

MINUTES (DRAFT)

Q3 2021

A meeting of the ECMS Health, Safety and Wellbeing Committee was held at 10:00am on **Thursday 19th August 2021**.

1 Welcome

The Acting Chair (Phil Visintin) welcomed all to the meeting.

1.1 Apologies

Katrina Falkner, Hong Gunn Chew, Scott Smith (Martin Lambert representing CEME), Jessica Jacobson, Andre Costa, Nick Warner, Michael Atkin, Brenton Howie, Alan Peters.

Members:	Present(✓) Apology(A)	Ex Officio Advisors/ Proxies:	Present(✓) Apology(A)
Management Representatives			
Katrina Falkner – Executive Dean - Chair	A	Phillip Visintin – Acting Director, People & Infrastructure	✓
Louise O'Reilly – Acting Faculty Executive Director	✓	Ian Reid – Head, Computer Science (Com Sci)	✓
Simon Clifton – HR Manager	✓	Finnur Larusson – Interim Head, Mathematical Sciences (Maths)	✓
Kathryn Amos – Head, Australian School of Petroleum and Energy Resources (ASPER)	✓	Jeremy Woolley – Director, Centre for Automotive Safety Research (CASR)	A
Scott Smith – Interim Head, Civil, Environmental and Mining Engineering (CEME)	A	Andre Costa – Teletraffic Research Centre (TRC)	A
David Lewis – Head, Chemical Engineering & Advanced Materials (Chem Eng)	✓	Jacob Kuzyakov – Technical Services & Infrastructure (TSI) Manager	✓
Nelson Tansu – Head, Electrical and Electronic Engineering (EEE)	✓	Paul Roberts – Senior HSW Advisor, University HR Branch	✓
Alan Peters – Head, School of Architecture & Built Environment (SABE)	A	Chris Miller – Health, Safety and Wellbeing Manager, ECMS	✓
Anthony Zander – Head, Mechanical Engineering (Mech Eng)	✓	Sanaz Orandi – Health, Safety and Wellbeing Officer, ECMS	✓
Staff Representatives			
Paul Medwell – HSR, Mech Eng	✓		
Robert Dempster – HSR, Faculty Services (TSI)	✓		
Hong Gunn Chew – HSR, EEE	A		
Jessica Jacobson – HSR, Faculty Services (Admin)	A		
Martin Lambert – HSR, CEME	✓		
Michael Atkin – HSR, Faculty Services (Admin)	A		
Brenton Howie – HSR, Faculty Services (TSI)	A		
Ulrike Schacht – HSR, ASPER	✓		
Nick Warner – HSR, TRC	A		

1.2 Conflicts of interest and other items of business

There were no conflicts of interest raised and no items of other business added.

1.3 Starring of items

As starred. Other items with papers were considered as having been read.

2 Minutes of Previous Meeting

2.1 Confirmation of the previous minutes

Previous meeting minutes (June 2021) were confirmed and accepted.

2.2 Review actions and business arising

The Committee noted the Actions list with all previous actions closed.

Paul Roberts asked a question related to the use of Ground floor SANTOS building for storage of chemicals and whether central Infrastructure had been advised in case there are building fire/life safety considerations. The area is not quite ready for use as a chemical storage area.

Action: Jacob to confirm that central Infrastructure are informed related to the use of the SANTOS Ground floor area for chemical storage.

3 School/Centre/Faculty Services & HSR Reports

3.1 Heads of Schools/Directors of Centres/Faculty Services Reports (including HSR Reports)

Phil Visintin mentioned the change in order of agenda to allow for reports and discussion from Heads/Directors and Staff Representatives to be earlier in the meeting. Phil commenced a process of inviting reports/comments and anything that people would like to raise from around the table including those attending via Zoom.

Rob Dempster (HSR) mentioned the installation of ventilation system in the Eng South welding bay is still not complete with this being 359 days in progress and likely will be a full year before this installation/workplace improvement is finished. Electrical work and lighting remains to be completed. Rob raised how this type of delay can lead to working around the University contract engagement process for infrastructure installation work. Chris Miller mentioned there had been some useful learnings from this related to contractor engagement processes. Interim safety arrangements had been put in place to ensure safe operation; however, delay of this magnitude should be addressed. Phil encouraged Jacob and Chris to look at improvements to minimise delays like this.

Jacob Kuzyakov raised concern over responsibility falling on team leaders to comply with HSW requirements when there are only paper-based systems available and that

HSW Committee Meeting Minutes		Faculty of ECMS	Effective Date:	10 March, 2020	Version 1.0
Owner	ECMS HSW Team		Review Date:	10 March, 2022	Page 2 of 8
Warning: This document is uncontrolled when printed. The latest version is available from the ECMS Intranet					

many other organisations streamline their safety compliance with online integrated management systems. Jacob had mentioned this as a risk some years ago. He feels there is a compromise on TSI core service delivery because of the poor system support. He mentioned Unisafe only being available to HSW staff and safety report status not being visible to anyone else. Louise confirmed that this system support issue is on the Executive Dean’s radar. Paul Roberts confirmed that an update to Unisafe is on the IT strategic plan and the central HSW team is aware that the University has a reliance on admin-based systems. The recent Return to Work SA evaluation confirmed systems meet self-insurer WHS requirements however it is also acknowledged that there is a cost

Paul Roberts indicated that actions that are assigned to people via Unisafe are arranged in consultation with the person who is assigned. HSW are currently the custodians of the system and access is limited to them. A summary report of assigned actions and their status that is made available to the relevant line managers would be helpful to assist awareness and monitoring.

Action: HSW team to arrange summary reports of Unisafe assigned actions and make these available to the relevant line managers.

Nelson Tansu reinforced the importance of technical support being available to safely manage laboratory operations. He has concerns that, with anticipated changes in support, this may be compromised.

Anthony Zander (Mech Eng) mentioned that he attended the ‘*Wellbeing Strategies for Challenging Times*’ webinar and found it really useful, running repeats of this would be helpful. A recording is being made available however, attending in person is preferred. Louise advised that the feedback has been generally positive and that this may be made available more broadly along with other tools and supporting resources. Simon indicated that this will be followed up related to change management and support. Phil encouraged spreading the word and encouraging attendance.

Anthony also provided an update on the trial for records management of risk assessments. He has now received advice from Records Services related to file naming conventions and there will be an interim filing of records to a Box folder ahead of an annual transfer to the central records system (HPE Content Manager). Anthony anticipates completing the roll out of this trial by the end of the year and he will continue to update the Committee and circulate for information/discussion.

David Lewis (Chem Eng) thanked Sanaz and HSW team for providing advice and assistance to researchers occupying new labs in Helen Mayo North building. He feels the researchers are much more safety conscious now and we are making good progress on the safety culture.

HSW Committee Meeting Minutes		Faculty of ECMS	Effective Date:	10 March, 2020	Version 1.0
Owner	ECMS HSW Team		Review Date:	10 March, 2022	Page 3 of 8
Warning: This document is uncontrolled when printed. The latest version is available from the ECMS Intranet					

Louise O'Reilly foreshadowed discussion later related to SafeWork request for information related to dust in the Concrete lab and follow up to internal HSW audit in the Mining Lab – both on lower ground level Engineering North.

Nelson Tansu (EEE) mentioned discussion is underway related to adjustments to the TeraHertz lab N203 in Eng North to accommodate a new laser device and the temporary relocation of a laser for Abel Santos arising from the decommissioning of NG22. The ECMS Facilities team and HSW team are involved in the discussion.

Kathryn Amos (ASPER) commented on the recent ECMS HSW team Safety Review completed in some of the School laboratory areas. She recognised that while these identified improvements were relatively minor she felt the process was useful. Ulrike reflected on the focus on training requirements and recording the evidence of required training. Enquiring on MyUni is possible and Sanaz will follow up with Ulrike. Paul indicated that there is a way to arrange a declaration that a package of information was provided. Chris indicated that we are required to have evidence of training that requires a proficiency confirmation (Level 2) and that will be a focus of improvement going forward.

Martin Lambert (CEME) mentioned an incident in one of the labs where a student injured their foot using a trolley. This incident has prompted some further discussion on foot protection requirements in some lab areas. The issue mentioned in ASPER related to training confirmation and records would be the same in CEME and likely across all areas. Rob Dempster commented that there is variation in requirements across schools and Jacob indicated the discussion is progressing.

Paul Medwell (HSR) reflected on the requirement for uniform systems and that this seems to keep recurring. Paul raised a question on laser safety and governance arrangements. Paul Roberts updated the Committee on drafting of a Laser Safety Management chapter of the HSW Handbook and described options for management models to apply. The model for the draft is one similar to drone safety management. Anthony was pleased that was progressing however, he mentioned that this does not address the resource issue and a gap is clearly in this area. The organisational sustainability program may lead to some restructure that could address this and the availability of other specialised safety support advice. David Lewis mentioned that arrangements are in place for set up and approval of PC2 laboratories so there may be a similar avenue for laser laboratories.

Paul Medwell raised Mental Health First Aid training, he found a course very useful and has encouraged others to equip themselves with the skills and confidence to assist someone who may be having suicide thoughts. David Lewis mentioned that he became aware of student counselling support services and was impressed by how they proactively contacted a student who he had been made aware was talking of ending their own life. Paul Roberts mentioned courses that student counselling have provided in the past and that they have also coordinated MH First Aid training.

HSW Committee Meeting Minutes		Faculty of ECMS	Effective Date:	10 March, 2020	Version 1.0
Owner	ECMS HSW Team		Review Date:	10 March, 2022	Page 4 of 8
Warning: This document is uncontrolled when printed. The latest version is available from the ECMS Intranet					

Kathryn felt that there could be trained MH First Aiders available and promoted to staff much like First Aid Officers are already promoted.

Action: HSW Team to follow up with student counselling services and explore options to promote/encourage MH First Aid training/awareness.

3.2 Safework SA request for information related to dust management in Eng Annex concrete labs

Jacob advised on the collation of information sought by SafeWork SA related to a complaint they received about management of dust in the Engineering Annex concrete lab. Paul Roberts is preparing a series of emails to send to the nominated SafeWork inspector by 27 August. Jacob provided some further background to engineering reports and dust monitoring arranged in 2018. Budget restrictions in 2020 led to a hold on improvements in ventilation and some alternate temporary measures were put in place. More air monitoring is to go ahead to provide a clearer indication of the exposure hazard posed by fine dust particles for workers/students in the concrete lab. Jacob will provide the Committee with an update at the next meeting.

Chris commented on the importance of managing our relationship with SafeWork SA. The recent enforceable undertaking that the University has entered in to with SafeWork SA, will shine a light on safe management of plant and equipment, especially where there is inherently high risk. Chris commented that in his view across ECMS compliance is patchy. Rob feels that partnering between HSW and the operators of specific plant/equipment will be helpful so that documents such as SOPs are clear and pitched appropriately. Nelson agreed that practical approach is to have the users involved (with guidance and support) to ensure the safe operating procedure is clear and effective as a control.

Louise mentioned setting up some processes that enable ongoing attention to safety compliance. An example will be including an annual review/update of risk assessments and safe operating procedures built in to the local area schedule of programmable events (SPE). There was discussion around importance of emphasising a safety-first approach and ensuring that responsibilities are well understood and resources are appropriate to ensure compliance. Phil encouraged taking all this on board as we work toward more change in Faculty structures.

4 Central HSW Report - Faculty HSW Performance

4.1 Senior HSW Advisor Report – Q3, 2021

Paul Roberts, Senior HSW Advisor from the Central HSW Team, referred to his prepared report. Two things to draw the Committees attention to:

1) overdue corrective actions in Unisafe (currently 12 resting in Faculty Services) he supports the approach to circulate actions more broadly to assist clarity and monitor

HSW Committee Meeting Minutes		Faculty of ECMS	Effective Date:	10 March, 2020	Version 1.0
Owner	ECMS HSW Team		Review Date:	10 March, 2022	Page 5 of 8
Warning: This document is uncontrolled when printed. The latest version is available from the ECMS Intranet					

completion of actions;

2) Internal audit outcome from Engineering Annex Mining Lab - the actions required overlap with the SafeWork enquiry and these issues will be dealt with at the same time.

Paul also mentioned the enforceable undertaking and provided some further background. SafeWork investigation into the accident at the Piggery had nearly reached the two year stage and they had sent a compliance team to the Piggery at Roseworthy and 7 breach notices. A prosecution of the University was looking likely and that the Responsible Officers (the Exec Dean and Head of School) would be prosecuted as well. Hence, the offer by the University to enter in to an enforceable undertaking meant there would be no prosecution. Paul highlighted that this is a once off situation and that any other serious incident in the University could well mean the University will be prosecuted. Hence why with the concrete lab dust issue we are being very thorough in our follow up. Good thing is that the University has many mature systems that often satisfy the regulator.

4.2 ECMS Faculty Traffic Light Report Q2 2021 - Draft

Paul Roberts referred the Committee to the draft traffic light report for quarter ending June 2021 (Q2). The Committee noted the 'Amber' ratings for Faculty Services and ASPER and that actions related to those non-compliances are being closely monitored for completion so that the TLR can be updated.

Chris indicated this this report is as we know now however the status may change soon after the meeting should an action be confirmed as closed. Paul indicated that prior to the due diligence report for the Quarter being finalised there is a check on whether any actions in the TLR have been closed and this is then reflected in the report that progresses to Council.

Note: Subsequent to the meeting the ASPER 'Amber' ratings were changed to 'Green A' indicating that the actions arising from the safety review in ASPER labs have been addressed or considered minor enough to warrant the change in rating. Refer to the updated final confirmed Q2 -2021 TLR now in the box folder - [link here](#) to review.

Rob asked a question about recording training in use of Laboratory Safety Manuals. Chris mentioned that the approach is to have a conversation with a new Area (Lab) Manager and coach them on requirements. Chris indicated that there would be more to do in this area to ensure clear understanding of responsibilities, including a workshop on hazard management that is under consideration.

Paul Medwell commented that a more rigorous lab inspection program would likely pick many things up arising from internal audits. Paul Roberts mentioned that the enforceable undertaking includes a requirement for the University to put in place a workplace inspection program of high-risk work areas. David Lewis mentioned an annual check on the labs he is responsible for overseeing is working well.

HSW Committee Meeting Minutes		Faculty of ECMS	Effective Date:	10 March, 2020	Version 1.0
Owner	ECMS HSW Team		Review Date:	10 March, 2022	Page 6 of 8
Warning: This document is uncontrolled when printed. The latest version is available from the ECMS Intranet					

Nelson Tansu asked what the cost of the enforceable undertaking would be. Paul at the time did not have that detail.

Note: The link to the enforceable undertaking on the SafeWork SA website has the cost mentioned: \$70, 965.05
https://www.safework.sa.gov.au/data/assets/pdf_file/0006/408174/University-of-Adelaide.pdf

5 Faculty HSW Report – Strategies and/or Projects Update

5.1 ECMS Incident Report

Sanaz Orandi referred to the prepared report showing a summary of incidents since the last meeting. Chris mentioned manual handling incidents feature and that he will be following up with Jacob related to program to be trialled in TSI work groups.

5.2 ECMS Wellbeing project - Update

Simon Clifton referred the Committee to the associated paper and provided an update. He referred to two streams of work directly related to HSW – Engage and Connect. The Engage stream of work relates to engaging with staff and HDR students and you will have noted that the ECMS Wellbeing Working Group had its first meeting on 3rd August. We are anticipating further input and ideas through that working group and reaching out to staff and HDR students on what they would like to see in support of their general wellbeing. The Connect stream is promoting what is available now, including helpful information and resources offered through the central HSW team and also promoting these locally, through avenues such as ECMS Connect newsletter and targeted emails. The recent webinar co-sponsored with Sciences is an example.

Kathryn Amos mentioned that there has been a reshaping of the ECMS strategic Wellbeing initiative in light of recent announcements around the organisational sustainability program and this was discussed at the last ECMS ELG meeting, Kathryn will circulate the couple of slides related to that discussion for the Committee to note.

Note: The Wellbeing slides have been included in the HSW Committee box folder for this meeting – [link here](#) to review.

5.3 ECMS HSW Action Plan – Update

Chris Miller referred the Committee to the paper on this item providing an update on a number of the projects listed in the HSW action plan. He mentioned that the action plan is in need of review and timing of that may well link to the planned centralisation of the HSW function. For now it is business as usual for the ECMS HSW team.

5.4 ECMS Training - Update

HSW Committee Meeting Minutes		Faculty of ECMS	Effective Date:	10 March, 2020	Version 1.0
Owner	ECMS HSW Team		Review Date:	10 March, 2022	Page 7 of 8
Warning: This document is uncontrolled when printed. The latest version is available from the ECMS Intranet					

The Committee noted the paper on this item but did not discuss. The HSW team coordinated a number of training sessions for staff and students during August - a summary is below.

- Defibrillator Demonstration Training by St James First Aid 05/08/2021
- Accredited CPR (HLTAID001) on-site Training by Real Response 9/08/21 & 18/8/21

6 Other Business

There was no other business discussed.

7 Next Meeting

The next meeting will be held on the 18th November 2021.

Meeting concluded at 12.30pm.

HSW Committee Meeting Minutes		Faculty of ECMS	Effective Date:	10 March, 2020	Version 1.0
Owner	ECMS HSW Team		Review Date:	10 March, 2022	Page 8 of 8
Warning: This document is uncontrolled when printed. The latest version is available from the ECMS Intranet					