

**FACULTY OF HEALTH AND MEDICAL SCIENCES  
HEALTH SAFETY & WELLBEING COMMITTEE**

**MINUTES OF MEETING 3/2023  
HELD ON THURSDAY 10 AUGUST 2023**

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<b>Committee Role</b>	<b>Name</b>	<b>Attendance</b>
Chair	Tony Cambareri	Present
Management Representative, School of Allied Health Science & Practice	Rachel Gibson	Present
Management Representative, School of Biomedicine	Corinna Van Den Heuvel	Apology
Management Representative, Adelaide Dental School	Richard Logan	Apology
Management Representative, Adelaide Medical School	Danny Liew	Apology
Management Representative, Adelaide Nursing School	Frank Donnelly	Apology
Management Representative, School of Psychology	Elaine Fox	Present
Management Representative, School of Public Health	Tracy Merlin	Apology
Management Representative, SAiGENCI	Christopher Sweeney	Apology
Faculty HSR – Staff Representative, (Adelaide Nursing School)	Denise Tucker	Apology
Faculty HSR – Staff Representative (School of Biomedicine)	Simran Sidhu	Apology
Faculty HSR – Staff Representative (School of Biomedicine)	Suraiya Onnesha	Apology
Faculty HSR – Staff Representative (Faculty Office)	Marita Broberg	Present
Faculty HSR – Staff Representative (School of Public Health)	Isaiah Luc	Present
Faculty HSR – Staff Representative (School of Psychology)	Amy Zadow	Present
Faculty HSR – Staff Representative (School of Public Health) and Proxy for Tracy Merlin	Sharyn Gaskin	Present
Staff Representative, Faculty (Adelaide School of Medicine)	Libby Kentish	Apology
Acting Healthy Safety and Wellbeing Advisory Manager	Anthony Parletta	In attendance
Acting Senior Health Safety and Wellbeing Advisor HSW Officer	Stacy Fogliano Patrick Chadwick	Apology In attendance
Staff Representative	Vacant Position	-
Faculty HSR – Staff Representative	Vacant Position	-
Health Safety and Wellbeing Advisor	Jessica Gilson	In attendance
Executive Officer	Leah Chau	In attendance
Proxy for Corinna Van Den Heuvel	Abadallah Salem	In attendance
Proxy for Christopher Sweeney	Kathryn Hudson	In attendance

**1. WELCOME**

The Chair welcomed the committee members.

**2. CONFIRMED MINUTES**

The minutes of Q2 2023 meeting were accepted.

### 3. BUSINESS ARISING

#### Actions from previous meeting

Item	Action Details	Person(s) Responsible	Status/Notes
3.2	Consult with Tony regarding first aid hubs.	Jessica	<p><b>ACTION:</b> Tony nominated Carroll DeVizio and Lisa Laws to manage with school admin to oversee process.</p> <p><b>IN PROGRESS:</b> Jess has met with Lisa and Carroll and have proposed two locations. However, more conversations need to happen before the two locations can be declared to the committee. Jess will update and provide more information (out of session) to the committee once this has been done.</p> <p><b>11/5 UPDATE:</b> Jess sent out communications to the Heads of Schools on 9<sup>th</sup> Feb requesting any feedback from the group before contacting the DASE HMS Student Success Hub team leader. Next step is to touch base with the stakeholders and progress as we did with the AHMS building.</p> <p>Marita queried whether there will be first aid training offered for people in the two hubs. Anthony advised they are trying to identify places such as the central points, however there is no requirements, but it is encouraged. Anthony said he will report back to the policy area for consideration.</p> <p><b>UPDATE AS OF 14/7:</b> Anthony provided additional information that he has spoken with Louisa and can confirm that there is no requirement for someone in the hub to be trained, but this could be encouraged. The only point of note is that the area would need to fund the first aid training. If the area is happy to arrange for that, it makes logical sense for them to be there. Raised by Marita.</p> <p><b>CLOSED:</b> The roll out of the first aid hub is currently on hold. First aid QE Posters are in place in both HMN and HMS.</p>
3.7	An incident occurred in Rundle Mall Plaza where a water pipe burst in the ceiling and leaked through the ceiling tiles into the kitchen area resulting in water all over the floor, benches and electrical appliances. It was noted that electrical items should be tagged in advance of inspection to alert users of	Jessica	<p><b>ACTION:</b> Confirm 'Make Safe' arrangements in RMP and the procedures for tagging out damaged equipment.</p> <p><b>CLOSED:</b> Briefing document has been sent from HSW Advisory to Jeremy Kwan, who is the Director of Estate Planning and Investment. Anthony and Jeremy met on Monday 27/2 to work through the highlighted issues which have been raised.</p>

	possible danger. The building manager was responsible for arranging of electrical testing and that RCD protection is installed within this building.		<p>11/5 UPDATE: Kema noted this item is now closed. An email was sent to Tracy Merlin and Isabel Mason regarding closure of the incident.</p> <p>Tracy referred to the action details “<i>electrical items should be tagged in advance of inspection to alert users of possible danger</i>” and indicated this issue does not seem to be addressed. There is a sheet in RMP which says to contact property/infrastructure with a contact detail. Tracy wanted to know whether those people know whether they are responsible to for tagging electrical items or will it be done separately.</p> <p>Anthony said his understanding of the process is that infrastructure should be notified, then it will be their responsibility to process the report into the system. Anthony said he will check the wording.</p> <p>Item to be kept open.</p> <p>UPDATE AS OF 14/7: Queried the wording for the action. Who tags the electrical item out. Anthony to provide an update after discussing the matter with Jeremy Kwan.</p> <p><b>CLOSED: Jess has met with Tracy and provided her with the essential information. Electrical safety tags have been organised for the School in RMP and at Thebarton.</b></p>
4.1	Esky Issue	HSW Advisory Team	<p>ACTION: HSW Advisory team to provide further advice regarding transporting of chemical/ biologicals within buildings and lifts</p> <p><b>ACTION: (1) Marita to provide HSW Committee members with the draft RA and SOP risk assessments. (2) HSW Advisory to review the information and draft a hazard alert in consultation with the Research Operations teams based in AHMS and Helen Mayo. (3) Disseminate the hazard alert to the committee for comment. (4) Share with SET for comment. (5) Ensure dissemination throughout Helen Mayo across both FHMS and SET.</b></p>
5.2	Sharyn Gaskin indicated that the Lab based at Thebarton will be relocating to the Waite Campus and wanted to know if there will be a support system	HSW Advisory Team	<p>ACTION: HSW team to clarify the support system and processes for relocation of the Lab at the Waite Campus</p> <p><b>CLOSED: This has been resolved.</b></p>

**4. ITEMS FOR INFORMATION (TAKEN AS READ UNLESS QUESTIONS RAISED)**

**4.1 Faculty of Health and Medical Sciences HSW quarterly report from HSW Advisor (HR/HSW) – including traffic light report, incident register etc (Attachment B)**

Psychosocial safety management

HSW team has drafted a procedure for Psychosocial Safety Management at the University. There is a link to a special web page for any feedback and is open until end of September.

Traffic Light Report (Q2 – 2023) DRAFT

HSW Advisory team has been converting activities from the combined FHMS SPE excel spreadsheet into actions in the Unisafe system.

There are 70 different items still outstanding, which is being followed up by the team with individuals to fill the gaps before the actions can be created.

Workplace Inspections

HSW Advisory is working with the Head of Schools to complete the outstanding items. This is to be completed by the end of November 2023.

**5. ANY OTHER BUSINESS (PRE-VETTED AGENDA ITEMS)**

Nil.

**6. CONFIRMATION OF NEXT MEETING AND CLOSE**

Meeting closed at 11.31 am.

Next meeting Thursday, 16<sup>th</sup> November 2023