

## ALL-SCHOOL HEALTH SAFETY & WELLBEING COMMITTEE

### MINUTES OF MEETING No. 3, 2021 HELD ON THURSDAY 2<sup>nd</sup> of SEPTEMBER 2021

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#### PRESENT

Danijela Menicanin, Victor Marino (Proxy for Peter Zilm), Nichola Thompson, Linda Knobben, Carolyn Semmler, Jenny Ong, Ian Musgrave, Peter Hallows, Sharyn Gaskin, Frank Donnelly, Annie Richards, Dee Risley, Bree Hodgson, Catherine Toben, Corinna Van Den Heuvel, Prue Cowled, Rachel Gibson, Lesley Steele, Anne Richards, Kathryn Hudson, Craig Lockwood.

#### APOLOGIES

Tracy Merlin, Dan Barratt, Richard Logan, Peter Zilm, Amanda Drewer, Jennifer Couper, Lucie Walters, Roberta Parshotam, Margie Steffens, Geoff Cook, Scott Clark, Jill Gilbert, Renee Turner, Marita Broberg, Simran Sidhu, Robert Casson, Sarbin Ranjitkar, Nigel Stocks, Nick Hatzirodos, Jodie Matson, Denise Tucker, Janet Coller, David Findlay, Gary Wittert, Janet Coller, Joanne Bowen, John Wood, Nicholas Smith, Serge Stebellini, Rachel Roberts.

#### 1. WELCOME

The Convenor (Frank Donnelly) welcomed all present at 11am.

#### 2. CONFIRMED MINUTES

The minutes of Q2 meeting 02/21 were confirmed without amendment or alteration.

#### 3. BUSINESS ARISING

##### Actions from previous meeting

3.1 **Action: Linda Knobben to draft an expression of interest email to be released from Heads of Schools (Public Health, Psychology, Nursing, Allied Health Science & Practice) in an effort to recruit new HDR student health and safety representatives.**

Action on hold until we have a new student cohort.

3.2 **Action: Provide Ian Musgrave with the link to the first aid training booking form.**

Action complete.

3.3 **Action: Provide Sharyn Gaskin at Thebarton with a new emergency colour chart with QR code.**

Action complete.

#### 4. HSW TEAM REPORT

The Central HSW Team report was delivered by Annie Richards, who introduced herself to the committee as the representative from central HSW. She stated that ordinarily the central report is read by committee members before the meeting, and that the central HSW section of the meeting is used to answer questions relating to it. Annie asked the committee if anyone had questions on her report.

Frank Donnelly (Head of Adelaide School of Nursing) asked about incidents in clinical training areas such as the AHMS Skills Lab, and whether incidents here are tied to the overarching facility itself, or to the groups that occupy the space. Annie responded by saying that when incidents are reported, they are triaged to the school/department that the reporting individual belongs to.

Linda Knobben subsequently noted that the decision as to which area an incident is assigned is made on a case-by-case assessment of the situation by the HSW team at the time of reporting. Linda referred

to a recent incident where a Dental School student was injured at a Rural Health site, and described how it was appropriate that the incident be assigned to Nursing as the incident occurred in an area under their control.

Annie mentioned that Unisafe has a mechanism for communicating with staff, and that this is used to ensure that the relevant individuals are informed about incidents that occur in their areas.

Questions were asked around COVID-19 vaccinations, and whether vaccination can be enforced as a control measure for research involving live covid samples. Annie advised that the best option in this instance would be to seek approval from the Executive Dean.

**Action:** Annie Richards to determine whether mandatory vaccination can validly be listed as a control measure for research involving live covid samples.

## 5. REPORTS

### 5.1 Incident Reports:

Peter Hallows provided an update on incident numbers in the faculty. 5 faculty incidents were recorded, and 7 placement incidents were recorded.

School/Dept	Number of Incidents (Faculty) 1/4/2021 – 30/6/2021	Number of Incidents (Student Placement) 1/4/2021 – 30/6/2021
Medicine	4	1
Dental	0	1
Nursing	0	4
Psychology	0	1
Rural Health	0	0
Allied Health	0	0
Public Health	0	0
Faculty	1	0
<b>TOTAL</b>	<b>5</b>	<b>7</b>

### Observations

- 12 incidents were reported in Q2 2021 (up from 10 in the previous quarter).
- Compared to the 6 incidents reported in Q2 2020, a total of 10 incidents were reported during Q2 2021.
- No notifiable incidents were reported during Q2 2021.

### Summary of incidents

- Two needlestick injuries (reported separately, no connection). No exposure to biological substance, so no cause for concern.**  
Actions: Routine welfare checks by phone were conducted with both incidents.
- During a lab audit by the OGTR. A Class II Biosafety cabinet was found to be in active use without having been tested during the last 12 months as per requirements.**  
Actions: The cabinet was tagged out to prevent further use, while testing of the cabinet was arranged. To prevent a similar situation from happening again, the faculty is making tracking of the biosafety cabinets more robust by including them in the asset management system. Evidence of this corrective action was submitted to and accepted by the OGTR.
- Two students received minor bites from ferrets involved in experimental research.**  
This task was being hosted by SAHMRI, who have reviewed the risk assessment for the research activity that was being conducted at the time. The incident was reported to FHMS as an FYI.
- One further incident which cannot be discussed due to privacy reasons.

The item was opened to the committee for questions.

Ian Musgrave stated that he was under the impression that biosafety cabinets were already routinely monitored. Linda replied that this was an unusual situation where a biosafety cabinet was moved to

another floor, and the company attending to service the cabinets were not aware that the cabinet had been moved, and therefore did not test it. FHMS Research Operations team now ensure that all information relating to these cabinets is captured on the asset management register.

Rachel Gibson mentioned that she was concerned that an incident had occurred in her school and she was unaware of it. She requested that details of the incident in her school that appeared in the data be sent to her and Lesley after the meeting.

**Action:** Peter Hallows to send Rachel Gibson and Lesley Steele a copy of the Q2 incident that occurred in the school of Allied Health.

## 5.2 Safety Review schedule and reports

### Safety Culture Survey

Linda Knobben spoke on the School of Public Health / Faculty HSW Team health and safety culture survey project. The committee were informed that the health and safety culture survey of 1,000 lab-based staff and students was sent out over a period of several weeks, and enough responses were received to give valid data. The responses received from the survey are currently being processed into an actionable format by a public student for her master's project.

## 5.3 Audits

None announced

## 5.4 New high/ very high-risk activities

Members were asked to bring to the attention of the committee any new high/very high-risk activities. None were announced.

## 6. HEALTH & SAFETY / POSTGRADUATE STUDENT REPRESENTATIVE ISSUES

Comment was sought from student representatives and health and safety representatives.

Sharyn Gaskin mentioned that there were two out-of-session queries raised with the HSW team that have been resolved.

## 7. ANY OTHER BUSINESS

### 7.1 Return to Work Validation

The HSW team has had an email confirmation from Safety Director Gerald Butfield confirming that the evaluation process had concluded and there were no further requests for information from the evaluators. The result we've received is not yet formal, but we've been informally told that there were no non-conformances recorded.

A number of observations and opportunities for improvement were observed and will be noted in the formal report when that is released. It is currently unclear how many (if any) of these observations relate to Health and Medical Sciences.

### 7.2 Wellbeing arrangements

Linda Knobben spoke on wellbeing arrangements in the faculty of Health and Medical Sciences. She has been in contact with the wellbeing officer in the central HSW team, and there are bookings available for a wellbeing session on the 29<sup>th</sup> of September in room 4050a (AHMS Building) with a psychologist. The booking link will be available on Health Core. On the 22<sup>nd</sup> of September, there will be another one of these sessions in the Lower Napier. The session will run in half-hour blocks from 11AM – 2PM, and is open for all university staff. Staff can access the EAP (Employee Assistance Programme) at any time.

Frank Donnelly mentioned that he was having trouble accessing the online wellbeing information session that is available on the central HSW intranet, and asked Annie Richards if this session is still available. Annie responded that the session is still available, and that she will provide the link to Frank.

**Action:** Annie Richards to provide Frank Donnelly with the link to the online wellbeing information session.

### 7.3 Intranet

The new Intranet has been finalised and will be published next week or the week after.

### Other Items

Ian Musgrave mentioned the chemical storage S8/S9 issue, and Linda stated that Jane Knipe in central is currently looking to arrange a meeting with SA Health to sort the issue out.

### Next Meeting

The next HSW committee meeting will be held in December 2021.

### Action Summary

Number	Assigned to	Details
1	Annie Richards	Determine whether mandatory vaccination can validly be listed as a control measure for research involving live covid samples.
2	Peter Hallows	Send Rachel Roberts and Lesley Steele a copy of the Q2 incident that occurred in the school of Allied Health.
3	Annie Richards	Provide Frank Donnelly with the link to the online wellbeing information session.

