

Agenda



THE UNIVERSITY
of ADELAIDE

Division of External Engagement HSW Committee

Meeting 4/22

Wednesday 16 November 2022 from 4-4.45pm

Mitchell Building Loft

1. Welcome and Apologies (Chair)
2. Minutes of previous meeting – 16 August 2022 (Chair) – *for noting*
3. DEE HSW Advisory Report 4 - 2022 (Sam) – *for noting*
4. Impact of DEE Structural Review to Committee structure (Chair) – *for discussion*
5. Branch HSW representative updates (all)
6. Any other business (all)
7. Close

**DIVISION OF EXTERNAL ENGAGEMENT
HSW COMMITTEE**



MEETING 3/22 – 16 AUGUST 2022

MINUTES 03/22 – UNCONFIRMED

HPE CM Ref: D2022/XX

A meeting of the Division of External Engagement's HSW Committee was held at 10am on Tuesday 16 August 2022 in the Mitchell Building Loft.

Present: Ms Alison Lane (Chair), Mr Sam Abbott, Ms Toni Norris, Dr Glen Stafford, Mr Anthony Parletti, Ms Kerry James, Ms Emma Dwyer, Ms Alison Anlezark, Mr Manuel Otero Borjas, Mr Vivek Arora and Mr Ross Ganf

Apologies: nil

1. Welcome and apologies

The Chair welcomed members to the meeting and noted that there were no apologies.

It was noted that Mr Steve Benson has moved to a new role outside of the Division, therefore leaving a staff representative vacancy within the Global Engagement team. It has been agreed not to fill this vacancy until the review of the Division is finalised.

2. DEE HSW Advisory Report 3 - 2022

Mr Abbott provided an overview of the report, which had been circulated prior to the meeting.

It was noted that a new reporting app was available – Roam 5 – with posters promoting the use of the app provided to all branches for display.

Mr Abbott outlined the role of a Health & Safety Representative (HSR) in comparison to that of a member of the HSW Committee. It was noted that a HSR is similar to a Union representative, in that their focus is on HSW issues on an as needs basis and in real time. This position is elected by the members of the work group to which they represent (which would be the Division of External Engagement). No nominations were received for the position of HSR for DEE, which means that robust consultation with the DEE HSW Committee will be required.

A register of HSR representatives will be made available on the website, with formal elections occurring every three years. It was noted that casual appointments can be made in the event that a HSR for a particular area resigns or moves to a different work group, or if somebody comes into a work group that does not currently have a HSR and wishes to take on that role.

Mr Abbott also advised that the HSW staff representatives should check to ensure their building location has a Chief Fire Warden assigned, as it is the responsibility of the Chief Warden to ensure that there are adequate fire wardens for the building.

It was noted that the HSW Team have interns currently working on a first aid strategy.

The External Engagement Traffic Light Report for Q2 2022, contained within the Advisory Report, was considered to be an accurate representation of the current status for HSW issues across the Division.

3. Impact of DEE Structural Review

The Chair provided an overview of the proposed DEE Structural Review which is currently in the Draft Change Proposal phase, and advised that there were several staff and management representatives on the DEE HSW Committee whose roles may be affected.

The Chair advised that following the release of the Final Change Plan in late August/early September, a review of the impact to the Committee will be undertaken by the Chair and communicated to Mr Abbott and Mr Parletti for further discussion and decision around next steps.

4. Branch HSW representative updates

Ms Dwyer advised that a query had been raised by a First Aid officer on who covers the cost of CPR training. It was noted that this cost is not covered by the HSW Team and is to be paid out of the relevant branch's operating budget.

Discussion was held in relation to the toilet issues at both 250 North Terrace and in the Oliphant building and it was noted that Infrastructure are aware of these issues. Mr Abbott advised that once Infrastructure are aware of the issues, unless there is a significant HSW risk, the HSW Team do not have authority to progress more expediently. The Chair advised that Infrastructure have allocated a senior space planner to the Division of External Engagement, and this has been raised with them.

Mr Ganf noted that there has been a heavy period of events across winter on the North Terrace campus, with reporting through the Beating Heart Impact Group, of which Infrastructure are a member.

Mr Ganf outlined a number of incidents that he was aware of as follows:

- a truck struck a bollard on City of Adelaide land – not reportable
- a delay in the delivery of a ramp for the Lumen Bar due to shipping issues – not reportable
- heavy use of toilets during weekends across the Illuminate Adelaide festival resulted in cleanliness issues. This was rectified by instigating 'event cleaning' protocols – not reportable.

It was noted that when bumping in/out of University grounds that requires heavy vehicle access, there is potential for wheelchair access to be compromised. Mr Ganf advised the communications are sent out prior to these types of activities, however all areas should be aware of the potential impact.

Mr Ganf advised that he would be recommending that there be an 'operations' person on site for future events such as Open Day to rectify issues quickly, following an unsecured ramp being installed that caused several trips and slips during Open Day.

Following discussion in relation to checking contractors compliance with HSW requirements, Mr Abbott advised that the HSW Team are available to provide quality assurance checks on this type of documentation should the event teams require assistance at any time.

5. Any other business

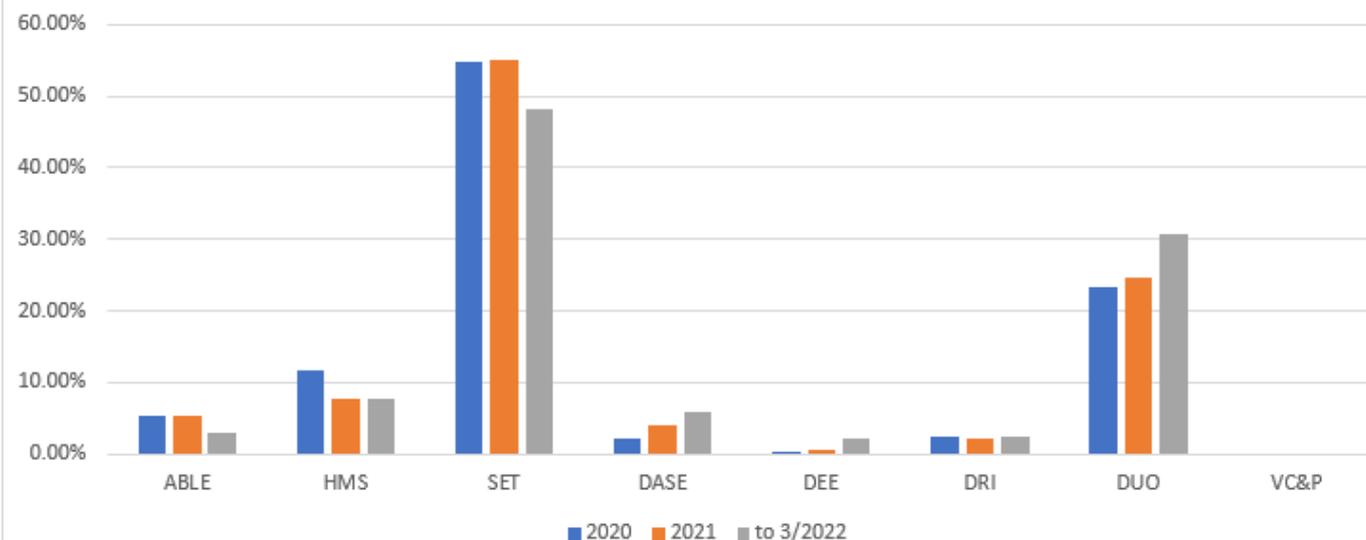
Discussion was held in relation to whether the University or individual staff are the PCBU for events, with Mr Abbott confirming that the University is the PCBU. Staff organising the events have certain

obligations, but they are not the PCBU. It was noted that where a contractor is engaged, they then become the PCBU.

Mr Abbott advised that the HSW Team are available to join any discussions around PCBU obligations as required.

The meeting closed at 10.38am.

Table 2 - Percentage of Safety Reports in UniSafe, annually per Faculty/Division



Pathways to accessing HSW Advice

There are a range of ways staff can use to seek information and advice from the HSW Advisory Team. Updated guidance ([see here](#)) lets staff and students know the various locations of HSW Advisory team and how to reach them.

Please contact the HSW Advisory Manager, [Paul Roberts](#), if there are any questions or feedback about the HSW Advisory service.

Workplace Inspection Program commencing 2023

In response to an incident that occurred on the 24 November 2019 at the University of Adelaide Piggery facility located at Roseworthy, the University has entered into an enforceable undertaking (EU) under Part 11 of the WHS Act.

An EU is an agreement between the regulator (SafeWork SA) and a Person Conducting a Business or Undertaking (PCBU) under which the PCBU agrees to undertake certain activities. A full copy of the EU is available [here](#).

The EU requires the University to introduce a process for recording annual workplace inspections of inherently high-risk areas (laboratories, workshops and animal facilities) to be undertaken by area supervisors or facility managers. The HSW Team will be consulting with a range of stakeholders in November on the proposed process and trailing it in December, with a view of launching it in February 2023. Information relating to this process will be located with the Workplace Monitoring HSW Procedure ([see here](#)) when it is finalised.

First Aid Register and posters

Staff and students should start to notice the new first aid posters being displayed in building locations. A large quantity have been printed, laminated and distributed by the HSW team and posters can be downloaded from our website if ([see here](#)) if areas wish to display additional posters.

PLEASE NOTE: the posters and QR codes are building specific so make sure you download the correct building or building group, so the QR code takes users to the correct section of the First Aid Register.

Information for the First Aid Register is sourced from SSO and the University Phone Directory, so if there are any inaccuracies staff should inform the relevant staff member to check that their SSO profile and University Directory is up to date.



Supervisors Toolkit

The Supervisor's Toolkit has been updated with a range of new resources. [See here](#). There is now a selection of guidance documents specifically created for Supervisors to summarise their responsibilities arising from certain University HSW procedures.

HSW Advice and Hazard Alerts

Where the HSW Advisory team identifies a need to clarify or inform the wider University community of a safety issue or learning from an incident investigation it will issue written HSW Advice. These will be sent to relevant HSW networks and forums and placed on the HSW website and are [located here](#) for future reference.

HSW tasks and activities for the End of Year (EOY)

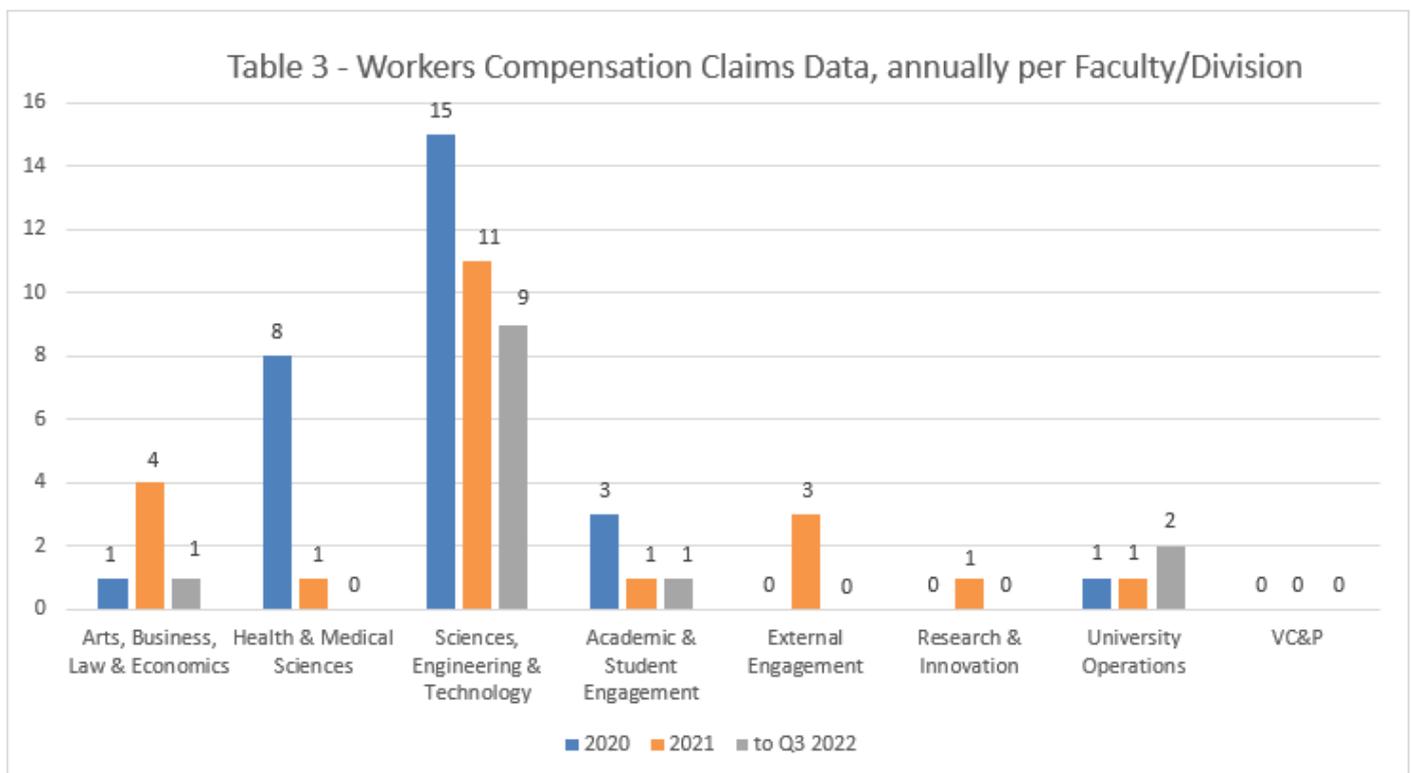
2022 has seen significant structural change as a result of OSP. This has impacted a range of business processes which were used in the past to complete HSW tasks and activities required by a range of HSW procedures. The HSW Team has provided some guidance for EOY HSW tasks and activities. [See here](#).

2. UniSafe Overdue Corrective Actions Data

There are no overdue actions in UniSafe for External Engagement.

3. Workers Compensation Data

There were 18 workers compensation claims submitted up to Q3 2022, compared with 22 for the same period in 2021. For the first three quarters of 2022, there were 9 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology and 5 Workers Compensation Claims from Controlled Entities.



4. HSW Internal Audit Outcomes

There were no internal audits performed in External Engagement during Q3 of 2022.

5. HSW Handbook chapters revised in the last quarter

No handbook Chapters were revised or updated during the last quarter, however chapters planned for revision in the last quarter include:

- Emergency Management
- Warden Network
- Workplace Monitoring
- Corrective Action
- Incident Investigation
- Report a safety issue or incident
- Firearms Safety Management
- Diving Safety Management

5. Draft External Engagement Traffic Light Report (Q3 2022) DRAFT

The traffic light report (TLR) is based on the information recorded by the HSW Advisory Team in UniSafe and the findings from HSW internal audits and Safety Reviews. Where actions are decided to address breaches of a HSW handbook chapter - and are completed - the TLR will be flagged as Green A. However, no recorded actions or outstanding actions will be recorded as Amber or Red depending on the due date of the action. The TLR and details of outstanding actions are included in the Due Diligence Report which goes to University Council. Therefore, it is important that any outstanding actions affecting the TLR is discussed within the HSW committee meeting, to ensure that it is correct.

Ref	Requirement	Office of External Engagement	Advancement	Marketing and Recruitment	Media and Corporate Relations	Children's University	Global Engagement
1	Schedule of Programmable Events	Green	Green	Green	Green	Green	Green
2	Training Plan	Green	Green	Green	Green	Green	Green
3	Biological	N/A	N/A	N/A	N/A	N/A	N/A
4	Chemical	N/A	N/A	N/A	N/A	N/A	N/A
5	Contractor	N/A	N/A	N/A	N/A	N/A	N/A
6	Emergency Management	Green	Green	Green	Green	Green	Green
7	First Aid	Green	Green	Green	Green	Green	Green
8	Hazard Management	Green	Green	Green	Green	Green	Green
9	Incident Reporting & Investigation	Green	Green	Green	Green	Green	Green
10	Noise and Sound	N/A	N/A	N/A	N/A	N/A	N/A
11	Plant/Equipment	Green	Green	Green	Green	Green	Green
12	Radiation	N/A	N/A	N/A	N/A	N/A	N/A
13	HSW Information, Instruction & Training	Green	Green	Green	Green	Green	Green

Note below all exceptions to "Green" appearing in the Traffic Light report

Not Applicable	
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GREEN	No compliance issues with the HSW Handbook
Green 'A'	In the last quarter action had to be taken to rectify an issue of non-compliance with the HSW Handbook that was identified reactively through either an incident investigation or an HSW audit (Do not indicate an A for proactively identified issues)
AMBER	Action is required to address a compliance issue that is expected to be rectified by the next HSW Traffic Light Report.
RED	Action is required to address a compliance issue that is unlikely to be rectified by the next HSW Traffic Light Report.
N/A	Not applicable