893 and 1892 Schedule of Programmable Events from the Safety Review

CEME Action 1905 Schedule of Programmable Events, Action 1908 Hazard Management and 1907 Information, Instruction & Training from the Safety Review

SET Faculty Office Action 1898 Schedule of Programmable Events, Action 1899 Information, Instruction & Training, Action 1901 and 1903 Hazard Management Action 1903 from the Safety Review

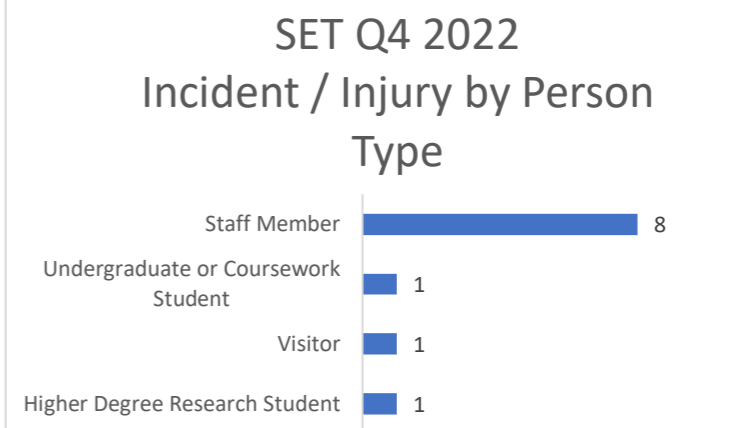
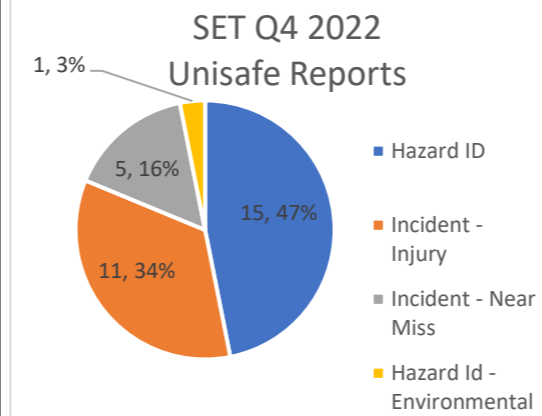
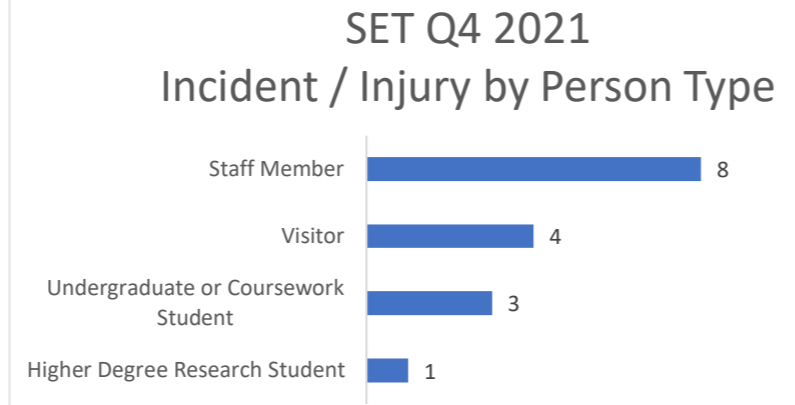
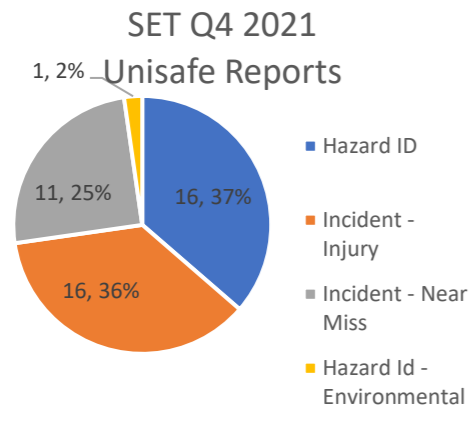
SET Traffic Light Report (Q4 2022) DRAFT – Cont.

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

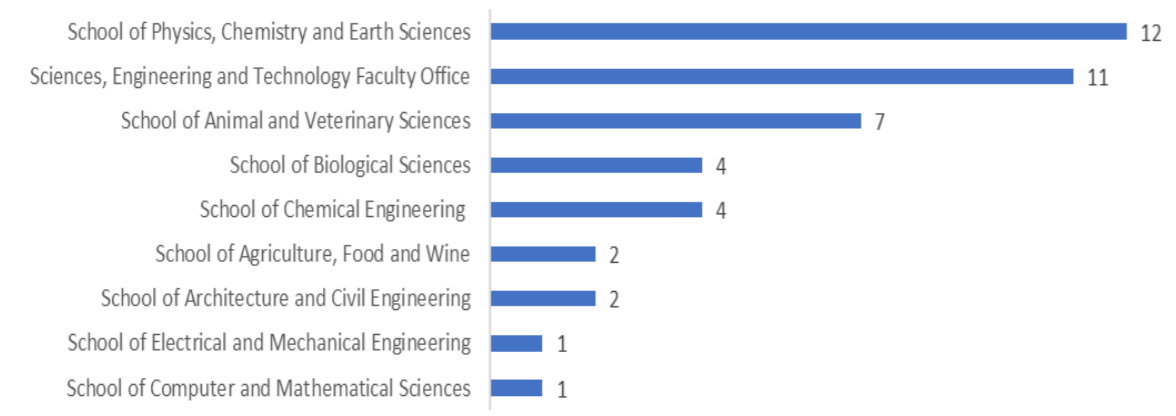
The data in the University Traffic Light Report covers the period up to the end of Q4 (31 December 2022). Note below all exceptions to “Green” appearing in the Traffic Light report

Amber on the report relates to AVS Action 1847 and 1844 Information, Instruction & Training. AVS Action 1848 – Haz Man Audit from Internal Audit Round 1 2022

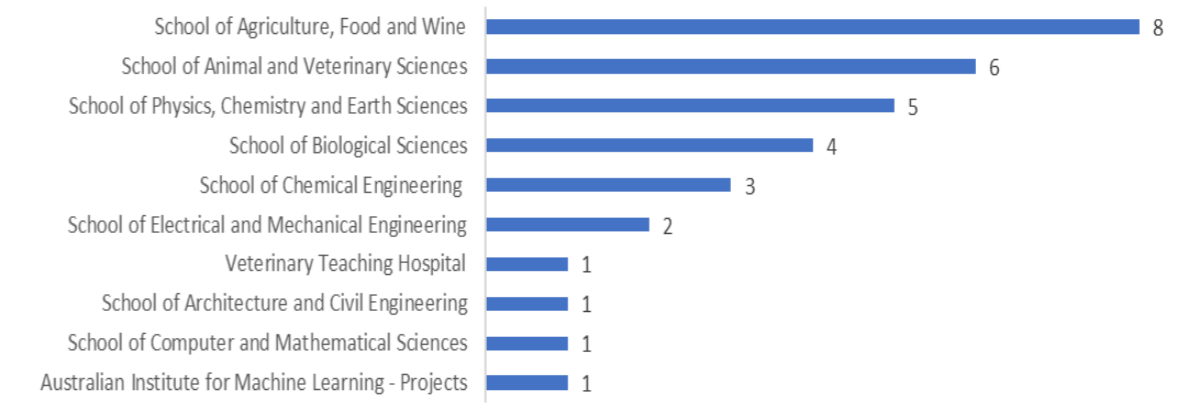
Green	No compliance issues with the HSW Handbook
Green 'A'	In the last quarter action had to be taken to rectify an issue of non-compliance with the HSW Handbook that was identified reactively through either an incident investigation or an HSW audit (Do not indicate an A for proactively identified issues)
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



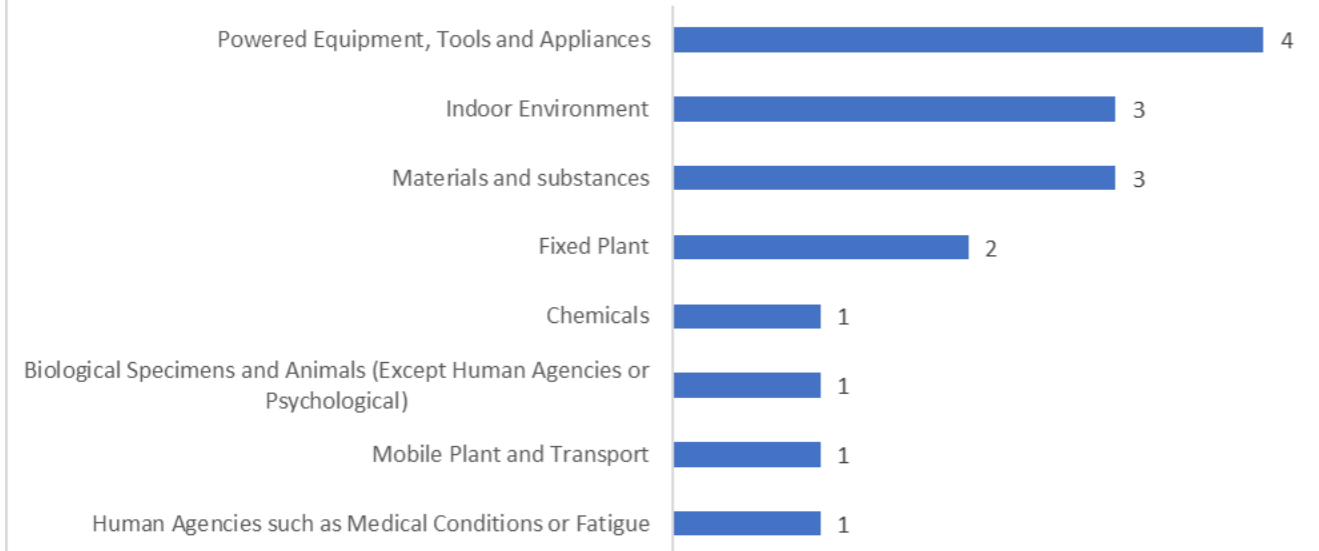
SET Q4 2021 Unisafe Report by School



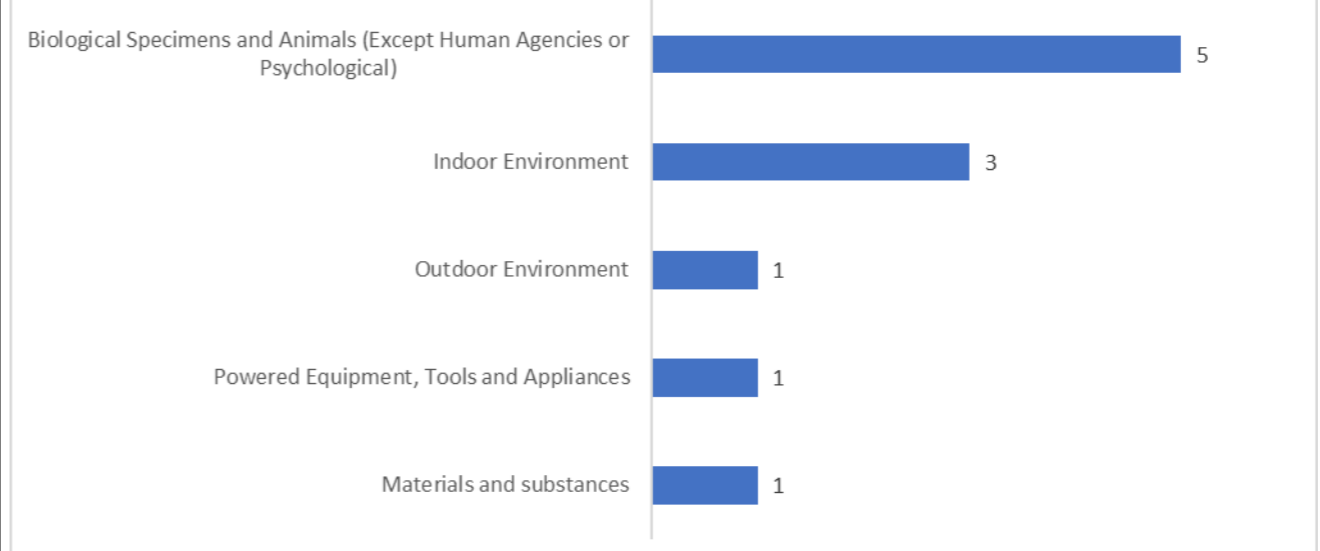
SET Q4 2022 Unisafe Report by School



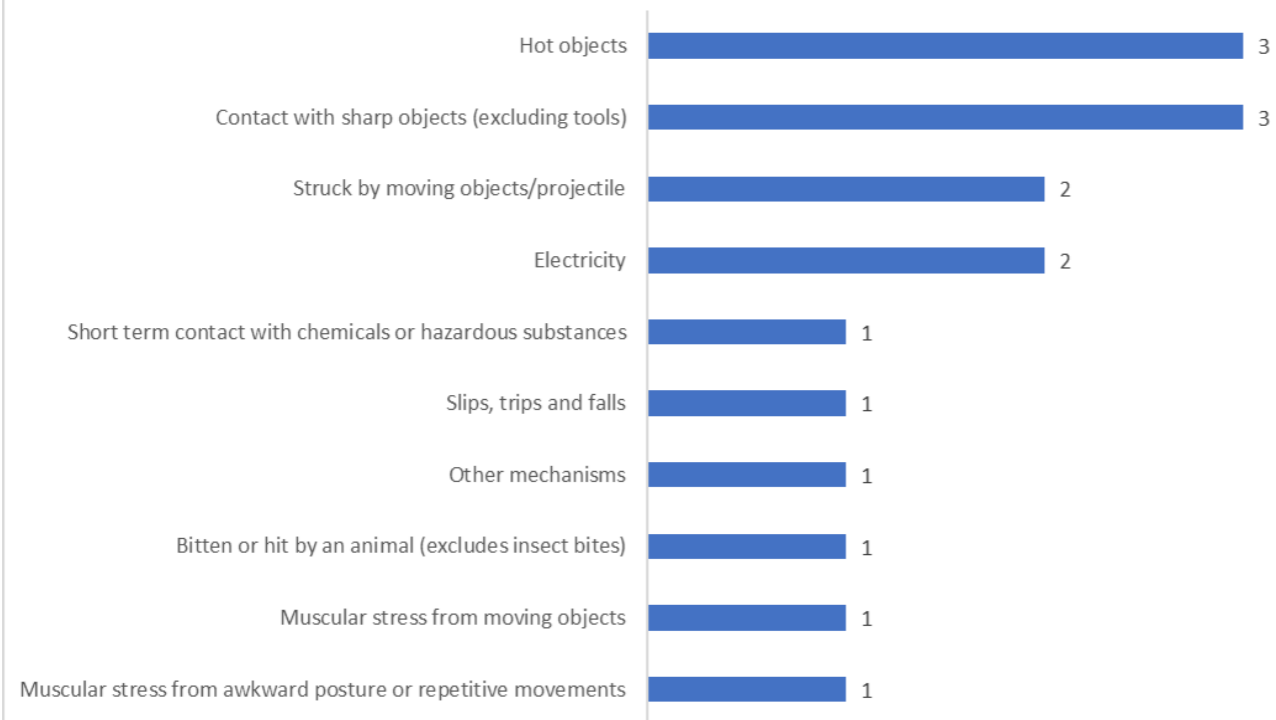
SET Q4 2021 Agency of Injury



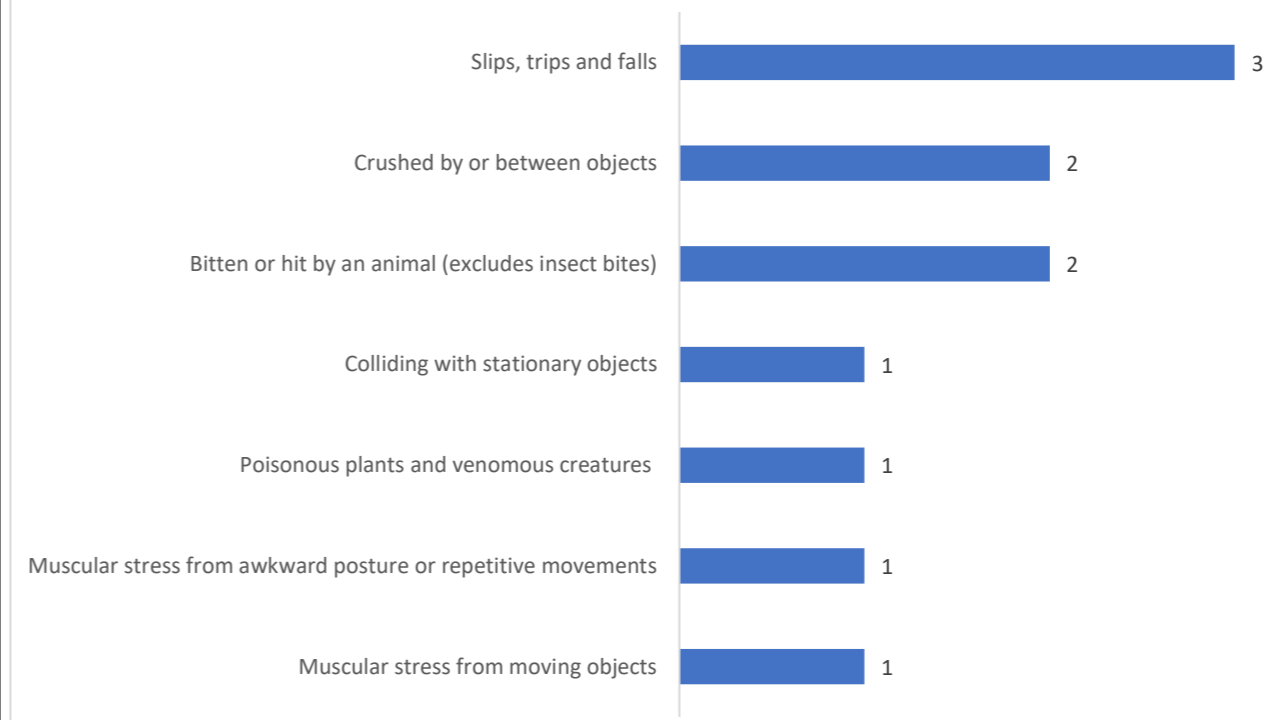
SET Q4 2022 Agency of Injury



SET Q4 2021 Mechanism of Injury



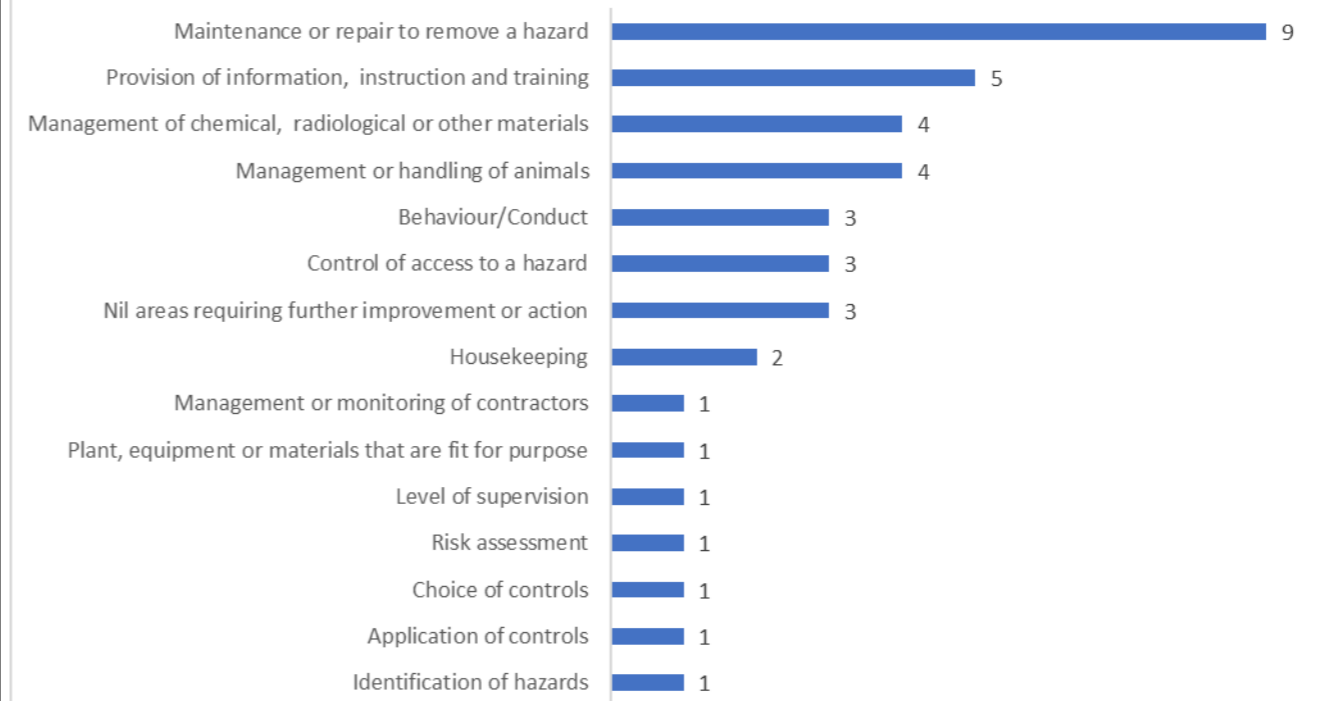
SET Q4 2022 Mechanism of Injury



SET Q4 2021 Identified Areas Requiring Improvement



SET Q4 2022 Identified Areas Requiring Improvement





THE UNIVERSITY
of ADELAIDE

Workplace Monitoring (Draft)

Safety Reviews for 2023

**make
history.**

A Safety Review is a formal, documented review, of an inherently high-risk activity, facility, or area where the Faculty/Division believes it appropriate to review, after consideration of the risk profiles and other relevant factors, to determine if:

- hazardous activities are being conducted in accordance with the relevant HSW Handbook chapters and locally documented safe systems of work; and/or
- hazardous areas are without risks to health and safety (including the maintenance of plant/structures and the facilities) so far as is reasonably practicable, and to provide an opportunity for the professional HSW Advisor/Officer to provide advice, support, and recommendations for improvement (where required).

Three key sources of reporting provide Heads of School/Area with an indication of the overall performance and compliance in areas under their control. These are:

- Incident investigation reports and recommendations
- Internal audit outcomes
- Workplace Inspection performance

This leaves three areas where Safety Reviews can be of value and benefit. These are:

- Areas that are absent or not represented in investigations, audits, or workplace inspections
- Planned and newly established or modified labs/workspaces
- Emerging or newly arising issues of concern

The 2023 Workplace Monitoring Plan has used these three areas to identify areas where Safety Reviews can be performed.

Recommended Areas for Safety Review in 2023

Fac/Div.	Sch/Area	Inherently high-risk area/activity	Criteria	Supervisor
SET	Chemical Engineering	Advanced Materials Facility	Planned and newly established or modified labs/workspaces	Shaobin Wang
	Biological Sciences	Tern Shed	Planned and newly established or modified labs/workspaces	Ben Sparrow/Caleb Coish
	Biological Sciences	Biotechnology Facility	Planned and newly established or modified labs/workspaces	Kishan Dholakia
	Physics	Quantum Materials	Planned and newly established or modified labs/workspaces	Glenn Solomn
	Chemical Engineering	Bioseperations (Portions A, B & C) / Materials & Bioprocess Engineering Facility	Planned and newly established or modified labs/workspaces	David Lewis to nominate
HMS	Medical Science	S319 Laboratory Helen Mayo South	Area that is absent or not represented in investigations, audits or workplace Inspections	Ian Musgrave/Scott Smid
	Research Operations	Microtomes <ul style="list-style-type: none"> • Helen Mayo South Building (microtome only) • SAHMRI (microtome only) • Basil Hetzel Institute, QEH (microtome only) • Histology Services, AHMS building (microtomes & cryostats) 	Area that is absent or not represented in investigations, audits or workplace Inspections (Historically, the use of microtomes is an activity that has resulted in finger cuts and lacerations. Only recorded incident since 2017 was in 2019. Looking to identify what has led to this improvement)	Various
DUO	Infrastructure	University Roof tops	Area that is absent or not represented in investigations, audits or workplace Inspections	Martin Tauchert
	Infrastructure	Walk in Cold Rooms`	Area that is absent or not represented in investigations, audits or workplace Inspections	Martin Tauchert
	Infrastructure	Fume Cupboards	Area that is absent or not represented in investigations, audits or workplace Inspections	Martin Tauchert
	Infrastructure	Security Services	Area that is absent or not represented in investigations, audits or workplace Inspections	Mark Kennedy

Timing of Safety Reviews in 2023

To avoid end of year activities it is proposed that the Safety Reviews are conducted in Q2 and Q3 of 2023.