

**DIVISIONAL HSW COMMITTEE – VC&P, DUO, PROVOST
MEETING AGENDA 2/21 - 18 MAY 2021**



A meeting of the Divisional Health Safety and Wellbeing Committee will be held via Zoom 14:00 on 18 May 2021

<https://adelaide.zoom.us/j/85902980930?from=addon>

Passcode: 331164

1. **Welcome and apologies**
2. **Confirmation of Minutes**
3. **Outstanding Actions**
4. **HSW Reports**
5. **Key safety concerns**
6. **Schedule of Programmed Events**
7. **Return to Work SA Audit**
8. **Training and Development**
9. **Electrical Safety Management Handbook Chapter**
10. **Other business**

Next meeting is 17 August 2021

A meeting of the Divisional Health Safety and Wellbeing Committee was held via Zoom and at The Loft, Mitchell Building at 14:00 on 16 February 2021.

Present: Jane Favretto, Rebecca Nicol, Shandelle Gameau, Margaret Keelan, Pene Knott, Simon Gierke, Russell Sayers, Neil Heaton, Kate Utrata

Apologies: Liz Kiely, Carole Cumberford, Paul Roberts

It was noted that Andrew Starcevic and Tom Pontt have left the University.

2. Confirmation of Minutes

The Minutes of the Meeting held on the 19 November 2020 were accepted.

3. Outstanding Actions

There were three overdue actions. Each of the areas were to investigate and follow up.

4. HSW Report

The HSW Reports were reviewed and noted.

No changes to the traffic lights were required.

Slips, trips and falls continue to be the main mechanism of injury for DUO.

5. Key safety concerns

Key concerns expressed include:

- M&R do not have CCTV or duress alarms in their area and are progressing installation.
- F&PS (and RMP) did not have any test evacuations in 2020 (although there were actual evacuations). At times, social distancing continues to be an issue (although it was noted SA Health were scheduled to do an inspection of the workplace). Noted that two staff who were working late were asked to produce their ID's (which were photographed) by security. This was considered unusual.
- HR include reminders in various communications.
- OCOO noted the student protest in the first week of the VC on campus. No significant impact.
- P&A noted social distancing not being adhered to in lifts.

Members were asked to remind their respective areas of the need to maintain social distancing in any communications they might undertake.

6. Schedule of Programmed Events

Members were asked to ensure that the 2020 SPE was complete and that the 2021 SPE was up to date.

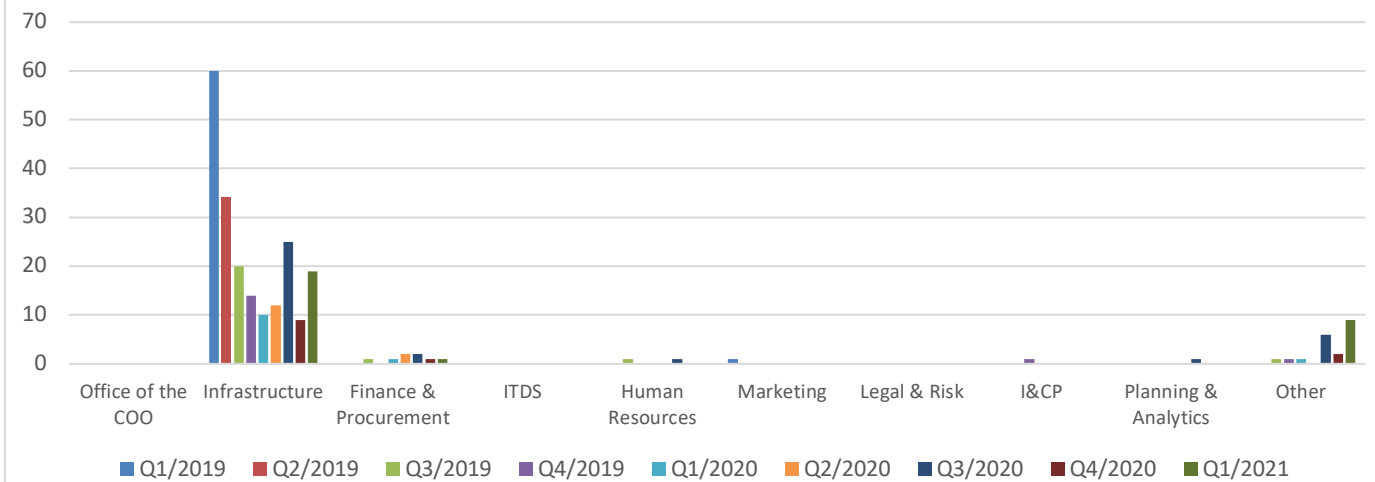
7. Return to Work SA

The Return to Work SA self-insurance audit will commence in in the first half of the year. Areas were encouraged to ensure that their documentation is up to date and appropriately recorded in HPE.

The meeting concluded at 14:30

Next meeting is 18 May 2021.

Table 2 - DUO safety reports in UniSafe since 2019



There were no significant incidents during Q1/2021 where new hazards or issues were identified that should be considered more widely by Branches in the Division.

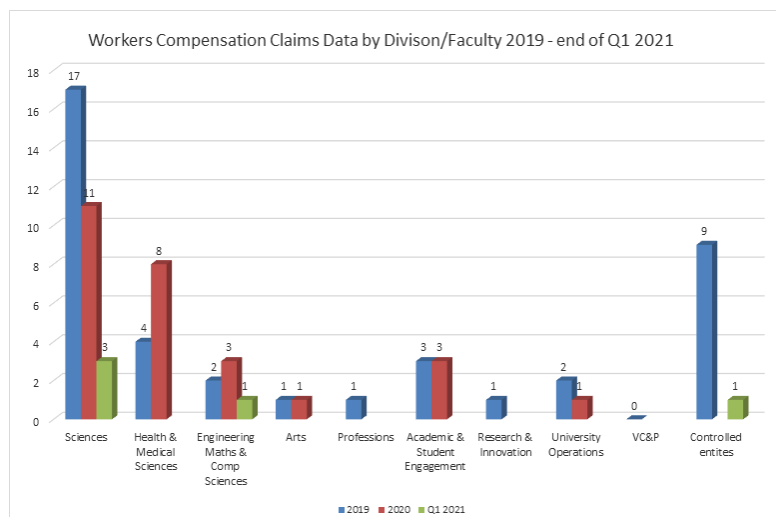
2. UniSafe Overdue Corrective Actions Data

There were three (3) overdue actions in UniSafe at the time of producing this report.

Action ID	Area	Due Date	Action Source	Assigned to	Status
1127	Infrastructure	28/3/2021	Incident	Mark Kennedy	Open
Summary	To address various safety and security issues raised by Health and Medical Sciences in the Hughes building				
1321	Infrastructure	31/3/2021	Incident	Scott Hayes	Open
Summary	Confirm if the lift space can continue to be used for storage or not in the Hughes building				
1271	Human Resources	31/3/2020	Audit	Jane Knipe	Open
Summary	HSW Systems Review Internal Audit 2020 - update HSW handbook and OPs Manual				

3. Workers Compensation Data

The total number of open workers compensations claims to the end of Q1 2021 was 5 compared with 11 for the same time in 2020. In Q1 2021, a total of 3 new claims were received. One each from Sciences, Engineering, Maths and Computer Science and a Controlled Entity (Unicare).



4. HSW Internal Audit Outcomes

There were no internal audits performed in DUO during Q1 of 2021

5. HSW Handbook chapters revised in the last quarter and items to note

The following table is provided to allow discussion on impending consultation or implementation issues resulting from new procedures or advice.

	Key information summary
Elevating Work Platforms – inspection and testing	In January 2021 Safe Work Australia released new guidance material for inspecting and maintaining elevated work platforms (EWPs). The University has received additional guidance from Safe Work Australia on how the new guidance related to PCBU's who lease/hire EWP's or engage contractors to undertake a task involving the use of EWP's
Flu Vaccination Program 2021	<p>The University of Adelaide Flu Vaccination Program 2021 is available at no cost to continuing, fixed-term and casual staff.</p> <p>On-campus vaccinations is provided by Adelaide UniCare (which is owned by the University of Adelaide) at the following locations:</p> <ul style="list-style-type: none"> • Adelaide Health and Medical Sciences (AHMS) - Level 4, AHMS Building • North Terrace Campus - 425/427, Braggs Building • Waite Campus - Room GS25, reception area, Waite Building <p>Bookings for appointments at the above locations are open now. Roseworthy Campus bookings will be open soon.</p>
First Aid Training preferred suppliers	The HSW website has been updated with links to Procurement Services for anyone wishing to access preferred suppliers for first aid training or management of first aid kits and supplies.
Electrical Safety Management Handbook Chapter	<p>The new chapter incorporates these changes by requiring:</p> <ul style="list-style-type: none"> • all electrical equipment supplied through an electrical socket outlet to be inspected and tested at the required intervals (refer to Appendices B1 and 2 of the chapter) • the frequency for testing only being able to be varied by the Head of School/Branch based on a documented risk assessment • Inclusion of the requirement to tag new equipment (noting that Information Technology and Digital Services, Division of University Operations advises that from the 1st February 2021, the University's computer supplier will test and tag any new to service laptop, desktop or monitor at \$5 per device) • Inclusion of links to information on the requirements where there are (1) Electrical installations – battery systems for use with power conversion equipment and (2) Solar (Photovoltaic) systems (e.g. a unit that converts energy from sunlight into electrical energy). <p>The impact for the University is to resume the testing of electrical equipment in lower risk environments such as office, lecture and tutorial room like environments at 5 yearly intervals (unless varied by the Head of School/Branch based on a documented risk assessment).</p>
Plant/Equipment Safety Management Handbook Chapter	<p>This chapter was reviewed to:</p> <ul style="list-style-type: none"> • remove electrical management sections that are contained in the new Electrical Safety Management Chapter • ensure responsibilities for day-to-day management of plant were assigned to the supervisors responsible • ensure the chapter still meets legislative requirements and that role titles were current.
SafeWork SA – conviction for failure to maintain equipment	This case shows how easy it was for SafeWork to successfully prosecute a PCBU (Woolworths) where a worker was injured when they could not demonstrate they had a system of inspection and maintenance for the equipment involved. Which was a delivery cage used by night fill workers.

6. Draft DUO Traffic Light Report (Q1 2021) DRAFT

The traffic light report (attached) is based on the information recorded by Divisional HSW Officers in UniSafe and the findings from HSW internal audits. Where actions are decided to address breaches of a HSW handbook chapter - and are completed - the traffic light report 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. This does not include Safety Reviews undertaken by the HSWO's. Therefore, it is important that the traffic light report is discussed within the Divisional safety committee meeting, to ensure that it is correct.

Ref	Requirement	Office of the COO	Infrastructure	Finance & Procurement	ITDS	Human Resources	Marketing & Communication	Legal & Risk	I&CP	Planning and Analytics
1	Schedule of Programmable Events	Green	Green	Green	Green	Green	Green	Green	Green	Green
2	Training Plan	Green	Green	Green	Green	Green	Green	Green	Green	Green
3	Biological	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	Chemical	N/A	Green	Green	N/A	N/A	N/A	N/A	N/A	N/A
5	Contractor	N/A	Green	N/A	Green	N/A	N/A	N/A	N/A	N/A
6	Emergency Management	Green	Green	Green	Green	Green	Green	Green	Green	Green
7	First Aid	Green	Green	Green	Green	Green	Green	Green	Green	Green
8	Hazard Management	Green	Green	Green	Green	Green	Green	Green	Green	Green
9	Incident Reporting & Investigation	Green	Green	Green	Green	Green	Green	Green	Green	Green
10	Noise and Sound	N/A	Green	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	Plant/Equipment	Green	Green	Green	Green	Green	Green	Green	Green	Green
12	Radiation	N/A	N/A	N/A	N/A	Green	N/A	N/A	N/A	N/A
13	HSW Information, Instruction & Training	Green	Green	Green	Green	Green	Green	Green	Green	Green

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

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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

Attachment A – DUO First Aiders, Fire Wardens & Licence holders report from SSO (31/3/2021)

Sch/Bra	ID	Name	Descr	Issue Date	Expiration D	Location
Human Resources	1001845	Anne Richards	Warden - Floor Warden (Lvl 1 Training)	1/1/00		NT
Finance & Procurement Services	1091304	Adam Childs	Warden - Floor Warden (Lvl 1 Training)	7/7/16		NT
Human Resources	1125129	Penelope Knott	Warden - Floor Warden (Lvl 1 Training)	4/6/03		NT
Marketing and Recruitment	1159625	Kate Utrata	Warden - Floor Warden (Lvl 1 Training)	3/6/13		NT
Innovation & Comm Partners	1174311	Gerard La Fontaine	Warden - Floor Warden (Lvl 1 Training)	14/11/19		NT
Finance & Procurement Services	1216591	Noel Joseph	Warden - Floor Warden (Lvl 1 Training)	10/9/12		NT
Finance & Procurement Services	1222268	Andrea Katranis	Warden - Floor Warden (Lvl 1 Training)	14/11/19		NT
Finance & Procurement Services	1652096	Suzenn D'Addona	Warden - Floor Warden (Lvl 1 Training)	14/11/19		NT
Marketing and Recruitment	1653819	Elizabeth Claessen	Warden - Floor Warden (Lvl 1 Training)	13/11/20		NT
Infrastructure	1184629	Linda Sperring	Warden - Chief Warden Training	4/12/19		NT
Infrastructure	1221419	Michael Brewer	Warden - Chief Warden Training	8/9/15		NT
Info Tech & Digital Svcs	1223165	Wayne Fryer	Warden - Chief Warden Training	27/8/19		NT
Infrastructure	1228198	Rebecca Schmid	Warden - Chief Warden Training	18/8/20		NT

Sch/Bra	ID	Name	Descr	Issue Date	Expiration D	Location
Office of the COO	1039625	Simon Gierke	First Aid - Provide First Aid (HLTAID001,2,3)	18/9/18		NT
Finance & Procurement Services	1052834	Wendy Brockhouse	First Aid - Provide First Aid (HLTAID001,2,3)	15/2/21		NT
Finance & Procurement Services	1066041	Sergei Volgin	First Aid - Provide First Aid (HLTAID001,2,3)	22/3/21		NT
Info Tech & Digital Svcs	1096831	John Rebelos	First Aid - Provide First Aid (HLTAID001,2,3)	3/8/16		NT
Infrastructure	1112535	Kym Jones	First Aid - Provide First Aid (HLTAID001,2,3)	8/12/17		NT
Human Resources	1125129	Penelope Knott	First Aid - Provide First Aid (HLTAID001,2,3)	12/9/18		NT
Innovation & Comm Partners	1138105	Paul Arthur	First Aid - Provide First Aid (HLTAID001,2,3)	8/6/17		NT
Human Resources	1138183	Louise Dunn	First Aid - Provide First Aid (HLTAID001,2,3)	7/3/18		NT
Marketing and Recruitment	1159625	Kate Utrata	First Aid - Provide First Aid (HLTAID001,2,3)	13/7/16		NT
Infrastructure	1184629	Linda Sperring	First Aid - Provide First Aid (HLTAID001,2,3)	3/5/19		NT
Marketing and Recruitment	1191695	Manuel Otero Borjas	First Aid - Provide First Aid (HLTAID001,2,3)	12/4/19		NT
Finance & Procurement Services	1193191	Robyn Williamson	First Aid - Provide First Aid (HLTAID001,2,3)	23/2/21		NT
Info Tech & Digital Svcs	1202709	Matthew Salkeld	First Aid - Provide First Aid (HLTAID001,2,3)	16/10/19		NT
Infrastructure	1216139	Robyn Aust	First Aid - Provide First Aid (HLTAID001,2,3)	16/11/17		NT
Info Tech & Digital Svcs	1221165	Andrew Heath	First Aid - Provide First Aid (HLTAID001,2,3)	25/10/19		NT
Finance & Procurement Services	1612480	Andrea Spedding	First Aid - Provide First Aid (HLTAID001,2,3)	30/7/19		NT
Marketing and Recruitment	1653819	Elizabeth Claessen	First Aid - Provide First Aid (HLTAID001,2,3)	13/1/21		NT

Sch/Bra	ID	Name	Descr	Issue Date	Expiration D	Location
Human Resources	1000570	Jacquelyn Finlay-Smith	COVID Marshall Training	8/9/20		NT
Finance & Procurement Services	1066041	Sergei Volgin	COVID Marshall Training	20/8/20		NT
Infrastructure	1089058	Martin Tauchert	COVID Marshall Training	23/8/20		NT
Human Resources	1125129	Penelope Knott	COVID Marshall Training	9/10/20		NT
Infrastructure	1184629	Linda Sperring	COVID Marshall Training	19/8/20		NT
Finance & Procurement Services	1193191	Robyn Williamson	COVID Marshall Training	20/8/20		NT
Infrastructure	1676645	Mark Branson	COVID Marshall Training	23/8/20		NT

Sch/Bra	ID	Name	Descr	Issue Date	Expiration D	Location
Finance & Procurement Services	1216101	David Mulhall	Boat Operators Licence	1/3/12		NT
Finance & Procurement Services	1216101	David Mulhall	Vehicle - Class R	1/3/10		NT
Human Resources	1001845	Anne Richards	White Card – Construction Industry Safety	2/12/10		NT
Human Resources	1001845	Anne Richards	Boat Operators Licence	2/8/79		NT
Human Resources	1001845	Anne Richards	Vehicle - Class C	27/2/12	27/2/22	NT
Human Resources	1045054	Paul Roberts	White Card – Construction Industry Safety	2/9/16		NT
Human Resources	1045054	Paul Roberts	Vehicle - Class C	4/11/18	4/11/23	NT
Human Resources	1064878	Gerald Buttfield	Vehicle - Class C	15/12/16	15/12/26	NT
Human Resources	1065344	Jane Knipe	Vehicle - Class C	26/5/16	26/5/21	NT
Human Resources	1088970	Rebecca Stonor	Vehicle - Class C	3/10/18	3/10/23	NT
Human Resources	1138183	Louise Dunn	Rehabilitation Return to Work Coordinator	15/5/09		NT
Human Resources	1643703	Lorraine Sandford	Vehicle - Class C	20/3/70	20/3/25	NT
Human Resources	1643703	Lorraine Sandford	Vehicle - Class R	20/3/70	20/6/25	NT
Infrastructure	1130270	Dimitrios Mikromanolis	White Card – Construction Industry Safety	29/1/15		NT
Infrastructure	1130270	Dimitrios Mikromanolis	Vehicle - Class C	22/12/87	22/12/22	NT
Infrastructure	1130270	Dimitrios Mikromanolis	Work Safely at Heights	24/11/15		NT
Infrastructure	1139890	Simon Fenwick	White Card – Construction Industry Safety	13/12/10		NT
Infrastructure	1184629	Linda Sperring	Vehicle - Class C	24/10/20	26/10/25	NT
Infrastructure	1185984	Bruce Lawson	White Card – Construction Industry Safety	11/6/09		NT
Infrastructure	1185984	Bruce Lawson	Enter Confined Space	31/1/13		NT
Infrastructure	1185984	Bruce Lawson	Vehicle - Class MR	31/1/74	31/3/28	NT
Infrastructure	1185984	Bruce Lawson	Work Safely at Heights	27/6/13		NT
Infrastructure	1221419	Michael Brewer	White Card – Construction Industry Safety	28/8/15		NT
Infrastructure	1225212	James Rivett	White Card – Construction Industry Safety	24/6/11		NT
Infrastructure	1656618	Bethany Dixon	Vehicle - Class C	29/8/20	29/8/22	NT
Infrastructure	1676645	Mark Branson	White Card – Construction Industry Safety	11/5/18		NT
Infrastructure	1676859	Mary White	White Card – Construction Industry Safety	6/3/12		NT
Infrastructure	1676859	Mary White	Vehicle - Class C	16/5/13	16/5/23	NT

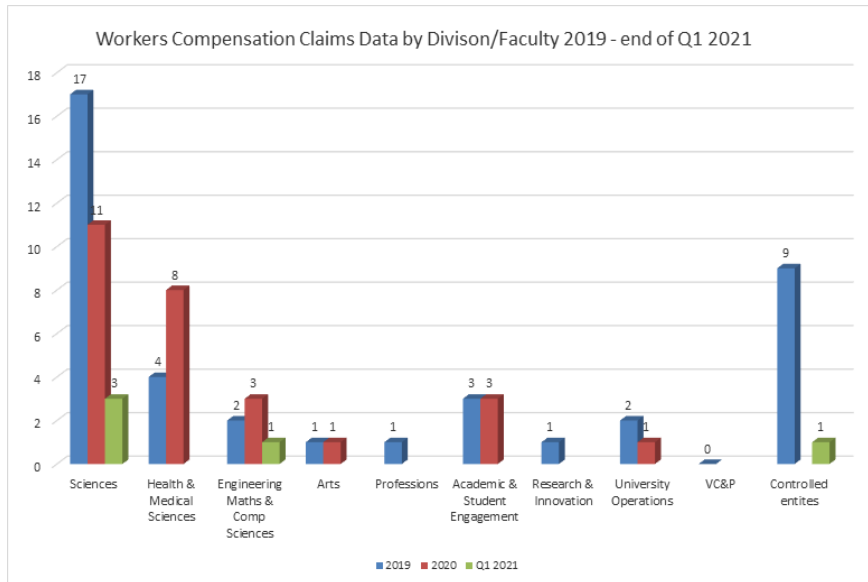
Sch/Bra	ID	Name	Descr	Issue Date	Expiration D	Location
Human Resources	1065344	Jane Knipe	Police Check	23/4/19	23/4/22	NT
Info Tech & Digital Svcs	1227644	Jonathan Thompson	Police Check	29/11/19		NT
Info Tech & Digital Svcs	1633323	Matthew Westlake	Police Check	11/3/13	11/3/23	NT
Infrastructure	1083771	Christine Kalogeras	Child Protection - DCSI Screening Clearance	18/12/18	18/12/21	NT
Infrastructure	1225212	James Rivett	Child Protection - DCSI Screening Clearance	1/3/19	1/3/22	NT
Legal and Risk	1026276	Kim Evans	Working with Children Check			NT
Marketing and Recruitment	1057842	Eng Tan	Working with Children Check	13/2/19	12/2/22	NT
Marketing and Recruitment	1078530	Matthew Nelson	Working with Children Check	17/7/20	17/7/25	NT
Marketing and Recruitment	1113623	Val Dadvias	Working with Children Check	15/7/20	15/7/25	NT
Marketing and Recruitment	1141435	David Nguyen	Working with Children Check	18/7/19	18/7/22	NT
Marketing and Recruitment	1144132	Shirley Yeo	Working with Children Check	3/6/20	2/6/23	NT
Marketing and Recruitment	1173900	Antony Duggan	Working with Children Check	2/6/20	22/5/25	NT
Marketing and Recruitment	1191695	Manuel Otero Borjas	Working with Children Check	14/7/20	14/7/21	NT
Marketing and Recruitment	1191787	Timothy Harvey	Working with Children Check	15/3/19	15/3/22	NT
Marketing and Recruitment	1221536	Yanqiong Qiu	Child Protection - DCSI Screening Clearance	12/11/18	11/11/21	NT
Marketing and Recruitment	1222478	Rebekah Palmer	Working with Children Check	26/6/19	26/6/22	NT
Marketing and Recruitment	1223719	Vivek Arora	Working with Children Check	13/12/18	12/12/21	NT
Marketing and Recruitment	1224574	Chris Lofts	Working with Children Check	18/4/19	18/4/22	NT
Marketing and Recruitment	1224994	Peta Cleary	Child Protection - DCSI Screening Clearance	18/2/19	18/2/21	NT
Marketing and Recruitment	1224994	Peta Cleary	Child Protection - Responding to Abuse and Neglect Training	29/8/19	29/8/22	NT
Marketing and Recruitment	1225028	Aristia Milohis	Child Protection - DCSI Screening Clearance	26/4/18	26/4/21	NT
Marketing and Recruitment	1225063	Candice Davis	Working with Children Check	16/4/19	16/4/22	NT
Marketing and Recruitment	1226057	Nancy Khalil	Working with Children Check	19/2/19	18/2/22	NT
Marketing and Recruitment	1226149	Nischint Vora	Working with Children Check	9/6/20	8/6/25	NT
Marketing and Recruitment	1226877	Jessica Perry	Working with Children Check	18/4/19	18/4/22	NT
Marketing and Recruitment	1227663	Kwok Wong	Working with Children Check	16/7/20	16/7/23	NT
Marketing and Recruitment	1645151	Laura Logan	Working with Children Check	19/8/19	19/8/24	NT
Marketing and Recruitment	1645283	Kahlia Green	Working with Children Check	22/5/20	22/5/25	NT
Marketing and Recruitment	1646906	Fiona Fraser	Child Protection - DCSI Screening Clearance	14/5/18	14/5/21	NT
Marketing and Recruitment	1653819	Elizabeth Claessen	Working with Children Check	3/10/18	15/3/22	NT
Marketing and Recruitment	1678512	Nick Vozzo	Working with Children Check	3/8/20	3/8/25	NT
Marketing and Recruitment	1680844	Wenjun Liu	Child Protection - DCSI Screening Clearance	18/12/18	18/12/21	NT
Marketing and Recruitment	1687832	Lilli Stephenson	Child Protection - DCSI Screening Clearance	21/2/18	21/2/22	NT
Marketing and Recruitment	1690212	Jacob Clement	Working with Children Check	1/3/21	1/3/26	NT
Marketing and Recruitment	1704630	Elise Prior	Child Protection - DCSI Screening Clearance	9/2/21	9/2/26	NT
Marketing and Recruitment	1704630	Elise Prior	Working with Children Check	17/5/18	17/5/21	NT
Marketing and Recruitment	1714101	Richard Behrendt	Working with Children Check	3/8/20	3/8/25	NT
Marketing and Recruitment	1714714	Ruixue Tang	Child Protection - DCSI Screening Clearance	22/7/19	22/7/24	NT
Marketing and Recruitment	1717944	Rachel Chalmers	Working with Children Check	10/2/21	10/2/26	NT
Marketing and Recruitment	1721273	Rebecca McKennall	Working with Children Check	20/1/20	20/1/25	NT
Marketing and Recruitment	1725032	Max Douglass	Working with Children Check	15/8/19	15/8/24	NT
Marketing and Recruitment	1734047	Mariana Couto Moniz	Working with Children Check	2/12/20	2/12/25	NT
Marketing and Recruitment	1735484	Ngoc Lan Tran	Working with Children Check	19/6/20	19/6/25	NT
Marketing and Recruitment	1740709	Ella Edwards	Working with Children Check	26/6/19	26/6/22	NT
Marketing and Recruitment	1743488	Amy Brooks-Birve	Working with Children Check	2/3/21		NT
Marketing and Recruitment	1744560	Shivani Satija	Working with Children Check	15/7/20		NT
Marketing and Recruitment	1748149	Lucy Stokes	Child Protection - DCSI Screening Clearance	23/11/20	23/11/25	NT
Marketing and Recruitment	1748149	Lucy Stokes	Police Check	28/2/18		NT
Marketing and Recruitment	1748876	Michael Laden	Working with Children Check	12/4/19		NT
Marketing and Recruitment	1760559	Chakrapani Kasunika Marage	Working with Children Check	20/5/20	20/5/25	NT
Marketing and Recruitment	1765845	Cooper Williams	Working with Children Check			NT
Marketing and Recruitment	1772104	Josephine Bond	Working with Children Check	18/10/19	18/10/24	NT
Marketing and Recruitment	1772836	Alice Miller	Working with Children Check	22/10/20	22/10/25	NT
Marketing and Recruitment	1773860	Holly Cooke	Working with Children Check	17/8/20	17/8/25	NT

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<p>Electrical Safety Management Handbook Chapter</p>	<p>The new chapter incorporates these changes by requiring:</p> <ul style="list-style-type: none"> • all electrical equipment supplied through an electrical socket outlet to be inspected and tested at the required intervals (refer to Appendices B1 and 2 of the chapter) • the frequency for testing only being able to be varied by the Head of School/Branch based on a documented risk assessment • Inclusion of the requirement to tag new equipment (noting that Information Technology and Digital Services, Division of University Operations advises that from the 1st February 2021, the University's computer supplier will test and tag any new to service laptop, desktop or monitor at \$5 per device) • Inclusion of links to information on the requirements where there are (1) Electrical installations – battery systems for use with power conversion equipment and (2) Solar (Photovoltaic) systems (e.g. a unit that converts energy from sunlight into electrical energy). <p>The impact for the University is to resume the testing of electrical equipment in lower risk environments such as office, lecture and tutorial room like environments at 5 yearly intervals (unless varied by the Head of School/Branch based on a documented risk assessment).</p>
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Ref	Requirement	Office of the VC&P	Council Secretariat	External Relations Portfolio
1	Schedule of Programmable Events	Green	Green	Green
2	Training Plan	Green	Green	Green
3	Biological	N/A	N/A	N/A
4	Chemical	N/A	N/A	N/A
5	Contractor	N/A	N/A	N/A
6	Emergency Management	Green	Green	Green
7	First Aid	Green	Green	Green
8	Hazard Management	Green	Green	Green
9	Incident Reporting & Investigation	Green	Green	Green
10	Noise and Sound	N/A	N/A	N/A
11	Plant/Equipment	Green	Green	Green
12	Radiation	N/A	N/A	N/A
13	HSW Information, Instruction & Training	Green	Green	Green

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

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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

Appendix A – First Aiders and Fire Wardens report from SSO

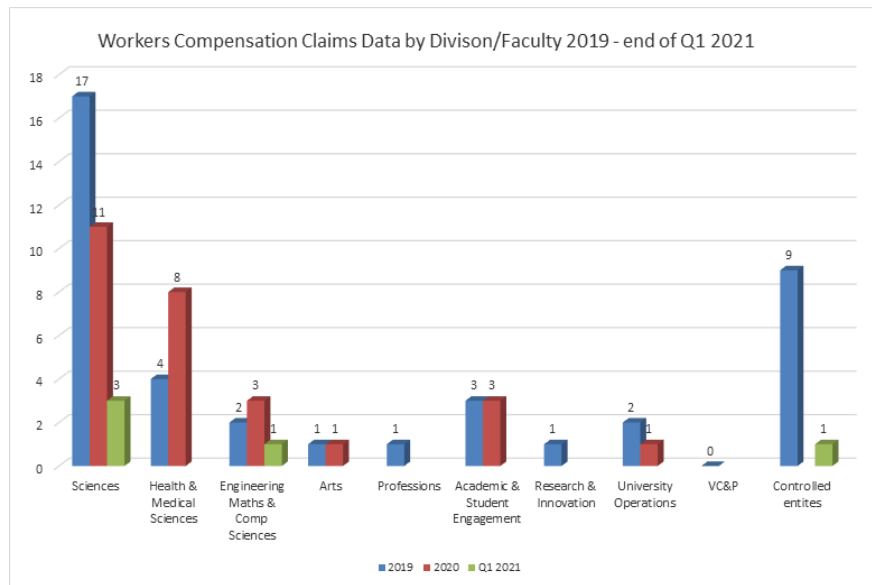
Sch/Bra	ID	Name	Descr	Issue Date	Expiration D	Location
External Relations Portfolio	1003674	Tania Johnson	First Aid - Provide CPR (HLTAID001)	1/3/18		NT
External Relations Portfolio	1223458	Jane Favretto	First Aid - Provide First Aid (HLTAID001,2,3)	19/5/17		NT
External Relations Portfolio	1223458	Jane Favretto	First Aid - Provide First Aid (HLTAID001,2,3)	19/5/17		NT
External Relations Portfolio	1223736	Alana Shimmin	First Aid - Provide First Aid (HLTAID001,2,3)	8/7/16		NT
External Relations Portfolio	1227450	Alexandra Bassett	First Aid - Provide First Aid (HLTAID001,2,3)	5/3/21		NT
Sch/Bra	ID	Name	Descr	Issue Date	Expiration D	Location
External Relations Portfolio	1222702	Elizabeth Kiely	Warden - Floor Warden (Lvl 1 Training)	9/10/18		NT
External Relations Portfolio	1223512	Pina Noack	Warden - Floor Warden (Lvl 1 Training)	9/10/18		NT
Sch/Bra	ID	Name	Descr	Issue Date	Expiration D	Location
External Relations Portfolio	1229552	Brodie Newbery	Working with Children Check	1/10/20	30/9/25	NT

2. UniSafe Overdue Corrective Actions Data

There are no overdue actions in UniSafe for the DP.

3. Workers Compensation Data

The total number of open workers compensations claims to the end of Q1 2021 was 5 compared with 11 for the same time in 2020. In Q1 2021, a total of 3 new claims were received. One each from Sciences, Engineering, Maths and Computer Science and a Controlled Entity (Unicare).



4. HSW Internal Audit Outcomes

There were no internal audits performed in DP during Q1 of 2021.

5. HSW Handbook chapters revised in the last quarter and items to note

The following table is provided to allow discussion on impending consultation or implementation issues resulting from new procedures or advice.

	Key information summary
Elevating Work Platforms – inspection and testing	In January 2021 Safe Work Australia released new guidance material for inspecting and maintaining elevated work platforms (EWPs). The University has received additional guidance from Safe Work Australia on how the new guidance related to PCBU's who lease/hire EWP's or engage contractors to undertake a task involving the use of EWP's
Flu Vaccination Program 2021	<p>The University of Adelaide Flu Vaccination Program 2021 is available at no cost to continuing, fixed-term and casual staff.</p> <p>On-campus vaccinations is provided by Adelaide UniCare (which is owned by the University of Adelaide) at the following locations:</p> <ul style="list-style-type: none"> Adelaide Health and Medical Sciences (AHMS) - Level 4, AHMS Building North Terrace Campus - 425/427, Braggs Building Waite Campus - Room GS25, reception area, Waite Building <p>Bookings for appointments at the above locations are open now. Roseworthy Campus bookings will be open soon.</p>
First Aid Training preferred suppliers	The HSW website has been updated with links to Procurement Services for anyone wishing to access preferred suppliers for first aid training or management of first aid kits and supplies.

<p>Electrical Safety Management Handbook Chapter</p>	<p>The new chapter incorporates these changes by requiring:</p> <ul style="list-style-type: none"> • all electrical equipment supplied through an electrical socket outlet to be inspected and tested at the required intervals (refer to Appendices B1 and 2 of the chapter) • the frequency for testing only being able to be varied by the Head of School/Branch based on a documented risk assessment • Inclusion of the requirement to tag new equipment (noting that Information Technology and Digital Services, Division of University Operations advises that from the 1st February 2021, the University's computer supplier will test and tag any new to service laptop, desktop or monitor at \$5 per device) • Inclusion of links to information on the requirements where there are (1) Electrical installations – battery systems for use with power conversion equipment and (2) Solar (Photovoltaic) systems (e.g. a unit that converts energy from sunlight into electrical energy). <p>The impact for the University is to resume the testing of electrical equipment in lower risk environments such as office, lecture and tutorial room like environments at 5 yearly intervals (unless varied by the Head of School/Branch based on a documented risk assessment).</p>
<p>Plant/Equipment Safety Management Handbook Chapter</p>	<p>This chapter was reviewed to:</p> <ul style="list-style-type: none"> • remove electrical management sections that are contained in the new Electrical Safety Management Chapter • ensure responsibilities for day-to-day management of plant were assigned to the supervisors responsible • ensure the chapter still meets legislative requirements and that role titles were current.
<p>SafeWork SA – conviction for failure to maintain equipment</p>	<p>This case shows how easy it was for SafeWork to successfully prosecute a PCBU (Woolworths) where a worker was injured when they could not demonstrate they had a system of inspection and maintenance for the equipment involved. Which was a delivery cage used by night fill workers.</p>

6. Draft DP Traffic Light Report (Q1 2021) DRAFT

The traffic light report (attached) is based on the information recorded by the incident investigator in UniSafe and the findings from HSW internal audits. Where actions are decided to address breaches of a HSW handbook chapter - and are completed - the traffic light report 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. This does not include Safety Reviews undertaken by the HSWO's. Therefore, it is important that the traffic light report is discussed within the Divisional safety committee meeting, to ensure that it is correct.

Ref	Requirement	Office of the Provost
1	Schedule of Programmable Events	Green
2	Training Plan	Green
3	Biological	N/A
4	Chemical	N/A
5	Contractor	N/A
6	Emergency Management	Green
7	First Aid	Green
8	Hazard Management	Green
9	Incident Reporting & Investigation	Green
10	Noise and Sound	N/A
11	Plant/Equipment	Green
12	Radiation	N/A
13	HSW Information, Instruction & Training	Green

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

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GREEN	No compliance issues with the HSW Handbook
<i>Green</i> '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