

FOR APPROVAL

MINUTES OF MEETING 01/22

A meeting of the Divisional Health, Safety and Wellbeing Committee was held **via Zoom at 10:00 am on Thursday 3 March 2022.**

Present:

Ms Alice Cameron, Divisional Executive Officer (Convenor)
Ms Angela Alessi, Learning and Quality Support
Ms Karen De Cruz, Library
Ms Phoebe Huang, Student Life (Careers)
Ms Jennah Mills, Pro Vice-Chancellor (Student Learning) (LEI)
Mr Paul Roberts, Faculty / Divisional HSW Manager
Ms Huyen Le, PACE
Mr Bryan Woochan Lee, Ask Adelaide
Ms Tuila Wells, Student Life, Counselling Support

Apologies Received:

Ms Jill Allen, Student Life
Mr Geoff Denison, Accommodation Services
Mrs Aparna Narang, English Language Centre
Mr Fred Rochler, Student Administration

Proxies: None

In Attendance:

Chelsea Fuller, Observer
Rosemary Gibbon, Executive Assistance

1 Welcome and Apologies

Apologies were noted as above.

2 Confirmation of Minutes

Minutes of the meeting held on 3 November 2021 were accepted.

3 Safety Performance of the Division

The report was noted by the Committee.

Paul highlighted that incident reporting from DASE is higher than some areas but is still low, under 5%. Injury data has shown that equipment (e.g. trolleys or sack trucks) can be a contributor to incidents, therefore members were reminded to use a maintenance request to have them fixed or serviced if necessary.

Item 5 in the report shows some HSW Handbook links that have been updated. Members were requested to contact Paul if they had any questions, particularly in the case of running events so that they are COVID requirement compliant as the guidelines are changing all the time.

The Traffic Light report is currently all green.

The SPE report is in box, members were reminded to access this regularly and update as necessary.

Paul advised that once OSP lands a process will happen to identify where the gaps in the wardens and first aiders are, he will be able to provide advice when that occurs.

Alice asked if the HSW team will review this or will it be done in local areas and Paul advised that Security manage the warden register and HSW keep a register of first aiders. The OSP team have been requested to provide a report on the impact on wardens and first aiders.

Training will be available throughout the year. First aid on demand and warden training is at scheduled times during the year.

Alice asked if electrical testing and tagging has been completed in the areas and is it reported back to HSW. Huyen advised that it was still outstanding in PACE so she will follow up. Paul advised that testing and tagging should be recorded in the SPE.

Action: Rosemary to check the SPE to see if there are any areas outstanding and send reminders to update if necessary.

4 Effectiveness of safety processes in the Division.

Huyen asked about masks and RATs and how they will be allocated across the Division, as PACE were currently considering their requirements. Alice advised that there are 4,000 for the division and they will be distributed as required. If there is a need to have a number of them then a case could be put forward to be considered.

Paul advised that there is a repeat order for masks in March but not RATs so it is best to keep them in reserve rather than distribute them out to areas. Alice advised to also keep in mind that there is no policy, procedure or directive to require that areas conduct RATs.

The Division's supply of masks, is held by the Office of Academic and Student Engagement and Chelsea can be contacted regarding distribution/collection.

5 Are there any safety concerns that staff representatives want to raise?

No safety concerns were raised.

6 Key changes to Divisional safety processes that need noting or discussion

No changes have occurred that need to be discussed.

Any Other Business

Annual hazard reviews are now due and need to be sent to Rosemary if not already done so.

Alice asked if there was any other information in regards to HSW support in the new structure. Paul advised there will be an appointed advisor / safety officer who will look after the Divisions and Arts and Professions. The role has not yet been appointed and will need to go to market for recruitment.

Divisional Health and Safety meetings will still be required quarterly. The chair and executive support are still to be confirmed going forward as there will be changes due to the OSP. Members were asked to report any changes to membership from their area to Rosemary. Alice thanked Rosemary for her support over the years.

7 Next Meeting

Meeting dates for 2022 will be scheduled when executive support is confirmed.