

A meeting of the Faculty of Sciences Health, Safety & Welfare Committee was held in The Braggs Level 2 meeting room and via Zoom at 2pm – 3pm on Wednesday 16 February 2022

MINUTES

2. Welcome and apologies

Attendees	
Professor Katrina Falkner	Chair, Interim Executive Dean
Professor Bronwyn Gillanders	Interim Head, School of Biological Sciences (SBS)
Professor Wayne Hein	Head, School of Animal and Veterinary Sciences (SAVS)
Professor Peter Veitch	Head, School of Physical Sciences (SPS)
Professor Jason Able	Interim Head, School of Agriculture, Food & Wine (AFW)
Dr Mailys Stirling	Research Technical Services Manager
Mark Szolga	Faculty Executive Manager
Casey Hogan	Campus Representative – Roseworthy
Dr Richard Muhlack	Campus Representative – Waite
Dr Ilse Scharfbillig	Campus Representative – North Terrace
Tony Leggatt	HSR (SPS)
In Attendance	
Sam Abbott	Faculty Health, Safety & Wellbeing Team Leader
Jessica Gilson	Faculty Health, Safety & Wellbeing Advisor
David McLeod	Faculty Health, Safety & Wellbeing Advisor
Annie Richards	Senior HR/HSW Advisor
Sharon Davy	Secretary

Professor Katrina Falkner welcomed everyone to the first meeting of the year and her first as Interim Executive Dean Faculty of Sciences.

3. Confirmation of Minutes

Minutes of the meeting held on 18 November 2021 were approved with minor amendments.

4. Outstanding Actions

Responsible	Action	Update
<p>Item 4</p> <p>Mailys Stirling</p>	<p>Mailys to contact Gerald Buttfield to make him aware that the current electronic tagging process for common teaching areas is unworkable and dangerous.</p>	<p>Annie Richards has provided the following from Martin Tauchert in Infrastructure:</p> <p><i>That all equipment which is maintained by Infrastructure in CTA spaces, where Test and Tag is applicable, falls into the responsibility of Infrastructure.</i></p> <p><i>The anomaly that has come to light is the equipment managed by ITDS. This equipment is installed, set up and maintained by ITDS or their preferred suppliers. If a globe blows in a projector Infrastructure do not replace the globe. Infrastructure are responsible for the power point in the ceiling and to perform RCD testing on the circuit that supports the power point. The cable that supplies power from the power outlet to the ceiling projector is a component of the projector, which is an ITDS asset</i></p> <p><i>Infrastructure have asked ITDS for an equipment register that covers the CTA spaces. Then they will then arrange a quote to perform all the required testing.</i></p> <p>Mailys Stirling has had a discussion with Gerald Buttfield and this is now all under control. Common teaching space electrical items are the responsibility of ITDS unless there are specific items that the Faculty / School have installed in these areas in which case the Faculty is responsible for the electronic tagging and testing of these items.</p> <p>Mailys also confirmed that the Contractor employed to do the electronic test and tagging had done this through all areas of the Faculty and Schools with the assistance of the Technical Team. This captured all electronic items including personal items.</p>
<p>Item 5.5</p> <p>Annie Richards</p>	<p>Anne will follow up with SA Health regarding what the COVID 19 requirements are for an area that is classed as an essential service.</p>	<p>Test, Trace, Isolate and Quarantine SA Health click the link and relevant information for AVS is: COVID exposures in critical services and infrastructure – Assessing and managing the risk</p>

		<p>3. Applicability</p> <p>Specific sectors or industries covered by this guidance include:</p> <ul style="list-style-type: none"> • Defence • Essential infrastructure work sites (i.e. energy services, water services, food manufacturing and distribution, excluding meat processing facilities) • Emergency services <ul style="list-style-type: none"> - SAPOL, State Emergency services, Fire Services (excluding employees who work in COVID red zones) • Veterinary services • Agriculture <p>Anne Richards confirmed that Veterinary Services are deemed an essential service.</p>
<p>Item 5.5 Mailys Stirling</p>	<p>Mailys to update the business continuity plan and ensure HDR supervision is included.</p>	<p>The business continuity plan has now been updated to ensure that no HDR student is included on the list unless this has been approved by their Supervisor.</p>
<p>Item 6 Annie Richards</p>	<p>Annie Richards to update Traffic Light Report. ACT-0001497 has now been closed and this can now be changed from Amber to Green A</p>	<p>SPS Incident Reporting and Investigation Act0001497 – Amber, changed to Green A at the meeting = Completed.</p>

5 Schools report / updates

5.1 School of Agriculture, Food & Wine (Jason Able)

The School meeting was held last week and a number of positive items were discussed including the following:

- The HSW Team has been working closely with the Winery team members to ensure very clear guidelines and principles are in place in what is a very complex working environment. This has been a very positive experience and a good framework has now been developed.
- The explosives in the Charles Hawker Building have now been safely removed thanks to the excellent work of Jessica Gilson. The Contractors were initially refusing to remove the explosives and the next step would have involved the SA Police Bomb Squad. Jessica liaised with the Contractors who eventually agreed to remove the explosives.
- The Annual Hazard review was conducted with minor nuances to the template.
- When the new Food Science Laboratory comes online future actions will need to be included in terms of SOPs and RAs.

Sam Abbott highlighted a positive that has come out of the recent liquid nitrogen spill in the Wine Innovation Cluster Building that resulted in a number of actions. These included modifications to dewar trollies, wheels, technique and the use of a lift plate. These actions formed the basis of piece of work that will be distributed to the other Faculties and will include a video of before and after. This is the first time that ideas for a correction locally has been taken to areas outside of the Team's portfolio.

5.2 School of Animal & Veterinary Sciences - (Wayne Hein)

The School held its meeting last week and this was a fairly uneventful meeting as there had been no major incidents reported. There has been a lower rate of reporting in this quarter due to there being less intense activity in the clinics and the absence of students on campus.

The enforceable undertaking at the piggery, which is under the oversight of SafeWork SA, is progressing well and should be concluded shortly thanks to the work undertaken by Gerald Butfield and the Central HSW Team. The School is looking forward to a resolution which will change how the piggery is managed.

Casey Hogan and Suzanne Baum have been conducting an audit of ionising radiation licence holders to ensure all the Veterinarians that need to be licenced are. Casey Hogan confirmed this morning that all Veterinarians who require a licence do have one and that these will be uploaded into SSO shortly.

5.3 School of Biological Sciences (Bronwyn Gillanders)

The School meeting was held on Tuesday, 1 February.

One of the main items discussed was the incident that involved a student going missing while on a Field trip in December. A key outcome from this incident was the frustration staff had around disability action plans and their knowledge of disabilities. Jessica Gilson is currently working with Disability Support Services to clarify what is permitted and what isn't. The key thing that has been suggested is the inclusion of the Mental Health Helpline contact details in the Field Trip Handbooks so that students know who they can contact. Luckily in this case the student was located 1 kilometre from camp before it became necessary for Emergency Services to request helicopter assistance in the search. Unfortunately, these incidents are becoming more regular on fieldtrips and it is something that needs to be monitored.

Boating operations are currently under review and there a several action items to be addressed. Sam Abbott is meeting regularly with Sean Connell to work through these actions and this is progressing well.

The School's HDR students have raised the issue that a large number of students are not aware that the University offers a free out of hours shuttle bus service that will take students and staff up to 2.5

kilometres from the North Terrace campus during the academic year. The School has sent information on this service to Course Co-ordinators so that this can be incorporated into their course material.

There was a recent incident involving a vehicle rollover on a dirt road that occurred after the School meeting and will be included in the Q2 report. In response to this incident a Hazard Alert was released to all Schools on the subject of driving on unsealed roads.

Wayne Hein wanted to mention that he thought the information provided in the Hazard Alert was excellent and he believed it would be a good idea to circulate this annually to DVM students prior to them commencing their rotations.

Katrina Falkner suggested that a couple of these incidents may need to be raised at Faculty level as they could be relevant to other Schools in the Faculty. For example, field trips, it will be important to make sure the correct support structures are in place for the students and similarly incorporating the information on the shuttle bus in staff and student communications.

Action Item

Sam Abbott	Provide information on field trips and out of hours shuttle bus service to staff and students across both Faculty of Sciences and ECMS.
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5.4 School of Physical Sciences (Peter Veitch)

School meeting was held on Tuesday 8 February.

It was noted that there have been a number of low level incidents, the majority of which have now been closed out.

The hazard report for the coming year was reviewed.

The meeting discussed the traffic light report which currently has 5 Ambers against the School. Elements 1 and 11 have now been closed out and can be changed to Green A.

Peter Veitch has been working with the HSW Team regarding the remaining 3 Ambers. The groups involved are currently working towards having all these actions completed by 28 February. If this deadline is not met all activities in these laboratories will be stopped until the actions are completed. Weekly updates are being provided on the progress. Peter is very confident that by the end of the month all these actions will be 'Green A'.

Action Item

Anne Richards	Update the Elements 1 and 11 on the traffic light report to Green A
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5.5 Faculty Office (Mark Szolga / Mailys Stirling)

Currently staff are going through the OSP and the main focus has been on supporting staff through this transition process. The Faculty has been driving a number of initiatives and activities around wellbeing as well as reaching out to individual staff who are struggling with the current situation. Assistance and flexible working arrangements have been provided to staff who due to the current COVID requirements are having to supervise children with home schooling etc.

The Faculty is currently working with professional staff to transition to a 4 days working on campus and 1 day working from home model by 28 February. While there are guiding principles in place there will always be cases for individuals where other arrangements will be put in place due to their personal circumstances.

As the University transitions to a new service model the Faculty will be seeking clarity on how the new

combined Faculty HSW Committee and reporting cycle will be set up. Mark Szolga will be seeking input from Heads of School and other staff.

6. Safety performance of the Faculty

- **Report from the HR/HSW Team (Annie Richards)**

Annie Richards report was taken as read.

- **Report from the Faculty HSW Team (Mailys Stirling) Faculty HSW Team update**

Mailys Stirling's report was taken as read.

- **Report from Campus Representatives**

North Terrace Campus Representative

Ilse Scharfbillig wished to highlight that with significant numbers of staff leaving the institution or moving to different areas that there is going to be a significant amount of corporate knowledge lost. Going forward we need to be aware where the gaps in knowledge are going to be and that there is not an increase in incidents because of this.

Mark Szolga reported that this has been recognised as being an institution wide problem and that there is currently work being done by the Change Management Group to capture this knowledge from staff.

7. Monitoring Faculty safety strategies and/or projects

Faculty HSW Strategic Plan update (Sam Abbott)

Annual Hazard reviews have been completed and will be sent to Katrina Falkner for approval this week.

The HSW Team have currently been working on Quarter 1 audit actions

- David McLeod is currently working on actions related to safety reviews in the winery and teaching at Roseworthy.
- Jessica Gilson is currently working on internal audit actions for the School of Physical Sciences
- Sam Abbott is currently working on internal audit actions for boating and diving

The 2022 workplace monitoring (safety reviews) will recommence in Quarter 2

Faculty of Sciences HSW Strategic Plan (2019 – 2021) is now complete and work on the new strategic plan will commence after April.

Sam wished to thank Annie Richards for her hard work and commitment to the Faculty during her 33 years at the University. The Committee wished Annie all the best in her retirement.

8. Any other business

Katrina Falkner reported that there was a discussion at the recent University Leaders Forum regarding developing guiding principles around the use of Rapid Antigen Tests (RATs) and masks for the different events and activities undertaken at the University. A piece of work will need to be undertaken to identify what are the best ways to use RATs and support mask usage across the campuses. Katrina is currently pushing to get clear clarifications on what the expectations are for mask and RAT usage, definition of a close contact and the social distancing requirements. This will need to be clarified before the commencement of Semester 1. These decisions will need to be made at both Central and Faculty levels.

Next Meeting

TBA

Action Items

Responsible	Action	Update
Item 5.3 Sam Abbott	Provide information on field trips and out of hours shuttle bus service to staff and students across both Faculty of Sciences and ECMS.	
Item 5.4 Anne Richards	Update the Elements 1 and 11 on the traffic light report to Green A	