**MINUTES (DRAFT)**

**Q4 2021**

A meeting of the ECMS Health, Safety and Wellbeing Committee was held at 10:00amon **Monday 21st March 2022.**

1. Welcome

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

* 1. Apologies

Katrina Falkner, Louise O’Reilly, Kathryn Amos, Hong Gunn Chew, Scott Smith (Martin Lambert representing CEME), Andre Costa, Ulrike Schacht

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| --- | --- | --- | --- |
| 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 | A |
| Louise O’Reilly – Acting Faculty Executive Director | A | 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) | A | Jeremy Woolley – Director, Centre for Automotive Safety Research (CASR) | ✔ |
| Scott Smith – Interim Head, Civil, Environmental and Mining Engineering (CEME) | ✔ | Andre Costa – Teletraffic  Research Centre (TRC) | A |
| David Lewis – Head, Chemical Engineering & Advanced Materials (Chem Eng) | ✔ | Jacob Kuzyakov – Technical Services & Infrastructure (TSI) Manager | A |
| 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) | ✔ | 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 |  | Kris Polyl - Health, Safety and Wellbeing Officer, ECMS | ✔ |
| Paul Medwell – HSR, Mech Eng | A | Stacy Fogliano - Health, Safety and Wellbeing Officer, ECMS | ✔ |
| Robert Dempster – HSR, Faculty Services (TSI) | ✔ | Mailys Stirling | ✔ |
| Hong Gunn Chew – HSR, EEE | A | Sam Abbott | ✔ |
| Jessica Jacobson – HSR, Faculty Services (Admin) | A | David MCLeod | ✔ |
| Martin Lambert – HSR, CEME | ✔ | Jessica Gilson | ✔ |
| Michael Atkin – HSR, Faculty Services (Admin) | A | Mark Szolga | ✔ |
| Brenton Howie – HSR, Faculty Services (TSI) | A | Katharine Barsch - SABE | ✔ |
| Ulrike Schacht – HSR, ASPER | A |  |  |
| Nick Warner – HSR,TRC | ✔ |  |  |
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* 1. Conflicts of interest and other items of business

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

* 1. Starring of items

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

1. Minutes of Previous Meeting
   1. Confirmation of the previous minutes

Previous meeting minutes (21 November2021) were confirmed and accepted.

* 1. Review actions and business arising

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

1. School/Centre/Faculty Services & HSR Reports  
   1. Heads of Schools/Directors of Centres/Faculty Services Reports (including HSR Reports)

The Heads of Schools/Directors of Centres and Faculty Services were invited to provide a report as were HSRs present.

Nelson Tansu (EEE) discussed the safety review completed in the laser lab in his school noting he thought it was a valuable process.

Additionally Nelson raised concerns on the OSP and changes in the HSW team for SET Faculty and that there are concerns around the knowledge transfer and understanding of the risk profile for the school and the Faculty with no previous ECMS HSW members in the new team supporting the School and Faculty. This concern was agreed with by other HoS (Anthony Zander). Mailys Stirling advised that handover processes are in place noting not all team members have left the University. Paul Roberts also spoke to the HSW Community of Practice and how the who HSW Team across the University must have transferrable skills but that central HSW are mindful there will be challenges particularly given the roles needing to be filled for SET Faculty and others.

Nick Warner (HSR) raised concerns around the University email that came out about contact tracing. Paul provided further advice around the process including the process when the HR Service Centre is notified. The students/staff are given the information in accordance with SA Health requirements to identify and notify close contacts.

Anthony Zander spoke briefly to the Jet Lab incident and mirrored Nelson concerns regarding OSP.

David Lewis spoke about the gap identified with the Faculty (ECMS) having no Biosecurity Officer, but under new SET Faculty a person was identified in Sciences that could fill this requirements for the Faculty.

Jeremey Wooley raised the issue with the recent fire drill. There is confusion and no feedback as to when the group could return to the building. Paul Roberts advised the contract with Chubb is being reviewed and this would be raised with Chubb and Security.

Markus Wagner spoke to the recent Computer incident where it was identified the process for computer builds needs to include a requirement for test and tag prior to use particularly in instances where components are second hand and not new from manufacturer or supplier.

Scott Smith discussed the new lab being set up in CEME, the Lb Supervisor is Kevin Ferris. Scott asked for an induction update for lab access for CEME students noting Stacy Fogliano will discuss as part of the TSI Project update.

1. Central HSW Report - Faculty HSW Performance  
   1. Senior HSW Advisor Report – Q4, 2021

Paul Roberts referred to his report mentioning his observation that this was the healthiest Traffic Light Report. As a result of the ECMS HSW team assistance and periodic report generation to monitor actions.

* 1. ECMS Faculty Traffic Light Report Q4 2021 - Draft

The Committee noted the draft traffic light report and confirmed this reflected the currently state of compliance, noting that both action 1476 and 1477 can be moved to Green A as a result of the TSI project closing both these items out.

1. Faculty HSW Report – Strategies and/or Projects Update
   1. ECMS Incident Report

Sanaz Orandi referred to the prepared report showing a summary of incidents since the last meeting.

* 1. Summary report – notifiable incident, angle grinder

Stacy Fogliano referred the Committee to the incident summary circulated ahead of the meeting which provided a description of the incident with the angle grinder whilst a technician was cutting a cable tray that resulted in a person receiving 2 lacerations to their forearm. This was reported to SafeWork SA as required on 22nd November. A full report including a review of controls was provided to the SafeWork SA inspector along with evidence of the updated risk assessment, required toolbox talk about the incident and preventative measures implemented and evidence of the angle grinder being fit for use and the inspector noted what had occurred and the actions to prevent a recurrence and was satisfied with these later confirming that he was going to close the incident.

The Committee noted the incident.

* 1. Summary report – notifiable incident, fuel leak

Stacy Fogliano referred the Committee to the incident summary circulated ahead of the meeting which provided a description of the incident with the jet engine leaking fuel resulting in a small fire in the jet lab where a technician was preparing the jet engine for a lab practical. This was reported to SafeWork SA as required on 14th February. A full report was provided to the SafeWork SA inspector along with proposed corrective actions and the inspector noted what had occurred and the actions to prevent a recurrence and was satisfied with these the incident has not been closed by SafeWorkSA as the jet engine is required to be inspected by a competent person prior to being put back into use.

The Committee noted the incident.

* 1. SPE

**5.4.1 2021 Review**

As per University requirements set out in the HSW Handbook Chapter [Schedule of Programmable Events](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/schedule-of-programmable-events-handbook-chapter) (SPE), the HSW team has reviewed progress against the 2021 SPE.

Separately attached is two page SPE with various activities coordinated by the HSW team for the Faculty in 2021. Below is an exceptions report for activities planned but not delivered.

**Workplace Monitoring** – of the 4 Safety Reviews scheduled for 2021, 3 were completed with one area originally targeted unavailable and alternate area programmed for early 2022. Reports were issued and actions assigned in Unisafe where required.

**First Aid** – OxyViva unit servicing was not carried out in 2021 however this has been scheduled for March 2022. The unit is under the control of Ian Ogier as Occupational First Aider.

**First Aid** – AED (Defibrillator) servicing of seven units was not carried out in 2021 however this has been scheduled for March 2022 using St John when they service first aid kits. A register of AEDs is managed by the ECMS HSW team and records kept/replacement pads checked and batteries replaced when indicated.

**Training** – hazard management workshops were planned for during 2021 howvere while the overarching learning objectives were prepared the content and resources to assist the delivery were not finalised. In the latter part of 2021 it was decided that with OSP changes and Faculty changes on the way that this training activity would be held over to 2022 with input on content from the central HSW team and

**Monitoring (Hazardous Noise)** – a hazardous noise monitoring program is yet to be established for the Faculty and a review was planned in 2021. This review did not occur although a gap analysis was carried out. One area of focus was the welding bay in Engineering South having had a report a few years ago indicting the area should be reassessed when a noise attenuating welding curtain had been installed. The noise monitoring of this area will be arranged by local area management (Technical Services) with assistance/advice from HSW team.

**5.4.2 2022 Draft**

Separately attached is two page SPE with various activities planned to be coordinated by the HSW team for the Faculty in 2022. Discussion and consultation with new Faculty management and the HSW advisory team will be required and a version of this SPE developed for the new Faculty.

* 1. TSI Project

Stacy Fogliano provided an update on the TSI Pilot Project that she carried out with the Structures and Natural Resources Team earlier this year that was endorsed by Kat Falkiner and Louise O’Reilly. This involved partnering with the team over a 6 week period for 8 hours per week working closely in the lab/workshops.

The process reviewed and identified the use of hazardous plant and equipment in the space and included the review and re development of 7 risk assessments, 7 SOP’s and 7 proficiencies.

The outcome from the pilot program are encouraging with a useful 5-step guidance document prepared that steps staff through the requirements to apply key HSW management system requirement for hazard management, information instruction and training (IIT), schedule of programmable events (SPE) for equipment maintenance and HSW record keeping. Other recommendations have also been identified for follow up.

* 1. Action Plan Update

The ECMS HSW Action Plan has not been actively monitored/progressed in recent months due to the approaching faculty changes arising from the Organisational Sustainability Program (OSP).

At some point a new Faculty HSW Action Plan will be developed to meet requirements of the University described in the HSW Handbook chapter:

<https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-action-planning-handbook-chapter>

* 1. Training

Fire Awareness and Extinguisher Training – by Chubb Fire & Security Pty Ltd on 24/11/2021

1. Other Business  
   1. SABE First Aid Kit

Katharine Barsch raised the issue with first aid kit in SABE not being adequately installed and going missing. The install is being held up by infrastructure.

Action to follow up install.

* 1. CEME construction safety

Martin Lambert raised the construction safety course he is looking to run for CEME Students in addition to the white card training. Martin will send the SET team the proposed subjects to see if they may be able to provide input.

* 1. Flood incident Engineering North

Scott Smith also raised the outcome of the flooding incidents in Engineering North and the lack of response from infrastructure centrally and within the faculty in relation to the incident response on the day. Paul Roberts discussed that moving forward the faculty will own the infrastructure incidents in Unisafe and will follow them to close to ensure better close out. This is an issue right across the University that infrastructure incidents largely go un responded to, not necessarily not actioned just no follow up and close out with those reporting and affected.

Action Paul Roberts will follow this up and come back to Scott / SET HSW Team.

1. Next Meeting

The next meeting will be held in June 2022.

Meeting concluded at 11:40 am.