

FACULTY OF ARTS

Q2 2021 HSW COMMITTEE MEETING – 11 MAY 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/83339776244?pwd=b2tOWGFwLzA1UVZLOEY1NTdORFgxdz09&from=addon>

at 10:30am Tuesday 11 May 2021.

PRESENT: Jennie Shaw (Convenor), Graeme Koehne, Jennifer Clark, Melissa Nursey-Bray, Abhinay Katakam, Anne Richards, Sarah Hoggard, John Budarick, Tanya Hardy, Kath McCulloch

1. WELCOME AND APOLOGIES

Jennie Shaw opened the meeting with an Acknowledgment of Country. Apologies from Faye McCallum and Vanessa Gicasvili

2. MINUTES FROM PREVIOUS MEETING Q1/2021, 02 MARCH 2021

Jennie Shaw moved to approve the 01/2021 minutes; seconded by Melissa Nursey-Bray.

3. ACTIONS/BUSINESS ARISING FROM PREVIOUS MEETING

The following Action items are in progress;

Action Item	
Abhinay Katakam	URGENT – Escalate to Infrastructure the need for effective heating/cooling systems on level 1 and level 9 Napier
Graeme Koehne Abhinay Katakam	Request dates for the commencement and completion of construction for the acoustic screening

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 was distributed prior to the meeting. The Faculty's highest safety concerns identified on 14/12/2020 are as follows:

- Noise and Sound Management (ECM)
Suggested amendments to the Noise Management Plan have been reviewed by Greta Larsen. Tanya Hardy is meeting with Jacki Rushby and Steven Knopoff to finalise.
- Hazardous Manual Tasks – Ensembles (ECM)
Suggested changes to the Safety Review was submitted 22/01/21. Tanya Hardy will arrange a date for Jacki Rushby to observe the orchestra while rehearsing.

- Boating Activities (Social Sciences)
The draft report is currently being reviewed and the final issue will be presented to John Tibby within the next couple of weeks.
- Chemical Safety Management (Social Sciences)
The draft report is currently being reviewed and the final issue will be presented to John Tibby within the next couple of weeks.

4.3 Humanities

- Student Affairs is managing the issues associated with the suicide of a student. Correspondence was distributed to the tutors of that student.
- A staff member who is currently on sick leave will be returning on a RTW plan. Anne Richards will contact Louise Dunn who will manage the RTW in consultation with Jennifer Clark and the staff member.

4.4 Social Sciences

- One staff member is currently on sick leave recovering from surgery.
- There is currently one student in India with COVID.
- Sarah Hoggard is working with Jacki Rushby on issues that may arise as part of the RTWSA audit.

4.5 Elder Conservatorium of Music

- A student dislocated their wrist but they have a known condition which causes dislocations. The student normally self manages the injuries as they occur, however, ECM staff provided first aid in this instance. The ECM Office purchased more ice packs.

4.6 Education

- Louise Dunn is currently working with a staff member to manage their RTW.

4.7 Office

Nothing to report.

5. RETURN TO WORK SA (RTWSA) AUDIT, 31 MAY – 07 JULY 2021

Anne Richards and Gerald Buttfeld met with Graeme Koehne, Greta Larsen and Abhinay Katakam on Tuesday 13 April 2021 to debrief Graeme for the upcoming RTWSA audit for ECM. The meeting with the validators is scheduled for 16 June 2021.

6. ANY OTHER BUSINESS

- Melissa Nursey-Bray has attended two one on one meetings with a staff member who is experiencing personal issues at home. Melissa wanted advice from the committee members on how to manage this. The staff member should be encouraged to use the Employee Assistance Program (EAP). Anne Richards also referred Melissa to CHG Manager Assist.
- As the Executive Dean, Jennie Shaw needs to know why staff/HDR students are travelling and reminded HOS that all staff/HDRs need travel approval and a backup plan.
- Due to a change of legislation, electrical testing has returned. Testing is required by the end December 2021. Abhinay Katakam will be communicating this to staff via email.

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

- Some of our staff have once again blocked the glass panel window on their doors with posters and other items. As previously advised by the Faculty, the glass panels on the doors are not to have items placed over them to obscure a view into the office. There are also some HSW concerns regarding unsafe storage of items (mainly the over stacking of books and/or on high shelving) and clutter on floors creating potential tripping hazards. As this is a safety issue, all doors and offices will be checked to ensure compliance in the week commencing Monday 31st May 2021. Faculty will have access to these rooms and will remove any items posing a risk and place them on desks. Abhinay Katakam will be communicating this to staff via email shortly.

7. NEXT MEETING
27 July 2021

Meeting closed at 10:56am

KATH MCCULLOCH (FACULTY EXECUTIVE OFFICER)

DISTRIBUTION:

Prof Jennie Shaw (Executive Dean) - Convenor
 Prof Faye McCallum (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)
 Mr Abhinay Katakam (Acting Faculty Executive Manager)
 Mr John Budarick, (Humanities Representative)
 Ms Sarah Hoggard (Social Sciences Representative)
 Ms Vanessa Gicasvili (Education Representative)
 Ms Tanya Hardy (Elder Conservatorium of Music representative)
 Ms Anne Richards (Senior HSW Advisor)
 Ms Jacki Rushby (Faculty HSW Coordinator)
 Ms Kath McCulloch (Faculty Office Representative & Secretary)