

ALL-SCHOOL HEALTH SAFETY & WELLBEING COMMITTEE

MINUTES OF MEETING No. 02/21 HELD ON THURSDAY 17th of JUNE 2021

PRESENT (17)

Tracy Merlin (Chair), Linda Knobben, Jenny Ong, Rachel Roberts, Ian Musgrave, Sharyn Gaskin, Nichola Thompson, Frank Donnelly, Peter Hallows, Dan Barratt, Frank Donnelly, Richard Logan, Annie Richards, Craig Lockwood, Dee Risley, Bree Hodgson, Catherine Tobin.

APOLOGIES (32)

Serge Stebellini, Peter Zilm, Amanda Drewer, Corinna Van Den Heuvel, Jennifer Couper, Lucie Walters, Prue Cowled, Roberta Parshotam, Margie Steffens, Geoff Cook, Scott Clark, Jill Gilbert, Renee Turner, Danijela Menicanin, Kathryn Hudson, Marita Broberg, Simran Sidhu, Rachel Gibson, 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, Lesley Steele.

1. WELCOME

The Convenor (Tracy Merlin) welcomed all present at 11am.

2. CONFIRMED MINUTES

The minutes of meeting 01/21 were confirmed without amendment or alteration.

3. BUSINESS ARISING

3.1 **Action: HSW Team to contact Jane Knipe to ascertain status of draft Controlled Substance Handbook Chapter.**

Jane has been meeting with multiple groups to unpack the detail around issues impacting the drafting of the handbook chapter. She will then be meeting with SA Health to take a few things past them. Jane assures us that this chapter is her number 1 priority.

3.2 **Action: HSW Team to invite Annie Richards to future All-School HSW Committee meetings.**

Action complete, the agenda template has been amended to account for this change in process.

3.3 **Action: All Schools to review their current membership of the All-School Committee and advise the Faculty HSW Team of any recommended changes.**

3.4 **Action: All Heads of School to Review the provided 2021 for 2020 Annual Hazard Review, make any changes as required and send the signed Review to the Faculty HSW Team.**

Complete and submitted to central HSW.

4. HSW TEAM REPORT

The Central HSW Team report was delivered by Anne Richards, Central HSW. Anne noted that the following handbook chapters were currently under review:

- Management of controlled substances and controlled plants (consultation closed)
- Plant/Equipment Safety Management (out for consultation)
- Electrical Safety Management (out for consultation)
- Internal Audit (out for consultation)

It was also noted that the university's wellbeing webpage is also under review and now includes some further information on the EAP (Employee Assistance Programme).

5. REPORTS

5.1 Incident Reports:

Incidents reported in the quarter ending 31 Mar 2021.

School/Dept	Number of Incidents 31/12/2020 – 31/3/2021
Medicine	5
Dental	0
Nursing	4
Psychology	0
Rural Health	0
Allied Health	1
Public Health	0
Faculty	0
TOTAL	10

- 10 incidents were reported in Q1 2021 (up from 8 in the previous quarter).
- Compared to the 6 incidents reported in Q1 2020, a total of 10 incidents were reported during Q1 2021, representing an increase of 60%. This increase is likely attributable to re-opening post-COVID.
- No notifiable incidents were reported during Q1.

5.2 Safety Review schedule and reports

Linda Knobben spoke on the state of health and safety practices in the faculty by reporting on the results of the health and safety reviews that have been undertaken across the quarter.

Safety Review Schedule

The Safety Review Schedule has been finalised for 2021. It is intended that 2 reviews are conducted per month depending on HSW Team availability. The Schedule was presented to the Committee for comment. Allied Health were requested to nominate someone to participate in the Review in November.

Safety Review Results

Ray Last Anatomical Labs (Faculty Office) - March 2021 – Only two minor findings were identified in this well managed facility. Update on Chemical Register required and review of Band Saw SOP following safety enhancements.

Lyndsey Collins-Praino (Medicine) – March 2021 - There is a bit of work to be done to bring the lab up to compliance with the HSW Handbook chapters, however the lab isn't large and there aren't many hazardous chemicals or pieces of equipment. Josh Woenig has been engaged by Lyndsey 2 days per week. The HSW Team will assist Josh to make the lab compliant then meet with Lyndsey Collins-Praino to ensure she understands her HSW responsibilities.

Mark Hutchinson (Medicine) – April 2021 - Combined labs S527 & S529 were seen to be in good order, with induction records kept in the appropriate format, all chemicals labelled, and risk assessments in place for equipment.

A small number of items were being stored at height, so a reminder to be mindful of storage of heavy objects at height was given to the lab supervisor. The doors to the lab were propped open at the time of the review, so it was requested that a sign be installed instructing all lab users to keep the doors closed at all times, and that the lab supervisor remind all lab users to keep the doors closed.

Dee Risley (Rural Health) – April 2021 - Consistent and robust systems ensuring the safety of staff and students while under the care of the School of Rural Health were observed to be in place. Inductions are undertaken in accordance with the HSW policy, fire extinguishers, vehicles and first aid kits were also maintained and recorded on various registers maintained by Dee Risley, Operational Manager. Evidence was provided that these systems were being followed, and no corrective action was recommended.

Sharyn Gaskin (Public Health) – May 2021 – The safety culture in this lab is excellent. An audit has recently been conducted of all chemicals and significant number of obsolete chemicals disposed of. A higher risk activity creating silica dust has been very well controlled. Risk assessments and SOPs for tasks are in order. A number of small improvements have been identified, including segregation of dangerous substances and labelling. The chemical spill process also needs to be documented and included in induction.

S8/9 Controlled Substance Internal Audits

Just prior to the pandemic a small quantity of a controlled substance went missing from a drug safe in a lab that was being decommissioned. One of the recommendations made in the investigation report was that an audit of all S8/9 controlled substance permit-holders be conducted to ensure compliance with the conditions of the permits and the legislation.

Audit results: 12 audits were conducted by the Faculty HSW Team covering 15 permits. The vast majority of permit holders were compliant with the conditions of their permit, although almost all were unsure of the process of disposal or what to do in the event any substances went missing. Instruction posters are to be drafted and placed inside all the drug safes. A drug safe and a drug fridge have been purchased for 2 permit holders. Of greatest concern however, were 2 permit holders providing access to students to substances when the students were not listed on the permits. In addition, one of these permit holders has a large safe with 3 different groups' substances stored there and the other was incorrectly disposing chemicals in the hazardous waste bin, rather than via a pharmacy and was unwilling to follow the requirements of his permit. He has been instructed to either follow the requirements of his permit or he will need to discontinue using the chemicals and dispose of all of them via a pharmacy.

Central HSW are aware of the issues regarding the students needing access for their projects and will be meeting soon with SA Health to seek an exemption to students being listed on the permits.

Safety Culture Survey

The Faculty HSW Team has been working with a School of Public Health Masters student to design a question set that seeks to assess safety culture in this Faculty, particularly for staff and HDR students working in higher risk areas such as laboratories. The question set has been set up in survey monkey and is ready to be rolled out to both staff and HDR students. Unfortunately, ethics clearance could not be obtained before the student finished her time with us, so we are waiting for the next intake of students to see if any of them are interested in running with the next stage of the 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; no items were raised.

Linda mentioned that more student and health and safety representatives need to be identified and appointed to the committee. This can be done via an email distribution, which she will prepare and send to heads of schools for distribution as appropriate.

Action: Linda Knobben will 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.

7. ANY OTHER BUSINESS

7.1 **Return to Work Validation**

RTWSA will be visiting the Tilley group in the AHMS on the 18th June to undertake a formal validation of HSW systems and processes. A review of all scope requirements has been conducted in conjunction with Research Support and we are confident a high level of compliance will be achieved.

7.2 **Chemwatch**

Chemwatch chemical manifests and login details have now been created for all groups in the faculty, and so the HSW team are now in the process of distributing these login codes to groups. The faculty will shortly be adding a series of 'how-to' videos to the intranet as a resource to help those who are new to Chemwatch find their way around.

7.3 **First aid Training & Kits**

Faculty has adopted the University's preferred supplier (Real Response) to undertake all first aid training. Booking details have been emailed to all expired first aiders in the faculty as a priority, with new first aiders expected to be trained after that. Some 30 – 40 staff require training as no training was undertaken in 2020.

All first aid kits in the faculty have been restocked and additional kits supplied as required.

Ian Musgrave (HSR, School of Medical Sciences) requested the booking link to renew his first aid certificate which has expired.

Action: Peter Hallows to provide Ian with the link to the first aid training booking form.

7.4 **QR Codes - Emergency Posters**

You can now identify your nearest first aider/fire warden in the event of an emergency much more quickly with QR codes. If you would like to find out who the first aider or fire warden is for any given area, simply go up to the nearest emergency colour chart and scan the QR codes in the appropriate section. It will display who your nearest first aider or fire warden is.

Sharyn Gaskin mentioned that she had not received a copy of a new emergency colour chart (including QR code) for her lab at Thebarton. The usefulness of a QR code to convey information when there is only one first aider/fire warden in the area was debated, but it was concluded that one would be created for consistency across faculty sites.

Action: Peter Hallows to provide Sharyn Gaskin at Thebarton with a new emergency colour chart with QR code.

Dee Risley (Rural Health Operations Manager) also had a similar question about the colour charts for the numerous buildings under the school's control. New QR-code-style emergency colour charts were decided against for Rural Health.

Peter took questions from the committee on the discussed items, and Ian Musgrave raised an issue in relation to the door signs which are posted on lab doors throughout the faculty; he mentioned that the majority of labs in the Helen Mayo South building were missing signs. Peter responded by saying that the issue had been identified and there is a plan in place to have signs up on all the labs within a few weeks.

NEXT MEETING

The next HSW committee meeting will be held in September

