

A meeting of the Faculty of Sciences Health, Safety & Welfare Committee was held in The Braggs Meeting Room meeting room and via Zoom at 11am – 12noon on Wednesday 25 August 2021

MINUTES

2. Welcome and apologies

Attendees	
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 Martin Cole	Head, School of Agriculture, Food & Wine (AFW)
Maily Stirling	Research Technical Services Manager
Mark Szolga	Faculty Executive Manager
Ilse Scharfbillig	Staff Representative (Faculty)
Apologies	
Diane Whatling	Staff Representative (AVS)
Dr Richard Muhlack	Staff Representative (AFW)
Tony Leggatt	HSR (SPS)
David McLeod	Faculty Health, Safety & Wellbeing Advisor
In Attendance	
Sam Abbott	Faculty Health, Safety & Wellbeing Team Leader
Jessica Gilson	Faculty Health, Safety & Wellbeing Advisor
Annie Richards	Senior HR/HSW Advisor
Sharon Davy	Secretary

Professor Wayne Hein informed the Committee that Diane Whatling had resigned from her position at the University. Professor Hein would now seek nominations from staff in the School of Animal and Veterinary Sciences for the position of Campus Representative for the Roseworthy Campus. The Committee agreed that the staff representatives would now be called campus representatives.

Action

Wayne Hein	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.
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3. Confirmation of Minutes

Minutes of the meeting held on 9 June 2021 were approved with minor amendments.

4. Outstanding Actions

Outstanding Actions

Responsible	Action
<p>Item 3</p> <p>Sam Abbott Heads of School</p>	<p>Sam Abbott to suggest dates to Heads of School when members of the HSW team are available to attend a School meeting to provide an update on key HSW issues.</p> <p>Heads of School to confirm a date with Sam Abbott.</p> <p>Update</p> <p><i>Did not proceed with action. Impending HSW structural and reporting line changes (Organisational Recovery) makes it challenging to give a meaningful update for the time being.</i></p> <p><i>It was agreed that if Heads of School would like a member of the HSW team to attend a School meeting between now and the end of the year that they contact Sam Abbott.</i></p> <p><i>It is important to maintain HSW visibility in the Schools especially over the next few months as this will be an extremely challenging time for staff.</i></p>
<p>Item 5.1</p> <p>Anne Richards</p>	<p>The Central HSW team to email all staff at the beginning of July clarifying the current COVID 19 rules in preparation for the return to face to face teaching in semester 2.</p> <p>Update</p> <p><i>The COVID situation is constantly changing and as such there are regular communications updating staff on the current requirements.</i></p>
<p>Item 5.3</p> <p>Sam Abbott</p>	<p>Sam Abbott to investigate what other PPE would be available to mitigate the risk of animal bites.</p> <p>Investigate if other Veterinary practices have a high rate of cat bites and what they do to mitigate the risk.</p> <p>Update</p> <p><i>Carried over into Q3 and Q4.</i></p> <p><i>This will also be discussed later in the meeting.</i></p>
<p>Item 6</p> <p>Heads of School</p>	<p>Heads of School to provide feedback to the Exec Dean on how the new distributed HSW model has been working for their School by the end of June.</p> <p>Update</p> <p><i>Professor Martin Cole provided feedback on the new distributed HSW model. The new model is working well as long as there is an HSW Advisor on campus 4.5 days per week. This allows for the Advisor to be available when required, attend School meetings and assist in maintaining a culture of safety on the campus.</i></p> <p><i>Martin Cole has also provided feedback to the COO and Vice-Chancellor regarding the Structural Reform emphasising the importance of maintaining HSW provision at the remote campuses.</i></p>

5 Schools report / updates

5.1 Faculty Office – (Mailys Stirling & Mark Szolga)

Jess Superina, Faculty HR Manager, organised two Webinars – *Wellbeing Strategies for Challenging Times* for staff in Sciences and ECMS. Any feedback from staff would be appreciated to ensure that the programs being offered are what is needed. It is important to support staff during this period of change and more programs will be offered both prior to the release of the DCP memo in mid-September and after. The second Webinar has been recorded and this will be available to staff who were unable to attend or wished to view again until 9th September.

A meeting of Faculty Professional Staff has been organised for Thursday 26th August to discuss the announcement from Council of the potential mergers of the two Faculties. Mark Szolga will again raise the importance of wellbeing and wellness.

A number of audits have been undertaken by the University which have identified a number of common trends across the Faculty. Currently these problems are only addressed in the areas where it has occurred when it would be more beneficial for changes to be rolled out across the whole Faculty and not siloed in areas. The trends that have been identified are mainly around plant and equipment where it appears that supervisors are not aware that they are responsible for their plant and equipment. There were a lot of findings around not knowing how to induct people, not having the correct paperwork, risk assessments and SOPs for equipment that requires controls to avoid catastrophic incidents occurring. The question is how can this be communicated to supervisors effectively and raise awareness of outcomes.

The most important thing at the present time is to maintain a safe work environment for staff and students. Currently this is very challenging for staff who are under pressure to deliver business as usual whilst a major organisational reform is being undertaken. Aspirationally it should be the supervisors who take responsibility for safety but due to the current environment this is challenging as we do not know what the future structure will look like and presently we do not have the capacity to make change.

Due to a change in legislation all electrical equipment is now required to be tested and tagged. This has now been completed in the Faculty Office. If staff notice that any items have not been correctly tested please contact a member of the Technical Service team. The question was raised about who is responsible for the common teaching areas. Annie Richards believed this would be Infrastructure, but she would seek clarification.

Action

Annie Richards	Annie will confirm if Infrastructure is responsible for the electrical testing and tagging of equipment in the common teaching areas.
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5.2 School of Agriculture, Food & Wine – (Martin Cole)

The School meeting was held on 5th August.

Martin Cole highlighted the recent Security Sensitive Ammonium Nitrate (SSAN) audit which went well with all laboratories audited being 100% compliant.

There has been a low number of incidents but he wished to share the following incident for learning purposes. A masters by course work student was handling some plant material with liquid nitrogen and did not use the appropriate gloves. This was due to a lack of induction. This highlighted the need to emphasise the importance of induction of students. In the handbook the definition of a worker does not include a Masters by Course Work student. This means that the proficiency around record keeping does not normally apply. The handbook has now been updated to include Masters by Course Work students if they are working in laboratories.

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

The School meeting was held on 3rd August.

It was agreed at the meeting that pendant power leads be installed in the aquatic centre due to this being a very high-risk environment. A contractor should have now been assigned and the work completed.

There was one notifiable incident that occurred in the anatomy preparation room. A staff member received a prick through their gloves from part of a wire mesh basket while defleshing hippo bones in a vat of sodium bicarbonate solution. This resulted in a small metal splinter lodging in their finger that required medical attention.

This has now been closed out.

An incident of most concern involved a student on placement at an equine farm in NSW. The student was driving a car at 70km per hour, on an internal road that was clearly signposted with a speed limit of 20km per hour. The student lost control of the car and hit a tree. Luckily there was no major injuries to the driver or passenger, who was a veterinary student from another University. This was clearly irresponsible behaviour by the student and Kat Ingram, Placement and Internships Co-ordinator, is working with the student and reminding other students that everyone is responsible for safety.

This quarter has been a relatively quiet time in the School.

Laura Parry raised the incident of a student on placement at one of the Veterinary Practices in the South East who while handling a cat was bitten. The student was not wearing gloves and the practice did not have the correct PPE available.

Wayne Hein indicated that there are varying opinions across the Veterinary profession regarding the use of gloves when handling animals. He suggested that a solution would be to provide gloves to students on placement and it would be their choice if they used them. This would be purely voluntary and noting that not all gloves are puncture proof.

Sam Abbott interjected that an optional control measure is not the best way to proceed in this matter.

It was agreed that Sam Abbott would 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.

Action

Sam Abbott	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.
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Laura Parry wished to raise the recent EPA report on a misuse of ionising radiation in the School of Animal and Veterinary Sciences. It is important to use this incident and the actions required to identify how the University and Faculty can improve training around the use of ionised radiation.

One of the actions from the report was the need to have an updated list of staff who are currently licenced to use ionised radiation. Maily Stirling has a list of licence holders and she will send this to Heads of School to review who should and shouldn't be on this list. There are staff who are currently using ionised radiation who are not licenced and it is important that these staff are identified.

Heads of School should review the list with their Business Managers and identify any other staff who need to be added to list to ensure that they are appropriately trained and licenced. Due to the School of Animal and Veterinary Sciences currently not having a Business Manager extra support will be provided to the Head of School if required.

Action

Mailys Stirling	Mailys to forward the list of staff licenced to use ionised radiation to Heads of School for reviewing.
Heads of School	Heads of School to meet with their Business Managers to review the list of staff licenced to use ionised radiation and identify any staff who need to be added to ensure that they are appropriately trained and licenced.

5.4 School of Biological Sciences - (Bronwyn Gillanders)

The School held its HSW meeting on 29th July.

The issue of legacy chemicals and the recent audit reports were discussed. Another issue that was raised at the meeting was the requirements around face masks now that face to face teaching was recommencing. Jessica Gilson was able to clarify what was required.

The Mental Health First Aid training was discussed with all attendees saying it was worthwhile and providing excellent feedback and suggestions.

The School has acknowledged that the Lockdown list needs to be updated and kept as lean as possible with only essential staff listed.

The feedback from staff who were able to attend the recent Wellbeing Webinars has been excellent. Staff who received the webinar is full email felt it was a bit blunt and could be nuanced. Mark Szolga would check with Jess Superina and ensure the wording is corrected. As previously mentioned the second Webinar was recorded and an email will be sent to staff with details of how to access this.

Action

Mark Szolga	To ask Jess Superina to ensure that the unsuccessful registration email for the recent Wellbeing Webinars is appropriately worded.
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5.5 School of Physical Sciences - (Peter Veitch)

The School held its HSW meeting on 4th August. There was one outstanding action against the rock crushing facility in the Mawson building. This has now been addressed.

A recent Lab audit identified issues in the Chemistry Research Laboratory. Actions have been put in place to address these findings.

Peter Veitch raised the problem of legacy chemicals and the difficulty in disposing of them.

Sam Abbott updated the committee on a taskforce that has been formed to address this issue as it is a common problem across all three universities. The taskforce comprises of representatives from the three Universities, SA Water, EPA, SA MFS and Safework SA who will work together to find a solution. Jessica Gilson and Annie Richards are the University of Adelaide representatives on the group which has already held its first meeting. A list of legacy chemicals has been compiled across the three campuses and the three universities have also compiled a list of chemicals that the contractors will not remove. This is a very exciting development that will hopefully be able to solve this problem.

6. Safety performance of the Faculty

• Report from the HR/HSW Team (Annie Richards)

The Faculty is currently tracking well with reporting of incidents and therefore learning from these. Staff are receiving advice from the HSW team on how to reduce the number of incidents.

The Return to Work SA evaluation in the Faculty of Sciences went well. Laura Parry would like to thank Mailys Stirling, Sam Abbott, Wayne Hein, Olivier Simon and Casey Hogan, who met with the

evaluation panel, for all their hard work. The feedback received has been excellent. At a recent VCE meeting it was mentioned that the evaluators were very impressed around our openness, transparency, willingness to discuss, and our culture of wanting to continually improve and to learn.

HSW Internal Audit Round 1

The results from the Security Sensitive Ammonium Nitrate (SSAN) audit in the School of Agriculture, Food and Wine were excellent with no findings recorded.

In the School of Physical Sciences the results were not quite as good with a long list of compliance issues being identified in two laboratories and also an area under the Faculty's control. This result puts both students and staff at risk and the Laboratory Heads need to take this very seriously.

A similar situation occurred in the School of Biological Sciences where repeat offenders did not take this seriously. They were given a limited timeframe to work with the HSW Team to either rectify the problems or at least have a plan in place. If at the end of the timeframe the issues hadn't been rectified or a satisfactory plan put in place the Laboratory would be closed.

Laura Parry proposed that a similar strategy be instigated for the two areas in the School of Physical Sciences and the area under the Faculty's control. The areas will be given sufficient time to work with the HSW team to rectify the issues or have a plan to address these.

Sam Abbott will provide Laura Parry with a timeline and she will then meet with Peter Veitch to discuss this. Peter Veitch will then meet with Heads of Department and the individuals concerned communicating the timeframe and the requirements. The HSW Team will be available to support and advise the staff.

At the next Faculty HSW Meeting, on Thursday 18 November, it is expected that the two laboratories and the Faculty area would have all made significant progress to address the shortcomings.

Action

Sam Abbott	Prepare a timeline for the areas to rectify the findings identified in the audit or have a plan in place to address these.
Laura Parry	Meet with Peter Veitch to communicate the timeline
Peter Veitch	To meet with Heads of Department and Heads of Laboratories to communicate the timeframe and requirements.

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

The implementation of the Local Area Hazard Management Information System (LAHMIS) has been postponed due to the announcement of the organisational sustainability program. Once this has been finalised HSW will likely become a "Central" function and it will be Gerald Buttfield's decision if LAHMIS or LAHMIS inspired or 'like' solution is implemented.

As a number of staff are still keen to use LAHMIS in some capacity, the standardised BOX (cloud storage) structure LAHMIS was set to use will be offered as an interim solution on an opt in basis. This will enable staff to transfer their safety documentation into cloud based storage which is accessible via the HSW intranet. Sam Abbott will communicate details of this interim solution to staff.

Action

Sam Abbott	Send communication to all-staff with details of how staff who wish to use LAHMIS can opt in.
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Report from Campus Representatives

Ilse Scharbillig reported that the main concerns that staff are reporting are Mental Health issues due to the current organisational change proposals. The initiatives being introduced by the Faculty will assist staff with dealing with this stressful situation.

Annie Richards also reported that as part of the Human Resources Wellbeing Program staff are able to meet with a Counsellor on campus. Details of this program will be available in Staff News.

7. Any other business

Next Meeting

18 November 2021

Action Items

Responsible	Action	Update
<p>Item 2 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>Casey Hogan has agreed to be the Roseworthy Campus Representative on the Faculty HSW Committee.</p>
<p>Item 5.1 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>Item 5.3 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>Item 5.3 Mailys Stirling</p>	<p>Mailys to forward the list of staff licenced to use ionised radiation to Heads of School for reviewing.</p>	
<p>Item 5.3 Heads of School</p>	<p>Heads of School to meet with their Business Managers to review the list of staff licenced to use ionised radiation and identify any staff who need to be added to ensure that they are appropriately trained and licenced.</p>	
<p>Item 5.4 Mark Szolga</p>	<p>To ask Jess Superina to ensure that the unsuccessful registration email for the recent Wellbeing Webinars is appropriately worded.</p>	
<p>Item 6 Sam Abbott</p>	<p>Prepare a timeline for the areas to rectify the findings identified in the audit or have a plan in place to address these.</p>	
<p>Item 6 Laura Parry</p>	<p>Meet with Peter Veitch to communicate the timeline to rectify the audit findings or have a plan in place to address these.</p>	
<p>Item 6 Peter Veitch</p>	<p>To meet with Heads of Department and Heads of Laboratories to communicate the timeframe and requirements to address the findings identified by the recent audit.</p>	
<p>Item 6 Sam Abbott</p>	<p>Send communication to all-staff with details of how staff who wish to use LAHMIS can opt in.</p>	