**COMMITTEE MEETING DETAILS**

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| **Meeting Reference** | Q3 2022 |
| **Date/Time/Location** | 19 August 2022 : 11 am - 12.00 pm : via Zoom |
| **Zoom link** | <https://adelaide.zoom.us/j/83821325120?pwd=VFdEUHBENVFKa2YxWUtRcEVNbjU2dz09> Passcode: 576212 |

**MEMBERSHIP/ATTENDANCE**

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| **Committee Role** | **Name** | **Attendance/Apology/Absent** |
| Chair  Management Representative, Faculty Office | Tony Cambareri |  |
| Management Representative, School of Allied Health Science & Practice | Rachel Gibson | Apology for meeting 19/8/22 |
| Management Representative, School of Biomedicine | Corinna Van Den Heuvel |  |
| Management Representative, Adelaide Dental School | Richard Logan |  |
| Management Representative, Adelaide Medical School | Danny Liew |  |
| Management Representative, Adelaide Nursing School | Frank Donnelly |  |
| Management Representative, School of Psychology | Elaine Fox |  |
| Management Representative, School of Public Health | Tracy Merlin |  |
| Management Representative, SAiGENCI | Kathryn Hudson |  |
| Faculty HSR - Staff Representative,  (Adelaide Nursing School) | Denise Tucker |  |
| Faculty HSR - Staff Representative,  (School of Biomedicine) | Simran Sidhu |  |
| Faculty HSR - Staff Representative,  (School of Biomedicine) | Suraiya Onnesha |  |
| Faculty HSR - Staff Representative,  (Faculty Office) | Marita Broberg |  |
| Faculty HSR - Staff Representative,  (School of Public Health) | Isaiah Luc |  |
| Faculty Staff Representative,(School of Allied Health Science & Practice) | Deb Wadham | Apology for meeting 19/8/22 |
| Faculty Staff Representative, Faculty (Adelaide Medical School) | Libby Kentish |  |
| Staff Representative, School of Public Health | Sharyn Gaskin |  |
| Staff Representative, SAiGENCI | Sandii Constable |  |
| Health Safety & Wellbeing Advisory Manage | Paul Roberts |  |
| Senior HSW Advisor | Anthony Parletta |  |
| Health Safety and Wellbeing Advisor | Jessica Gilson |  |
| Executive Officer | Kylie Mielnik |  |

**AGENDA**

1. **Welcome, confirmation of attendance and quorum** – note change in staff membership relating to the reclassification of designated workgroups. Welcome to Elaine Fox, Isaiah Luc and Suraiya Onnesha.
2. **Confirmation of minutes – Q2 2022**
3. **Business arising from previous meetings**

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| * Action Details | * Person(s) Responsible | * Status/Notes |
| * Liaise with Carroll regarding the disposal of electrical equipment | * Executive Officer | * AHMS - all e-waste should be taken to the loading dock for collection. * Helen Mayo South – items should be deposited on the e-waste shelves in the delivery bay on the ground floor. |
| * Send direct communication regarding the requirement for individuals to update relevant training information in SSO (e.g. first aid, warden, working with children etc) and to ensure their University phone book entries are up to date. | * Jessica/Paul |  |
| * Raise the absence of the AHMS building within the register with Infrastructure. | * Jessica |  |
| * Consult with Tony regarding first aid hubs. | * Jessica |  |
| Add an incident report to the next HSW Advisor report as requested by the committee. | * Jessica |  |
| Committee members to provide feedback regarding the draft Terms of Reference prior to the next meeting. | * Executive Officer |  |

1. **School report / updates (from management representatives)**
   1. Head of School updates
   2. HSR and Staff representative questions or issues to raise with the committee
2. **Items for information (taken as read unless questions raised)**
   1. **Faculty of Health and Medical Sciences HSW quarterly report from HSW Advisor** **(document attached)** (HR/HSW) – including internal audit findings, traffic light report etc. and details for Unisafe upgrade.
   2. **Workplace monitoring: Safety review plan 2022** (for noting) – please be aware that safety reviews will be conducted in all areas over the coming months. None for the Faculty as agreed by Tony and the HSW portfolio as staff will be conducting reviews in other parts of the University.
   3. **HSW roles and responsibilities document (document attached)**
3. **Any other business (pre-vetted agenda items)**
   1. **Terms of Reference (document attached)** – draft for consultation and should be confirmed by the Faculty committee meeting Q3 (Paul Roberts)
   2. **University wide review of designated workgroups completed and results to be provided Q3 HSW Faculty committee meeting** (Paul Roberts)
4. **Confirmation of next meeting and close**

Meeting to be held in November 2022