

**MINUTES (DRAFT)
Q2 2021**

A meeting of the ECMS Health, Safety and Wellbeing Committee was held at **11:00am – 12:30 pm** on **Thursday 3rd June 2021**.

1 Welcome

The Chair (Katrina Falkner) welcomed all to the meeting.

1.1 Apologies

Hong Gunn Chew, Scott Smith (Phil Visintin attended), Martin Lambert, Jessica Jacobson, Andre Costa, Ulrike Schacht, Nick Warner, Alan Peters (Katharine Bartsch attended).

Members:	Present(✓) Apology(A)	Ex Officio Advisors/ Proxies:	Present(✓) Apology(A)
Management Representatives			
Katrina Falkner – Executive Dean - Chair	✓	Peter Ashman – Director, People & Infrastructure	✓
Martin McCarron – 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)	✓
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		Stacy Fogliano – Health, Safety and Wellbeing Officer, ECMS	✓
Paul Medwell – HSR, Mech Eng	✓	Kris Polyl – Health, Safety and Wellbeing Officer, ECMS (casual p/t)	✓
Robert Dempster – HSR, Faculty Services (TSI)	✓	Phil Visintin – Proxy for Scott Smith	✓
Hong Gunn Chew – HSR, EEE	A	Katharine Bartsch – Proxy for Alan Peters	✓
Jessica Jacobson – HSR, Faculty Services (Admin)	A		
Martin Lambert – HSR, CEME	A		
Michael Atkin – HSR, Faculty Services (Admin)	✓		
Brenton Howie – HSR, Faculty Services (TSI)	✓		
Ulrike Schacht – HSR, ASPER	A		
Nick Warner – HSR, TRC	A		

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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 (March 2021) were confirmed and accepted.

2.2 Review actions and business arising

The Committee referred to the Actions list and the status of open actions. Sanaz provided an update in relation to safety inductions.

2.2.1 Safety Inductions

Sanaz Orandi referred the Committee to the paper previously circulated. The Committee noted that there is inconsistency across the faculty and a number of gaps exist by way of safety inductions for postgraduate and undergraduate students and being able to demonstrate that the necessary HSW information is being communicated.

Sanaz referred to

1. HSW/Safety Induction to be incorporated in to one of the UG/PGCW courses that is taken by (mostly) all students, such as "Introduction to Engineering", however, not all ECMS students enrol in this course including Maths and SABE students.
2. The General HSW Induction (online course) to be a mandatory requirement for all course enrolments (for UGs). This has been discussed with Dave Thomson, ASK ECMS Team Leader. The applicability of this solution is yet to be determined.

Unresolved Issues:

1. The University does not have a monitoring system to check the induction records and to confirm that students complete the inductions.
2. Is it required to ask the students to re-do the course?
3. How to follow up the completion of General Safety Induction by all PGs and Staff?

Katrina Falkner discussed the suggestion of having an all course for graduates is a good idea however the more we can embed into existing inductions the HSW information is the best approach.

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Katrina discussed that the best approach is to feed the HSW induction into existing induction processes rather than having additional induction requirements. The possibility of tying induction into lab access cannot be achieved across the faculty and so the best way forward is to incorporate HSW inductions into existing inductions.

Action – Sanaz Orandi to arrange a follow up discussion with Braden Phillips (Deputy Dean, Learning and Teaching) to advise on student HSW induction options.

3 School/Centre/Faculty Services & HSR Reports

3.1 Senior HSW Advisor Report – Q2, 2021

Paul Roberts, Senior HSW Advisor from the Central HSW Team, referred to his prepared report. He noted the continuing good reporting culture evident through the Unisafe Safety Reporting Data. Paul highlighted that this has been the highest reporting quarter to date for the faculty with 18 reports, compared to 11 in 2020 and 5 in 2019. Paul also highlighted of the 9 overdue actions 3 are in relation to the Round 2 - 2020 audit. These were discussed more during the review of the traffic light report. It was noted that there are only 8 actions (down from 9) since the report was prepared.

Paul also discussed the recent SafeWork SA conviction in relation to failure to maintain plant and equipment by the PCBU (Woolworths) where they could not demonstrate they had a maintenance and inspection regime in place for the piece of equipment being used which was a delivery cage used by night fill workers. Stacy asked a question around if this was looked at in the recent central HSW Team audit on plant and equipment in the faculty, Paul advised no as they weren't aware of the conviction at the time of the audit.

Action – ECMS HSW Team to identify any areas where a maintenance and inspection plan may be necessary for this type of equipment and report back.

3.2 ECMS Faculty Traffic Light Report Q1 2021 - Draft

Paul Roberts referred the Committee to the draft traffic light report for quarter ending March 2021 (Q1). The Committee noted that there were 4 'Amber' areas and there was discussion about these. The Committee noted that a number of the non-compliances have been identified through internal audits undertaken by the central HSW team late in 2020. The Committee discussed and agreed that these actions have since been closed in Unisafe and all 4 'Amber' areas can be changed to 'Green A' to reflect these action closures.

The Committee noted that the Chemical Section for Mechanical Engineering and the SPE section for ECMS Faculty Services is now 'Green A' indicating that these actions have been closed out by way of addressing the issues with chemical registers (Mech Eng) and SPE monitoring schedule and processes underway (ECMS Faculty Services).

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After consideration of the draft ECMS traffic light report for Q1 2021, the Committee confirmed the report with 4 'Amber' areas changed to 'Green A' to reflect the recent close out of these items.

4 Faculty HSW Report – Strategies and/or Projects Update

4.1 ECMS Incident Report

Sanaz Orandi referred to the prepared report showing a summary of incidents since the last meeting. In particular, the Committee noted the non-injury incident reporting rate increasing with injury reports about the same each year. The Committee noted that there were 28 reports and only 6 being injury/illness related and only 1 being serious the remaining 5 were first aid or medical treatment. Refer incident summary for more details.

4.2 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 including:

- Lab Safety Manuals
- Return to Work SA Evaluation – to commence in June 2021
- Chemical Safety – Further work is planned on purchasing procedures.
- Gas Regulators – update on – it Workplace Monitoring – lab safety manual discussions and safety reviews; and
- Wellbeing program – links to Faculty strategic project, Chris provided a separate paper on this action plan item (see 4.3)

Paul Medwell pointed out that the regulators in NG17 combustion lab have not been tagged and registered yet. Kris Poyil mentioned that he is working his way around lab areas and will arrange to visit NG17.

4.3 Wellbeing project

Chris Miller referred the Committee to the associated paper and provided an update. Wellbeing in the workplace has been identified as a key priority for ECMS this year with a project team established that includes Kathryn Amos, Volker Hessel, Bec Nield (now moved to central HR) and Simon Clifton.

Simon Clifton emphasised that three focus areas (streams of work) have been identified with links across a number of other key priority projects including 'Respect Now Framework'. The Wellbeing project streams are workforce planning, wellbeing and culture and values. The Wellbeing stream links with the ECMS HSW Action plan and the ECMS HSW team are providing input and support.

Chris highlighted the intention to form a Wellbeing working group and a number of ECMS staff have already expressed an interest in joining. Chris invited any Committee members who are interested to join the working group. Kathryn Amos mentioned the importance of widening participation to ensure diversity of views.

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4.4 Workplace Monitoring

Stacy Fogliano provided an overview of the workplace monitoring program highlighting the gaps across the faculty and how they were being addressed. This covered safety reviews (a program of focused reviews of high risk work areas), control monitoring by supervisors (confirming controls are effective), workplace inspections (arranged by workgroups)) and lab safety manual engagement (by the ECMS HSW team to check how the manuals are being utilised). The ECMS procedures are in draft currently and further consultation and discussion is underway.

David Lewis mentioned that there had been lab inspections taking place in Chemical Engineering where lab managers review each other's areas and they are working well and being quite critical which will improve the work areas.

Martin raised the question around records management and if there was a University-wide approach. Stacy and Paul discussed that the University requirements are in accordance with the Records Management process and the State Records Act. Paul advised that this is to be identified and managed at Faculty/School level.

Kathryn asked about the 100 year requirement for field trip risk assessments and the keeping of personal medical information of students. Do we need to keep both or just the risk assessment? Paul Roberts mentioned that only the risk assessment part is required act, it was not clear how we handle medical information of students.

Action – HSW Team to check with Records Services whether there are any requirements for keeping student medical information.

4.5 Training update

The HSW team coordinated a number of training sessions for staff and students during March - a summary is below. Feedback from participants via a survey sent after the training session was generally very positive with overall ratings of excellent, very good and good. The location of the fire extinguisher training has been reviewed with future sessions planned to be in area between Engineering North and Santos Building.

- Fire awareness and extinguisher
- Spill kit
- Gas cylinder handling

Refer paper.

Further sessions are planned for 2021 including Cardio-Pulmonary Resuscitation (CPR), use of defibrillators and a Hazard Management workshop focussing on implementation of the University's hazard management process.

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5 School/Centre/Faculty Services & HSR Reports

5.1 Heads of Schools/Directors of Centres/Faculty Services Reports

Anthony Zander (Mechanical Engineering) provided an overview of the process they are currently working through in identifying and storing the records for their school in accordance with the State Records Act and university records management processes. Anthony will provide an update on how the process is working in 2022 with a view to how this can be applied faculty wide.

Kathryn Amos (ASPER) raised a question around the chemical waste store in the ground floor of Santos building and how some waste had been left there for collection and needed to be moved for items to be brought in as it was stored in the front of the roller door. Jacob Kuzyakov agreed to check the Santos Building and how it is going to be used and if so to designate areas to store and not to store items to avoid access/egress issues.

Action - Jacob Kuzkakov to confirm if.

Finnur Larusson (Maths), Katharine (SABE), Jeremy Woolley (CASR) and Ian Reid (Computer Science) had nothing to report. Martin McCarron had nothing further to report having raised relevant matters earlier in the meeting. Scott Smith and Andre Costa were absent.

5.2 HSR Reports

There were no particular issues raised by the HSRs in attendance that related to ECMS operations. However, Brenton Howie mentioned that he and Ian Ogier had assisted Sciences staff in the MLS building to use the ECMS forklift to position a rack of liquid CO2 gas bottles in to position near the building because the BOC delivery truck was unable to use the hydraulic arm to position this due to the height of the surrounding barriers.

Note: Subsequent to the meeting, Sciences HSW and technical staff were contacted by the ECMS HSW team about this matter to encourage local resolution.

6 Other Business

There was no other business discussed.

7 Next Meeting

The next meeting will be held on the 19th August 2021.

Meeting concluded at 12.30pm.

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