

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

**MINUTES OF MEETING 4/2023  
HELD ON THURSDAY 16 NOVEMBER 2023**

<b>Committee Role</b>	<b>Name</b>	<b>Attendance</b>
Chair	Tony Cambareri	Present
Management Representative, Faculty Office		
Management Representative, School of Allied Health Science & Practice	Rachel Gibson	Apology
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	Present
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	Present
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	Apology
Faculty HSR – Staff Representative (School of Public Health)	Isaiah Luc	Apology
Faculty HSR – Staff Representative (School of Psychology)	Amy Zadow	Present
Faculty HSR – Staff Representative (School of Public Health)	Sharyn Gaskin	Present
Faculty Staff Representative (School of Biomedicine)	Ian Musgrave	Present
Staff Representative, Faculty (Adelaide School of Medicine)	Libby Kentish	Present
Senior Health Safety and Wellbeing Advisor	Stacy Fogliano	In attendance
Faculty HSR – Staff Representative	Vacant Position	N/A
Acting Health Safety and Wellbeing Advisory Manager	Vacant Position (Director Paul Roberts will attend until position is filled)	Apology
Health Safety and Wellbeing Advisor	Jessica Gilson	In attendance
Executive Officer	Leah Chau	In attendance
Proxy for Rachel Gibson	Paul Rothmore	In attendance
Proxy for Christopher Sweeney	Kathryn Hudson	In attendance
Proxy for Corinna Van Den Heuvel	Abadallah Salem	In attendance
Proxy for Tracy Merlin	Catherine Chittleborough	In attendance
Proxy for Frank Donnelly	Alexander Gerrie	Apology

**1. WELCOME**

The Chair welcomed the committee members, as well as Ian Musgrave who is a new committee member and Stacy Fogliano to her first FHMS meeting.

## 2. **CONFIRMED MINUTES**

The minutes of Q3 2023 meeting were confirmed.

## 3. **BUSINESS ARISING**

All action items are now completed.

## 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)**

#### **UniSafe**

Jessica advised the “Schedule of Programable Events (SPE)” actions are being tracked by Unisafe or Faculty’s WASP system.

#### **New HSW Portal for requesting HSW Services**

There will be a new portal for requesting HSW Services and further information will be provided in due course.

Stacy noted that they are looking to use the Service Now portal, however this will not change the service delivery and communication made to the faculties and areas from the HSW team.

#### **Workplace Inspections vs Safety review process Terminology**

In reference to the overdue workplace inspections. Ian Musgrave noted that Scott Smid had already undertaken a workplace inspection. Jessica noted that the Workplace Monitoring procedure has four processes 1. Safety observations (Hazard Reports), 2. Workplace Inspection and Assurance Program and 3. Safety Review and 4. Newly Refurbished workplaces.

Scott had participated in the Safety Review process and the Workplace Inspection was overdue.

#### **Overdue Corrective Actions currently in UniSafe**

Action numbers ACT-0002256, ACT-0002080 and ACT-0002081 are now closed, which means the School of Public Health’s Traffic Light report has gone from amber to green light. This will now go forward into the due diligence report to Council.

The Chair noted that the School of Biomedicine has a red flag for hazard management for action number ACT-0001805. The Chair and Corinna has met with Carroll and is working to finalise the issue. Most of the work is done, so this should be completed in the next few weeks. Abadallah advised he will check in with Corinna.

#### **Workplace Inspection & Assurance Program**

##### **Inspections Overdue**

There have been some amendments made to the table. The actions for Jus St John and Kathy Gatford are completed. Three of the inspections were recorded as the

Adelaide Medical School but should be School of Biomedicine. This was for Jus St John, Renee Turner and Scott Smid. This now changes the table *“Breakdown of overdue inspections by Area”* on page 11 of the HSW report. This means the Adelaide Medical School goes from 9 to 6 and Biomedicine from 1 to 4.

**ACTION: Jessica to raise the school name changes for the staff who have overdue actions and request the report is updated before being incorporated into the Due Diligence report to Council.**

Kathryn raised that Andreas Evdokiou and Rob Bryant would have completed the inspections because at BHI they do the whole floor. Jessica advised she will investigate the matter and provide an update.

**ACTION: Jessica to follow up and report back to Kathryn and Chair regarding workplace inspection query raised.**

### **Placement Incident Reports**

The Adelaide Nursing School (ANS) noted the volume and recurring instances of nursing students' interactions with people with dementia during placements. The ANS will be examining the approach to dementia training and awareness for students as a response to these issues.

### **HSW Incident Reports**

Noted with low incident numbers to be reported in the last period.

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

### **5.1 HSW Advice – HSW tasks and activities for EOY (Attachment C)**

As we are approaching the end of 2023, the HSW Advisory would like to remind everyone to undertake the following processes:

- Schedule of Programable Events (SPE) HSW procedure; and
- 2024 Annual Hazard Reviews.

These are currently in progress and Jessica will meet with the Head of Schools and Business Managers at their regular meetings to complete the Annual Hazard Reviews.

### **5.2 Workplace Inspection program completion of 2023 inspections**

The workplace inspection program is required to be completed by 31<sup>st</sup> December 2023. Jessica sent out an email earlier this week to the Head of Schools regarding workplace inspections that are overdue. It was noted that people will start commencing leave mid-December, so it is recommended to have this completed by Friday 8 December 2023. If academic and professional staff require additional support and guidance, then please reach out to HSW Advisory team for any assistance.

**ACTION: Jessica to send HSW Advice – HSW Tasks and activities for the End of Year (EOY) 2023 to Head of Schools and Business Mangers.**

### **5.3 Frequency of meetings for 2024**

The Chair queried whether we should reduce the timing and frequency of meetings next year due to merger activities e.g.: 2 meetings a year opposed to quarterly. The Chair encouraged the committee to consider and send back any feedback.

**ACTION: Jessica to advise Chair if this proposal is acceptable under current policies and procedures.**

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

To be confirmed.