

**FACULTY OF ARTS**

Q3 2021 HSW COMMITTEE MEETING – 03 AUGUST 2021

---

**UNCONFIRMED MINUTES OF MEETING**

A meeting of the Faculty of Arts Health, Safety and Wellbeing Committee was held in the ED Meeting Room, Napier G53 and via zoom

<https://adelaide.zoom.us/j/86415338843?pwd=L1g0bFM3YW5CYIZYRTJKVjJJQjdDQT09&from=addon>  
at 11:30am Tuesday 03 August 2021.

**PRESENT:** Jennie Shaw (Convenor), Jennifer Clark, Mathew White, Anne Richards, Sarah Hoggard, Maggie Tonkin, Vanessa Gicasvilli, Kath McCulloch

**1. WELCOME AND APOLOGIES**

Jennie Shaw opened the meeting with an Acknowledgment of Country. She welcomed Maggie Tonkin as the new Humanities staff representative replacing John Budarick. Apologies received from Melissa Nursey-Bray, Graeme Koehne, Abhinay Katakam, Tanya Hardy.

**2. MINUTES FROM PREVIOUS MEETING Q2/2021, 11 MAY 2021**

Jennie Shaw moved to approve the 02/2021 minutes; seconded by Sarah Hoggard.

**3. ACTIONS/BUSINESS ARISING FROM PREVIOUS MEETING**

Jennie Shaw reminded HOS to complete the action item below;

Action Item	
HOS	Walk around School spaces and check for electrical appliances that have been brought in from home that should not be there.

**4. STANDING AGENDA ITEMS**

**4.1 Faculty of Arts HSW Report and Traffic Light Report**

Reports were distributed prior to the meeting and were taken as read. The Traffic Light Report is based on the information recorded by the Faculty HSW Coordinator in UniSafe and the findings from HSW internal audits. It was noted that the Faculty currently remains all Green.

**4.2 Workplace Monitoring**

The Faculty's Workplace Monitoring Plan with updates 16 July 2021 provided by Jacki Rushby, was distributed prior to the meeting. Refer to 4.4 for Social Sciences.

**4.3 Humanities**

- A confidential record for a staff member has been entered in UniSafe as a result of the EIG process that occurred in 2020.
- Staff member Ghil'ad Zuckermann fell and broke his wrist on a field trip 17 July 2021. He had surgery on his wrist 22<sup>nd</sup> July and was back to work 26 July. The incident was not entered in UniSafe. Anne Richards is following up.

**4.4 Social Sciences**

- No new incidents to report.

- Boating Activities and Chemical Safety Management - The final reports are currently being reviewed by John Tibby.

#### 4.5 Elder Conservatorium of Music

- No new incidents to report. Refer to Item 5.

#### 4.6 Education

- Linda Westphalen is recovering well from her foot injury.
- A staff member returning to work from major surgery is being supported by Louise Dunn even though it's not work related.

#### 4.7 Office

- No new incidents to report. Refer to Item 6.

### 5. OUTCOME OF THE RETURN TO WORK SA (RTWSA) AUDIT

Anne Richards reported that the RTWSA Audit Validation went really well for Arts. She thanked ECM staff in particular as they were able to provide the evaluators with a good understanding of their activities. The result is still informal and subject to RTWSA internal quality assurance but HSW Central has been informally advised that the evaluators are not recording any non-conformances.

There will be a number of observations and notes that will form opportunities for improvement for The University over the next 5 years. Once received, HSW Central will distribute the official report to all Executive Deans and Heads of Schools.

### 6. ELECTRICAL TESTING & TAGGING

The Faculty's electrical testing and tagging using The University's preferred provider *eSafe* is to be completed by end November 2021. Jacki Rushby is liaising with all Schools to manage their own testing and tagging. Jacki will manage the Faculty Office.

### 7. ANY OTHER BUSINESS

Arts currently has one Workers Compensation claim (ECM) re mental health, however this is a pre COVID mental health issue. Anne Richards advised that any mental health issues including mask wearing, be recorded in UniSafe and any can remain confidential if desired. During the pandemic, it is especially important to support the wellbeing of our staff and she encourages the use of the *EAP* including *Manager Assist* for managers and supervisors.

### 8. NEXT MEETING

19 October 2021

Meeting closed at 10:52am

KATH MCCULLOCH (FACULTY EXECUTIVE OFFICER)

#### DISTRIBUTION:

Prof Jennie Shaw (Executive Dean) - Convenor  
 A/Prof Mathew White (Acting Head, School of Education)  
 Prof Graeme Koehne (Director, Elder Conservatorium of Music)  
 Prof Jennifer Clark (Head, School of Humanities)  
 Prof Melissa Nursey-Bray (Interim Head, School of Social Sciences)  
 Abhinay Katakam (Acting Faculty Executive Manager)  
 Dr Maggie Tonkin (Humanities representative)  
 Sarah Hoggard (Social Sciences Representative)  
 Vanessa Gicasvili (Education Representative)  
 Tanya Hardy (Elder Conservatorium of Music representative)  
 Anne Richards (Senior HSW Advisor)  
 Jacki Rushby (Faculty HSW Coordinator)  
 Kath McCulloch (Faculty Office Representative & Faculty Executive Officer)