

A meeting of the Faculty of Sciences Health, Safety & Welfare Committee was held in The Sciences Meeting Room meeting room and via Zoom at 11am – 12noon on Thursday 18 November 2021.

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## MINUTES

### 2. Welcome and apologies

<b>Attendees</b>	
Professor Laura Parry	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
<b>Apologies</b>	
Tony Leggatt	HSR (SPS)
<b>In Attendance</b>	
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

Welcome to Professor Jason Able who has recently commenced in the role of Interim Head of School for the School of Agriculture, Food and Wine. Professor Parry welcomed Casey Hogan and thanked her for taking on the role of Campus Representative for the Roseworthy Campus.

### 3. Confirmation of Minutes

Minutes of the meeting held on 25 August 2021 were approved.

#### 4. Outstanding Actions

##### Outstanding Actions

Responsible	Action
<p><b>Item 2</b></p> <p>Wayne Hein</p>	<p>Wayne Hein to seek nominations from staff in the School of Animal and Veterinary Sciences for the position of Campus Representative on the Faculty HSW Committee.</p> <p><b>Update</b></p> <p><i>Casey Hogan has agreed to be the Roseworthy Campus Representative on the Faculty HSW Committee.</i></p>
<p><b>Item 5.1</b></p> <p>Annie Richards</p>	<p>Annie will confirm if Infrastructure is responsible for the electrical testing and tagging of equipment in the common teaching areas.</p> <p><b>Update</b></p> <p><i>Annie has confirmed that Infrastructure does undertake the electrical testing. ITDS undertake the digital component for the common teaching areas.</i></p> <p><i>The Faculty requires clear direction from Infrastructure and Central HSW on how the annual electronic tagging of equipment in common teaching areas is going to be conducted. The current situation is unworkable and dangerous.</i></p>
<p><b>ACTION</b></p> <p>Mailys Stirling</p>	<p>Mailys to contact Gerald Buttfeld to make him aware that the current electronic tagging process for common teaching areas is unworkable and dangerous.</p>
<p><b>Item 5.3</b></p> <p>Sam Abbott</p>	<p>Work with the Central HSW team and other relevant stakeholders to consider and present possible ways forward that might be suitable to reduce the risk of cat (and like animal) bites in placement and other external workplace situations.</p> <p><b>Update</b></p> <p><i>See page for written summary of research undertaken.</i></p> <p><i>Wayne Hein thanked David McLeod and the HSW Team for their work investigating the use of gloves when handling small animals at both Australian and international veterinary teaching institutions. This investigation found that it was not industry practice to mandate the use of gloves when handling animals, but it was advisable if an appropriate glove was available.</i></p> <p><i>The information and recommendations from the report will be discussed at the School's HSW Committee Meeting in Q1. Consultation will be undertaken with relevant staff who are best placed to provide feedback on how easily it would be to adopt the recommendations regarding the use of gloves.</i></p> <p><b>Recommendation</b></p> <p><i>The Faculty committee recommended the adoption of the provision of the correct type of gloves to veterinary and animal science students, in particular when on placement off campus. The next step will be for Wayne Hein and Casey Hogan to socialise this idea with staff and students with the aim to implement this in Q1 2022.</i></p> <p><i>Sam Abbott to investigate how many staff and students are bitten by rodents</i></p>

	<i>and should the Faculty be investigating training and/or the provision of PPE.</i>
<b>ACTION</b> Casey Hogan Wayne Hein  Sam Abbott	Wayne Hein and Casey Hogan to socialise the idea to use gloves when handling small animals with both staff and students with the aim to implement this in Q1 2022.  Sam Abbott to investigate how many staff and students are bitten by rodents and should the Faculty be investigating training and/or provision of PPE
<b>Item 5.3</b> Mailys Stirling	Mailys to forward the list of staff licensed to use ionised radiation to Heads of School for reviewing.  <b>Update</b>  <i>This is currently in progress and will be available for Q1 2022. It was noted that the license holder for a premise must be a University employee. Affiliates can use ionised radiation if a licensed supervisor is present.</i>
<b>Item 5.3</b> Heads of School	Heads of School to meet with their Business Managers to review the list of staff licensed to use ionised radiation and identify any staff who need to be added to ensure that they are appropriately trained and licensed.  <b>Update</b>  This is currently in progress.
<b>Item 5.4</b> Mark Szolga	To ask Jess Superina to ensure that the unsuccessful registration email for the recent Wellbeing Webinars is appropriately worded.  <b>Update</b>  <i>Action superseded by continuing and improved initiatives. Wayne Hein is currently investigating ways to support the students at Roseworthy. He will share this information with the Committee once this has been finalised.</i>
<b>Item 6</b>	Prepare a timeline for the areas to rectify the findings identified in the audit or have a plan in place to address these.  <b>Update</b>  <i>The plan and time exists as a series of UniSafe actions with due dates and accountabilities. At the time of formulating this agenda no internal related actions are overdue (all actions are on-track for scheduled completion).</i>  <i>Laura Parry thanked the Heads of School for embracing Health and Safety in their Schools as this has brought about a positive change in attitude. Staff are now working with the HSW Advisors and are taking ownership of safety as their responsibility.</i>  <i>Laura believes that when the Faculties merge that ECMS will be able to learn a lot from how HSW is conducted in Sciences.</i>
<b>Item 6</b>	Send communication to all-staff with details of how staff who wish to use LAHMIS can opt in.  <b>Update</b>  <i>Communications and LAHMIS instructions produced, but process of extending an open invitation for groups to opt-in held for a later date. At this time the Sciences HSW Team is assisting 12 groups transition to the</i>

	<i>LAHMIS system. This is a capacity workload. More groups can only be taken on as work with current groups draws to a close.</i>
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## **5 Schools report / updates**

### **5.1 School of Physical Sciences (Peter Veitch)**

The School HSW Committee meeting was held on 3 November. The main focus of the meeting was on the outstanding actions from the recent audits of Martin Hand and Christian Doonan's laboratories. Both Christian and Martin have been very co-operative in rectifying the outstanding actions.

Peter was able to report that the three audit actions against Christian Doonan's laboratory ACT-0001495, ACT-0001497 and ACT-0001501 were now closed. Since action ACT-0001497 is the only action affecting the Traffic Light Report handbook chapter Incident Reporting & Investigation that this element in the handbook chapter can change from Amber to Green A.

### **5.2 School of Biological Sciences (Bronwyn Gillanders)**

The School HSW Committee meeting was held on 28 October. A couple of incidents were noted one of which related to a Bunsen burner fire. Bronwyn was pleased to report that the Lab Head engaged with the HSW team and this has been rectified. Another thing that was identified was that the School community was not fully aware of who was on the School HSW Committee. At the next School lunchtime meeting for staff and HDR students, it will be made very clear who the student representatives are and who is on the School HSW Committee. An HSW item that laboratories could start thinking about would also be highlighted. For example, ensuring the chemical registry in their laboratory was up to date.

### **5.3 School of Animal & Veterinary Sciences - (Wayne Hein)**

At the recent School meeting a small number of minor incidents were looked at, but most areas are travelling reasonably well with the exception of the piggery. Currently the piggery is still under an enforceable undertaking under the direction of WorkSafe SA working on processes and procedures. As part of this the loading ramp has been tagged out as unsafe. This is a key piece of equipment as it is required for loading pigs for market. This ramp has not been able to be used for a couple of weeks which has caused a backlog of pigs in the piggery which will become an animal welfare concern if this continues for much longer. A new ramp has now been sourced from a manufacturer in Keith that meets all the SA safety standards and this has been delivered today, 18 November. Commencing next week pigs will again be able to be loaded onto trucks for market.

### **5.4 School of Agriculture, Food & Wine (Jason Able)**

The School HSW Committee met on 4 November. The major item of concern is the dangerous explosive chemical in the teaching laboratory fume hood in the Charles Hawker building. This needs to be removed safely before the students return in 2022. Jessica Gilson has been working with Infrastructure around processes to remove the chemical. If an acceptable resolution for the School has not been organised by Wednesday Anne Richards will commence the process of removal with the bomb squad.

Winery safety was also discussed especially with regard to managing the forklift and foot traffic which is proving challenging. Currently when people visit the winery they are ignoring the safety signs and procedures. New signage has been organised, but a major culture change will need to be achieved to ensure staff adhere to the safety procedures and signage.

A chemical spill occurred in the lift in the Wine Innovation Cluster Building. A PhD student was moving a 40L dewar of liquid nitrogen between floors. When pushing the dewar out of the lift two of the four wheels caught in the gap between the lift and floor which resulted in the contents being spilled on the ground and down through the lift shaft. Fortunately, no one was injured and all emergency protocols commenced were followed and the MFS attended the incident.

There appears to be a design fault with the dewar and this should be looked at across the Faculty. Sam Abbott is currently investigating a solution with Infrastructure. It has been suggested that ramps be installed in the lifts, but this needs to be investigated further due to weight restrictions in lifts. There are other options that will be investigated but will need consultation with various stakeholders. A change in trolley design, using trollies with 5 large wheels instead of 4. The short-term solution would be a change in technique, 2 people moving the dewar instead of only 1 person. This has been updated in the Hazard

Management documentation for the area as requested by WorkSafe SA. The HSW team will work with stakeholders and Mailys Stirling to find a final solution.

## 5.5 Faculty Office (Mark Szolga / Mailys Stirling)

The Chief Operating Officer has emailed staff with an update on COVID-19 requirements at the University. Staff were advised that masks should be worn when moving around inside buildings and where social distancing is not possible. Increased hygiene around campus with more sanitising stations available. The University HSW Team will be conducting contact tracing and staff are asked to contact the HR Service Centre if they are diagnosed with COVID-19. The team is in constant contact with SA Health and all three Universities will have the same procedures in place.

The business continuity plan is being updated to include critical areas and this must also include HDR supervision. Heads of School are reminded that it is important that HDR students are included in all communications.

Heads of School to communicate to staff that if they have any symptoms of COVID they must stay home and get tested. They must also consider the implications to their School if a hot spot is declared in their area. Also encourage staff to read the email from the Chief Operating Officer. Staff will need to work from home more to ensure social distancing in offices.

Wayne Hein reported that Veterinary Clinics have been classed as emergency services by SA Health and that the University needs to be aware of this as there is a distinction between an area that is classed as an essential service and one that is an education service. Anne Richards will follow this up with SA Health.

### ACTION

Anne Richards	Anne will follow up with SA Health regarding what the COVID 19 requirements are for an area that is classed as an essential service.
Mailys Stirling	Mailys to update the business continuity plan and ensure HDR supervision is included.

## 6. Safety performance of the Faculty

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

Annie Richards report was taken as read.

Laura Parry wished to highlight the reduction in workers compensation claims. This indicates that the hub and spoke model, that was implemented across the Faculty, has been working and that staff are now taking ownership of their own safety.

Jessica Gilson reported that ACT-0001497 has now been closed and this can now be changed from Amber to Green A on the Traffic Light Report.

### Action

<b>Annie Richards</b>	Annie Richards to update Traffic Light Report. ACT-0001497 has now been closed and this can now be changed from Amber to Green A
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- **Report from the Faculty HSW Team (Mailys Stirling) Faculty HSW Team update**

Mailys Stirling's report was taken as read.

## **Report from Campus Representatives**

### **Waite Campus Representative (Richard Muhlack)**

Richard Muhlack reported that the recent School HSW meeting went well. The HSW team have been working closely with Winery staff reviewing safety and addressing safety issues. This has been a very positive exercise and perhaps any learnings from this exercise could be applied more broadly across the campus or a similar exercise could also be conducted in other areas.

### **Roseworthy Campus Representative (Casey Hogan)**

Casey Hogan and staff are currently working towards reopening the Hospital in 2022. The incident rate has been quite low due to a reduction in activities. Casey will be reminding staff to ensure they are following all safety protocols as the case load increases and not forget about all the good things that have been achieved.

Mental Health and Wellbeing is a significant concern in the workplace. Hopefully the initiatives that have been put in place will assist staff through these challenging times.

## **7. Any other business**

Currently unsure how this committee will be organised when the Faculties merge, but Laura Parry recommended that it stay together as a group for at least the first six months as it is currently a highly functioning committee that has managed to change the safety culture in the Faculty.

### **Next Meeting**

16 February 2022

## Action Items

Responsible	Action	Update
<b>Item 4</b> Mailys Stirling	Mailys to contact Gerald Buttfield to make him aware that the current electronic tagging process for common teaching areas is unworkable and dangerous.	
<b>Item 5.5</b> Annie Richards	Anne will follow up with SA Health regarding what the COVID 19 requirements are for an area that is classed as an essential service.	
<b>Item 5.5</b> Mailys Stirling	Mailys to update the business continuity plan and ensure HDR supervision is included.	
<b>Item 6</b> <b>Annie Richards</b>	Annie Richards to update Traffic Light Report. ACT-0001497 has now been closed and this can now be changed from Amber to Green A	