**FACULTY OF HEALTH AND MEIDCAL SCIENCES**

**HEALTH SAFETY & WELLBEING COMMITTEE**

**MINUTES OF MEETING 2/22**

**HELD ON THURSDAY 9June 2022**

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| **Committee Role** | **Name** | **Attendance** |
| Chair | Tony Cambareri | Yes |
| Management Representative, School of Allied Health Science & Practice | Rachel Gibson | Yes |
| Management Representative, School of Biomedicine | Corinna Van Den Heuvel | Yes |
| Management Representative, Adelaide Dental School | Richard Logan | Apology |
| Management Representative, Adelaide Medical School | Danny Liew | Yes |
| Management Representative, Adelaide Nursing School | Frank Donnelly | Yes |
| Management Representative, School of Psychology | Peter Strelan | Yes |
| Management Representative, School of Public Health | Tracy Merlin | Yes |
| Management Representative, SAiGENCi | Kathryn Hudson | Yes |
| Staff Representative, Faculty Office | Marita Broberg | Yes |
| Staff Representative, School of Allied Health Science & Practice | Deb Wadham | Yes |
| HSR, School of Biomedicine | Simran Sidhu | Apology |
| HSR, Adelaide Dental School | Lucy Ludlow | Apology |
| HSR, Adelaide Medical School | Libby Kentish | Apology |
| HSR, Adelaide Nursing School | Denise Tucker | Yes |
| HSR, School of Psychology | Carolyn Semmler | Yes |
| HSR, School of Public Health | Sharyn Gaskin | Yes |
| HSR, SAiGENCi | Sandii Constable | Yes |
| Health Safety & Wellbeing Advisory Manage | Paul Roberts | Yes |
| Senior HSW Advisor | Anthony Parletta | In attendance |
| Health Safety and Welfare Advisor | Jessica Gilson | In attendance |
| Executive Officer | Janette Carter | In attendance |

1. **WELCOME**

The Convenor welcomed members to the meeting.

1. **CONFIRMED MINUTES**

The minutes of Q1 2022 meeting were confirmed without amendment.

1. **BUSINESS ARISING**

**Actions from previous meeting**

* 1. **Action**: **Linda Knobben to draft an expression of interest email to be released from Heads of Schools (Public Health, Psychology, Nursing, Allied Health Science & Practice) in an effort to recruit new HDR student representatives.**

Action closed - Membership of the committee and designated work groups is being reviewed as part of OSP.

* 1. **Action: All Heads of School to Review the provided 2022 for 2021 *Annual Hazard Review,* make any changes as required and send the signed Review to the HSW Team.** Action complete.

1. **School report / updates (from management reps or issues raised by staff reps)**
   * School of Allied Health Science & Practice (Rachel Gibson, Deb Wadham)
     + No issues reported.
     + Allied Health have taken possession of new teaching spaces and work is being undertaken to ensure safety procedures are in place.
   * School of Biomedicine (Corinna Van Den Heuvel)
     + No issues reported.
   * Adelaide Dental School (no members present)
   * Adelaide Medical School (Danny Liew)
     + No issues reported.
   * Adelaide Nursing School (Frank Donnelly, Denise Tucker)
     + Advised a student had fainted on placement and that the venue had little awareness of protocols.
   * School of Psychology (Peter Strelan, Carolyn Semmler)
     + No issues reported.
     + Query regarding the disposal of electronic equipment – To be raised with Carroll DeVizio

***Action: Executive Officer to liaise with Carroll regarding the disposal of electrical equipment***

* + School of Public Health (Tracy Merlin, Sharyn Gaskin)
    - Mental health incident occurred, student receiving support from their research supervisor. Incident reported through UniSafe.
    - Incident reported where the secure door in RMP level 4 did not open during an evacuation. This has been escalated with infrastructure to be resolved.
    - The School has been reminding staff of the free flu vaccinations available through the University.
  + SAiGENCI (Kathryn Hudson, Sandii Constable)
    - No Issues reported.
  + Faculty Office (Tony Cambareri, Marita Broberg)
    - No issues reported

1. **Items for information (taken as read unless questions raised)**

**5.1 Faculty of Health and Medical Sciences HSW quarterly report from HSW Advisor (HR/HSW) – including internal audit findings, traffic light report etc.**

Marita raised that the internet does not reflect the post OSP changes regarding designated Fire Wardens and First Aiders. Paul advised that individuals need to email the HSW team ([hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au)) to inform of updates for first aiders and Infrastructure ([emergmgt@adelaide.edu.au](mailto:emergmgt@adelaide.edu.au)) for updates to the Warden register. It was agreed that direct communication from HSW reminding individuals of the requirement to update information was preferable.

***Action: Jessica and Paul to send direct communication regarding the requirement for individuals to update relevant information.***

Paul advised that HSW Advisory will fill any Chief Warden vacancies in buildings where the HSW Advisory team are located, where required . HSW were aware that there are no designated First Aiders on Level 9, AHMS. Paul and Jessica were informed that the AHMS building does not exist within the register. Jessica to raise this with Infrastructure.

***Action: Jessica to raise the absence of the AHMS building within the register with Infrastructure.***

Jessica advised that old Faculty HSW posters in local areas were being replaced with First aid QR code posters provided by HSW Central. It was agreed that the details around first aid hubs will be consulted with Tony.

***Action: Jessica to consult with Tony regarding first aid hubs.***

1. **ANY OTHER BUSINESS**
   1. **Draft Terms of Reference** (Paul Roberts)

Terms of Reference to be ratified at the next meeting.

***Action: Committee members to provide feedback regarding the draft Terms of Reference prior to the next meeting.***

* 1. **Workplace monitoring Safety review plan 2022** (Paul Roberts)

No FHMS formal reviews to take place in 2022.

* 1. **University wide review of designated workgroups to be completed before Q3 HSW Faculty committee meeting** (Paul Roberts)

The University wide review of designated workgroups was agreed by Unions.

* 1. **Other Items**

Tracy enquired as to whether modified incident reports can be provided. Paul advised that reports can be modified as requested.

***Action: Jessica to add an incident report to the next HSW Advisor report as requested by the committee.***

Jessica noted that the Faculty Committee Chair may like to send a thank you email to previous management reps and staff reps who have been a member of the previous All Schools HSW committee.

**Next Meeting** of the FHMS HSW committee meeting to be held in August 2022.

**Actions arising:**

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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 |  |