

**DIVISIONAL HSW COMMITTEE – VC&P, DUO, PROVOST
MEETING AGENDA 4/20 - 19 NOVEMBER 2020**



A meeting of the Divisional Health Safety and Wellbeing Committee will be held in The Loft via Zoom
14:00 on 19 November 2020

<https://adelaide.zoom.us/j/88133632167?from=addon>

Passcode: 197888

1. **Welcome and apologies**
2. **Confirmation of Minutes**
3. **Actions**
4. **HSW Reports**
5. **Key safety concerns**
6. **Schedule of Programmed Events**
7. **Return to Work Validation**
8. **MS Teams**
9. **Other business**

Next meeting is in 2021 sometime!

A meeting of the Divisional Health Safety and Wellbeing Committee was held in the Mitchell Building Loft and via Zoom at 14:00 on 20 August 2020.

Present: Andrew Starcevic, Michael Brewer, Thomas Pontt, Jane Favretto, Paul Roberts, Rebecca Nicol, Kate Utrata, Shandelle Gameau, Margaret Keelan, Pene Knott, Neil Heaton, Simon Gierke, Russell Sayers

Apologies: Liz Kiely

1. Confirmation of Minutes

The Minutes of the Meeting held on the 4 June 2020 were accepted.

2. Actions

No actions. Each area discussed the implementation of the Return to Campus Plans.

- i. F&PS – currently working well
- ii. ITDS – currently working well. The floor tends to be sparsely populated. Remains a desire for people to physically meet (i.e. once a month). Using meeting rooms etc for participation in Zoom calls.
- iii. HR – working well. Difficulties early with obtaining sanitisers etc but resolved. Working through IT equipment to improve preparedness. Some staff have been asked to purchase their own headsets to use at work.
- iv. P&A – work on a 50:50 roster. All going well.
- v. Infra – working well
- vi. M&R – going ok although there appeared to be a lack of cleaning early (possibly a result of cleaner change over). Noticing complacency and limited social distancing. Branches were asked to communicate the need to maintain public health guidelines.
- vii. VCO/CS – Roster working well. More challenging in VCO but rostered.
- viii. ER – have a good system that is working well. Procedures established for meeting rooms and hot desks.

5. HSW Report

The HSW Reports were noted.

All agreed with the Traffic Light as presented. M&R noted that the traffic light for that Branch needed to be reviewed in light of the shift to Oliphant. There are potential issues around signage, induction and emergency evacuation. Note that University Collections is now with the Library (DASE) and that Marketing and Communications should be changed to Marketing and Recruitment.

Branches were encouraged to remind staff to use UniSafe to report incidents. There has been quite a fall in the number of reports (possibly due to working from home).

7. Key safety concerns

As per RTC discussion, there is complacency creeping back into the work place with regards to social distancing and cleaning equipment and meeting rooms. Branches are encouraged to remind staff of their obligations.

8. Other Business

DHSW Website – the OCOO is currently establishing a Divisional HSW ‘internal’ website for staff. The website will be available in the coming days.

Wellbeing – the HR branch have reworked the wellbeing information on the UoA website and branches are encouraged to have a look! The Wellbeing team are also developing a toolkit for managers. the Divisional HSW Committee were happy to be a sounding board for this initiative.

Branches might like to consider encouraging staff to participate in the Australasian University Step challenge.

The meeting concluded at 14:45

Next meeting is 19 November 2020

DUO HSW Report

Human Resources
Division of University Operations

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To Chief Operating Officer

Cc Chair DUO, VC&P & Provost HSW Committee

From Senior HSW Advisor

Subject 4th HSW Report – 2020

Date 16th October, 2020 Ref

This report is prepared by the Senior HSW Advisor for the DUO HSW Committee based on the data within UniSafe, HSW Internal Audit outcomes and workers compensation data. The intention of the report is to enable discussion by the DUO HSW Committee of the safety outcomes for the Division.

1. UniSafe Safety Reporting Data

During the third quarter of 2020, DUO had thirty-five (35) reports in Unisafe. This is a considerable rise in safety issues reported for the Division and should be viewed as a positive indicator. With a continued focus on safety reporting in 2020 and 2021, the incident data has shown that the University community has responded well, with increases in reported safety issues occurring in Sciences, Health and Medical Sciences and ECMS – see Table 1.

Table 2 shows the historical proportions of HSW incident reporting across the University. DUO is the only area of the University that is showing a declining trend in reporting. It is hoped that continued focus on safety reporting across the University, especially with recording issues and incidents reported by Contractors in UniSafe, will see this trend normalise by the end of the year

What is also pleasing to see is that a majority of safety issues reported were hazards that were proactively identified – See Table 3. Also significant was the number of reports that were classified as “not a safety issue” or “made in error” did not increase. All staff should consider refreshing their understanding of [how to report a safety issue in UniSafe](#) by completing the short 10 minute information session.

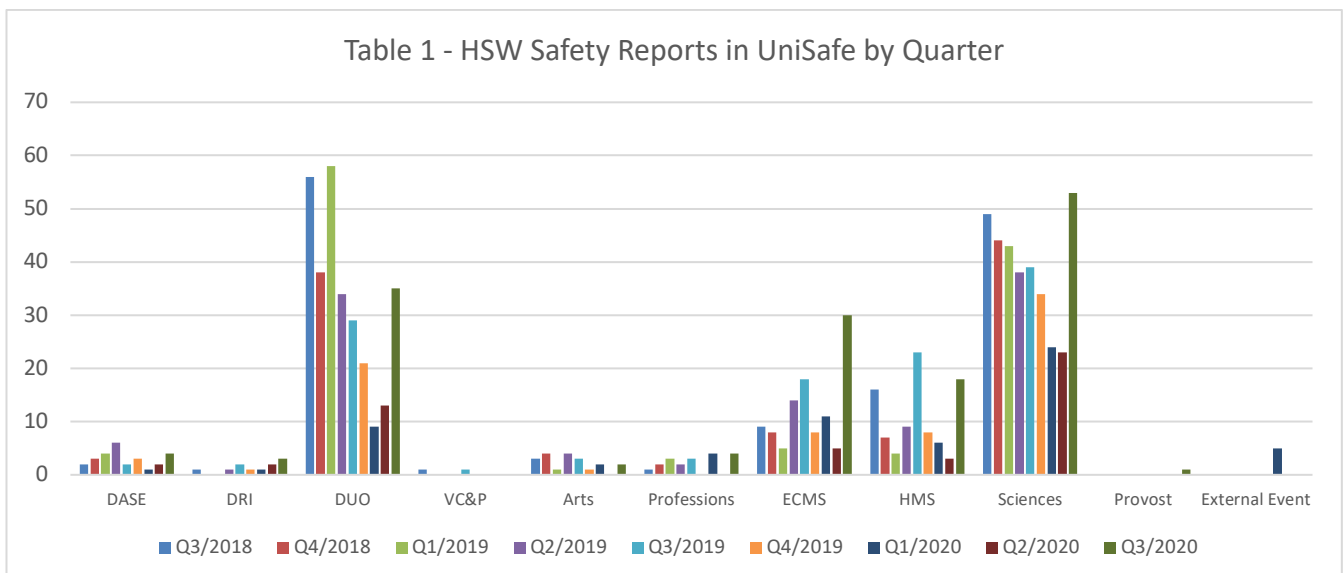


Table 2 - Percentage share of University HSW Safety Reports in UniSafe

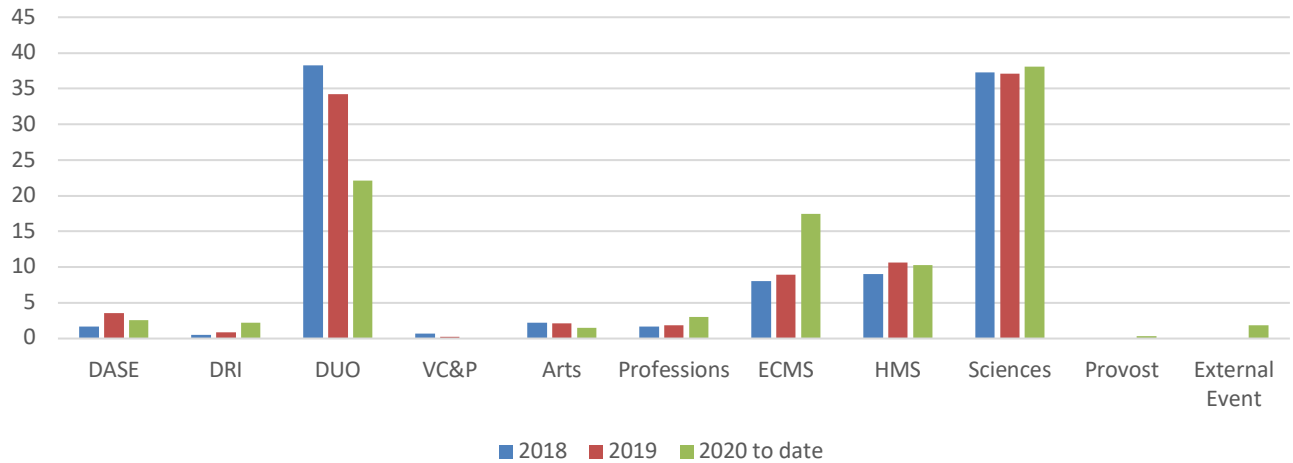
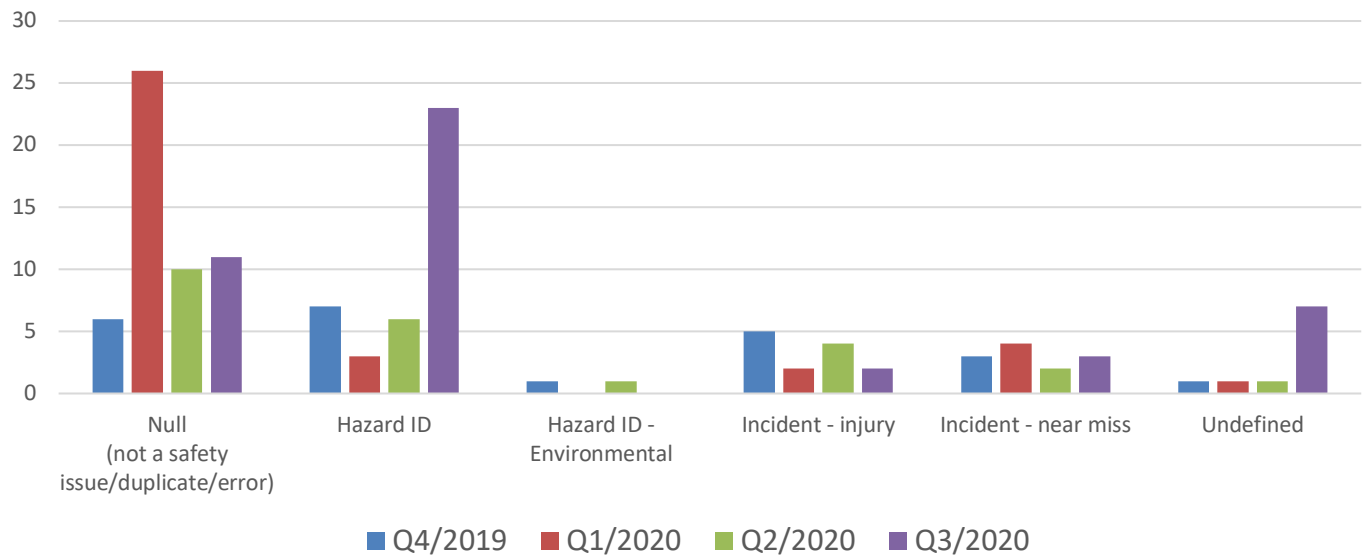


Table 3 - Type of safety report made by staff - DUO



Managers, supervisors and staff are encouraged to take the time and review the information of the [University's Wellbeing webpage](#). Two new initiatives are being provided to support staff during this time, they are

- An online health assessment for staff to see a snapshot of their current health status. Staff can find out their 'real' health age, suggestions for managing some of their health risks and receive an immediate, personalised report. It only takes 15 minutes to complete and their results will remain completely anonymous.
- A Wellbeing Health Check is being offered, in conjunction with the University Health Practice, to continuing, fixed-term and casual staff of the University and will be bulk-billed with your valid Medicare card. Making an appointment for a wellbeing health check is the best way for staff to understand and care for their own health by understanding their own risk factors and family history.

The majority of issues (14) reported during Q3-2020 related to building issues that, if left, could give rise to a risk of injury. The next biggest group (7) were for safety issues that related to University grounds. Staff are reminded that buildings are no longer routinely inspected and we are reliant on them to report matters as soon as they see them. Remembering that

- Issues that do not present a risk to health or safety should be reported via a maintenance work order; and
- Issues that could result in injury or harm should a person come into contact or be exposed to the hazard should be reported via UniSafe.

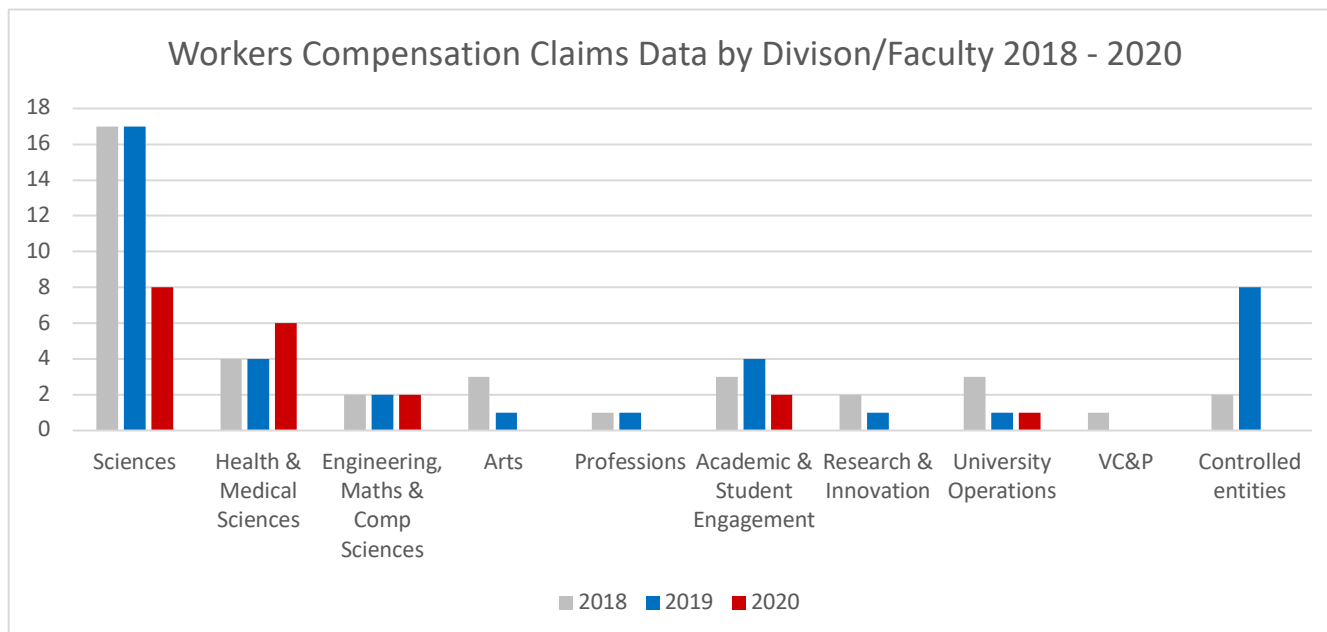
Other incidents that occurred that were significant are summarised in the table below

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
1349	Infrastructure	22/7/2020	No	no	Closed
Summary	Hazard ID - Suspected Asbestos in a communication pit.				
Actions	Results confirm asbestos, area has been spray sealed. this comms pit will be programmed for removal in the future				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
1452	Infrastructure	4/9/2020	No	no	Open
Summary	Report of an electric shock to a contractor. The shock was from a incorrectly installed junction box from a previous unknown installation.				
Actions	Investigation still on-going				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
1463	Finance & Procurement	11/9/2020	No	No	Open
Summary	Whilst sorting chemicals for disposal. The bottle of "alpha, alpha, alpha-Trifluorotoluene" (a.k.a. "benzotrifluoride", CAS 98-08-8) had a sticky residue on the outside which came into contact with the gloves.				
Actions	Risk Assessment and controls are currently being reviewed				

2. UniSafe Overdue Corrective Actions Data

There were no overdue actions in UniSafe at the time of producing this report.

3. Workers Compensation Data



4. HSW Internal Audit Outcomes

There were no internal audits performed in DUO during Q3 of 2020

5. HSW Handbook chapters revised in the last quarter

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

New/Revised Handbook Chapter/FAQ's	The key changes or requirements
Alcohol and drug management in higher risk workplaces	<p>This new chapter sets out</p> <ul style="list-style-type: none"> • requirement for all individuals, undertaking University of Adelaide activities that are inherently high or very high risk, to not enter or undertake work in a higher risk area, if they are unfit due to drugs or alcohol; and • a process for Supervisors and Heads of School/Branch to follow, if they are of the reasonable held belief, that an individual is affected by drugs or alcohol, to the extent that they may constitute a risk to themselves or others during the conduct of higher risk activities.
Biological Safety Management	<p>Clarification of responsibilities for the Supervisor/Person in control of the area/activity.</p> <ul style="list-style-type: none"> • The responsibilities were previously delegated by the Heads of Schools/Branches to the person in control of the activity. They now directly state – Supervisor/Person in control of the activity.
Chemical Safety Management Air and Health Monitoring FAQ	<p>The purpose of this Information sheet is to provide guidance to ensure that no worker at the workplace is exposed to a substance or mixture in an airborne concentration that exceeds the Workplace exposure standard.</p> <p>The information includes:</p> <ul style="list-style-type: none"> • When air monitoring is required • Where to access the exposure standards for air and health monitoring • Who is required to pay for air and/or health monitoring • What the School needs to do with the health monitoring report
Hydrofluoric Acid FAQ	<p>The information includes:</p> <ul style="list-style-type: none"> • Why hydrofluoric acid warrants special care • What should be in place before starting any experiment with hydrofluoric acid • The general rules when handling hydrofluoric acid • What to do in the event of an emergency, including emergency first aid treatment, skin contact, eye contact, inhalation and spills and leaks
PPE Eye and face protection FAQ	<p>The information includes:</p> <ul style="list-style-type: none"> • When eye and/or face protection should be considered as a control measure • Some examples of hazards that require eye protection and recommended eye protectors • The requirements for the issue and fitting of eye and face protectors • The requirements for maintenance for eye and face protection • The requirements for signage where eye and/or face protection is mandatory prior to entering an area • If prescription glasses can be used as eye protection • Additional eye protection precautions for workers who wear contact lenses.
Fume Cupboards FAQ	<p>The information includes:</p> <ul style="list-style-type: none"> • When you are required to use a fume cupboard • How to determine which type of fume cupboard to use • What you need to consider when commissioning a new fume cupboard for a laboratory • If a fume cupboard is required, what you need to consider before you start and during the activity • Responsibilities for routine maintenance and testing (including testing results and associated costs)
Peroxidisable and explosives FAQ	<p>The purpose of this FAQ is to provide general guidance and information to workers and supervisors in the general precautions and emergency responses.</p> <p>The information includes:</p> <ul style="list-style-type: none"> • What peroxidisable and explosives are and why they warrant special care • The precautions you need to know about when storing and working with peroxidisable and explosives
Hot work FAQ	<p>The purpose of this Information sheet is to provide guidance to meet the requirements of the University's Hazard Management chapter, Code of Practice for Welding processes and Australian Standard 1674.1 "Safety in welding and allied processes".</p>

	<p>The information includes:</p> <ul style="list-style-type: none"> • What is hot-work; • Requirements for welding workshops (welding booths) • What need to be done before performing hot-work activities • The potential hazards to be considered when completing a risk assessment • Information, instruction and training requirements • Responsibilities of the Responsible officer and Firewatcher where required • A Hot-work permit to work template
Workstation Ergonomics Guidelines	<p>This document has been updated to provide additional guidance on:</p> <ul style="list-style-type: none"> • height adjustable workstations; • use of multiple monitors; • use of a laptop; • workstation dimensions; and • where to obtain additional information
Safety when working from home	<ul style="list-style-type: none"> • Safety when working from home covering topics including: • Responsibilities when working from home • Accessing information on setting up a workstation ergonomically • Reporting safety issues <p>This FAQ should be read in conjunction with the Hazard Management and Report a safety issue or incident chapters of the HSW Handbook.</p>
Updated Travel Safety FAQs	<p>Travel Safety has been updated to reflect the current University of Adelaide's travel authorisation process to interstate, South Australian and international destinations.</p> <p>Any staff or students intending to travel should refer to the University's Novel Coronavirus (Covid-19) FAQ page for the latest advice.</p> <p>Further information: Please refer to the Travel webpage for more details.</p>
FAQ's currently in DRAFT	<ul style="list-style-type: none"> • Confined Spaces
Online via MyUni	<p>A number of courses have been updated to ensure all links are working since the migration to Drupal software.</p> <ul style="list-style-type: none"> • Radiation safety • Chemical safety management • Biological safety management • Plant safety management • Off Campus activities • Event Safety management • Ergonomics and Manual handling • Hazard Management (including risk assessments) • Incident reporting and investigation for supervisors - UniSafe • Incident reporting and investigation for HSWO's • Corporate Induction – has been updated

6. Draft DUO Traffic Light Report (Q3 2020) 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
1	Schedule of Programmable Events	Green	Green	Green	Green	Green	Green	Green	Green
2	Training Plan	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
4	Chemical	N/A	Green	Green	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
6	Emergency Management	Green	Green	Green	Green	Green	Green	Green	Green
7	First Aid	Green	Green	Green	Green	Green	Green	Green	Green
8	Hazard Management	Green	Green	Green	Green	Green	Green	Green	Green
9	Incident Reporting & Investigation	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
11	Plant/Equipment	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
13	HSW Information, Instruction & Training	Green	Green	Green	Green	Green	Green	Green	Green

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

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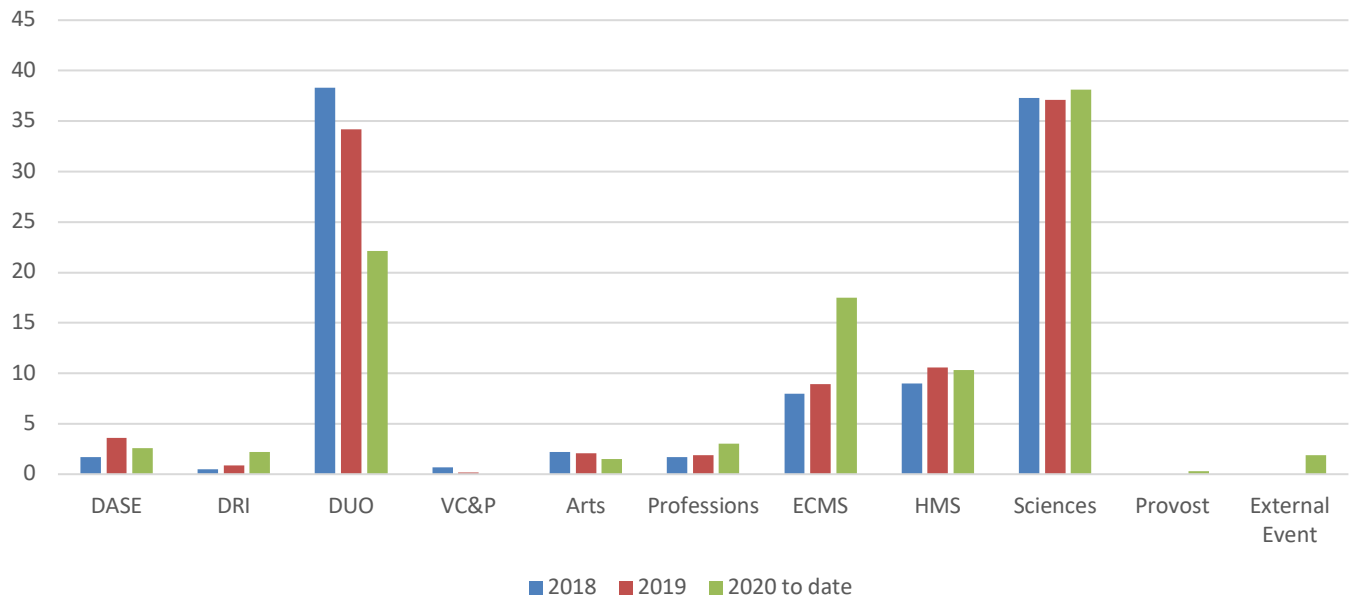
GREEN	No compliance issues with the HSW Handbook
Green 'A'	In the last quarter action had to be taken to rectify an issue of non-compliance with the HSW Handbook that was identified reactively through either an incident investigation or an HSW audit (Do not indicate an A for proactively identified issues)
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 Q1 – 2020

ID	Sch/Bra	Name	Descr	Eff Date	Status	Location
1052834	Finance & Procurement Services	Wendy Brockhouse	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	A	NT
1612480	Finance & Procurement Services	Andrea Spedding	First Aid - Provide First Aid (HLTAID001,2,3)	30/7/19	A	NT
1125129	Human Resources	Penelope Knott	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	A	NT
1138183	Human Resources	Louise Dunn	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	A	NT
1096831	Info Tech & Digital Svcs	John Rebelos	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	A	NT
1112535	Infrastructure	Kym Jones	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	A	NT
1216139	Infrastructure	Robyn Aust	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	A	NT
1138105	Innovation & Comm Partners	Paul Arthur	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	A	NT
1159625	Marketing and Recruitment	Kate Utrata	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	A	NT
1191695	Marketing and Recruitment	Manuel Otero Borjas	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	A	NT
1039625	Office of the COO	Simon Gierke	First Aid - Provide First Aid (HLTAID001,2,3)	5/8/19	A	NT
ID	Sch/Bra	Name	Descr	Eff Date	Status	Location
1091304	Finance & Procurement Services	Adam Childs	Warden - Floor Warden (Lvl 1 Training)	7/7/16	A	NT
1216591	Finance & Procurement Services	Noel Joseph	Warden - Floor Warden (Lvl 1 Training)	10/6/20	A	NT
1222268	Finance & Procurement Services	Andrea Katranis	Warden - Floor Warden (Lvl 1 Training)	14/11/19	A	NT
1652096	Finance & Procurement Services	Suzenn D'Addona	Warden - Floor Warden (Lvl 1 Training)	14/11/19	A	NT
1001845	Human Resources	Anne Richards	Warden - Floor Warden (Lvl 1 Training)	1/1/00	A	NT
1125129	Human Resources	Penelope Knott	Warden - Floor Warden (Lvl 1 Training)	25/5/20	A	NT
1150225	Human Resources	Debra Coulls	Warden - Floor Warden (Lvl 1 Training)	29/3/06	A	NT
1221419	Infrastructure	Michael Brewer	Warden - Chief Warden Training	4/2/19	A	NT
1228198	Infrastructure	Rebecca Schmid	Warden - Chief Warden Training	18/8/20	A	NT
ID	Sch/Bra	Name	Descr	Eff Date	Status	Location
1216101	Finance & Procurement Services	David Mulhall	Boat Operators Licence	8/3/19	A	NT
1216101	Finance & Procurement Services	David Mulhall	Vehicle - Class R	8/3/19	A	NT
1001845	Human Resources	Anne Richards	White Card – Construction Industry Safety	2/12/10	A	NT
1001845	Human Resources	Anne Richards	Boat Operators Licence	2/8/79	A	NT
1001845	Human Resources	Anne Richards	Vehicle - Class C	27/2/12	A	NT
1045054	Human Resources	Paul Roberts	White Card – Construction Industry Safety	24/7/20	A	NT
1045054	Human Resources	Paul Roberts	Vehicle - Class C	23/1/19	A	NT
1064878	Human Resources	Gerald Buttfield	Vehicle - Class C	17/1/19	A	NT
1065344	Human Resources	Jane Knipe	Vehicle - Class C	9/5/19	A	NT
1088970	Human Resources	Rebecca Stonor	Vehicle - Class C	17/1/19	A	NT
1138183	Human Resources	Louise Dunn	Rehabilitation Return to Work Coordinator	15/5/09	A	NT
1150225	Human Resources	Debra Coulls	Rehabilitation Return to Work Coordinator	2/4/19	A	NT
1226137	Human Resources	Stacy Fogliano	Rehabilitation Return to Work Coordinator	29/5/19	A	NT
1643703	Human Resources	Lorraine Sandford	Vehicle - Class C	17/6/19	A	NT
1643703	Human Resources	Lorraine Sandford	Vehicle - Class R	17/6/19	A	NT
1221419	Infrastructure	Michael Brewer	White Card – Construction Industry Safety	4/2/19	A	NT

ID	Sch/Bra	Name	Descr	Eff Date	Status	Location
1065344	Human Resources	Jane Knipe	Police Check	23/4/19	A	NT
1227644	Info Tech & Digital Svcs	Jonathan Thompson	Police Check	5/12/19	A	NT
1633323	Info Tech & Digital Svcs	Matthew Westlake	Police Check	11/3/13	A	NT
1083771	Infrastructure	Christine Kalogeras	Child Protection - DCSI Screening Clearance	18/12/18	A	NT
1026276	Legal and Risk	Kim Evans	Working with Children Check	4/6/20	A	NT
1039431	Marketing and Recruitment	Benjamin Osborne	Working with Children Check	25/5/20	A	NT
1057842	Marketing and Recruitment	Eng Tan	Working with Children Check	19/6/20	A	NT
1078530	Marketing and Recruitment	Matthew Nelson	Working with Children Check	17/7/20	A	NT
1113623	Marketing and Recruitment	Val Dadivas	Working with Children Check	16/7/20	A	NT
1141435	Marketing and Recruitment	David Nguyen	Working with Children Check	11/6/20	A	NT
1144132	Marketing and Recruitment	Shirley Yeo	Working with Children Check	3/6/20	A	NT
1173900	Marketing and Recruitment	Antony Duggan	Working with Children Check	5/6/20	A	NT
1191787	Marketing and Recruitment	Timothy Harvey	Working with Children Check	5/6/20	A	NT
1221007	Marketing and Recruitment	Jennifer Arkun	Working with Children Check	5/6/20	A	NT
1221536	Marketing and Recruitment	Yanqiong Qiu	Child Protection - DCSI Screening Clearance	12/11/18	A	NT
1222478	Marketing and Recruitment	Rebekah Palmer	Working with Children Check	26/6/19	A	NT
1222514	Marketing and Recruitment	Adam Humphrey	Working with Children Check	5/6/20	A	NT
1223719	Marketing and Recruitment	Vivek Arora	Working with Children Check	3/7/20	A	NT
1224574	Marketing and Recruitment	Chris Lofts	Working with Children Check	15/6/20	A	NT
1224994	Marketing and Recruitment	Peta Cleary	Child Protection - DCSI Screening Clearance	21/10/19	A	NT
1224994	Marketing and Recruitment	Peta Cleary	Child Protection - Responding to Abuse and Neglect Training	21/10/19	A	NT
1225028	Marketing and Recruitment	Aristia Milohis	Child Protection - DCSI Screening Clearance	8/7/19	A	NT
1225063	Marketing and Recruitment	Candice Davis	Working with Children Check	5/6/20	A	NT
1226057	Marketing and Recruitment	Nancy Khalil	Working with Children Check	19/2/19	A	NT
1226149	Marketing and Recruitment	Nischint Vora	Working with Children Check	9/6/20	A	NT
1226877	Marketing and Recruitment	Jessica Perry	Working with Children Check	5/6/20	A	NT
1227663	Marketing and Recruitment	Kwok Wong	Working with Children Check	16/7/20	A	NT
1645151	Marketing and Recruitment	Laura Logan	Working with Children Check	9/6/20	A	NT
1645283	Marketing and Recruitment	Kahlia Green	Working with Children Check	25/5/20	A	NT
1646906	Marketing and Recruitment	Fiona Fraser	Child Protection - DCSI Screening Clearance	4/9/20	A	NT
1653819	Marketing and Recruitment	Elizabeth Claessen	Working with Children Check	3/7/20	A	NT
1654671	Marketing and Recruitment	Anmol Saini	Working with Children Check	30/6/20	A	NT
1676779	Marketing and Recruitment	Lauren Copland	Working with Children Check	30/6/20	A	NT
1678512	Marketing and Recruitment	Nick Vozzo	Working with Children Check	6/8/20	A	NT
1680844	Marketing and Recruitment	Wenjun Liu	Child Protection - DCSI Screening Clearance	22/8/19	A	NT
1687832	Marketing and Recruitment	Lilli Stephenson	Child Protection - DCSI Screening Clearance	21/2/18	A	NT
1690488	Marketing and Recruitment	Samuel Tu	Child Protection - DCSI Screening Clearance	11/2/20	A	NT
1690488	Marketing and Recruitment	Samuel Tu	Police Check	11/2/20	A	NT
1690750	Marketing and Recruitment	Jessica Farrar	Child Protection - DCSI Screening Clearance	17/6/20	A	NT
1690750	Marketing and Recruitment	Jessica Farrar	Police Check	17/6/20	A	NT
1704630	Marketing and Recruitment	Elise Prior	Working with Children Check	31/3/20	A	NT
1714714	Marketing and Recruitment	Ruixue Tang	Child Protection - DCSI Screening Clearance	24/7/19	A	NT
1717921	Marketing and Recruitment	Kritika Gupta	Working with Children Check	18/6/20	A	NT
1719181	Marketing and Recruitment	Shraddha Suresh Kumar	Working with Children Check	23/6/20	A	NT
1721049	Marketing and Recruitment	Lewis McFarlane	Working with Children Check	15/7/20	A	NT
1721431	Marketing and Recruitment	Claire Morphet	Working with Children Check	20/7/20	A	NT
1734069	Marketing and Recruitment	Vinh Nguyen	Child Protection - DCSI Screening Clearance	22/6/20	A	NT
1740059	Marketing and Recruitment	Elaine Almeida	Child Protection - DCSI Screening Clearance	17/6/20	A	NT
1740709	Marketing and Recruitment	Ella Edwards	Working with Children Check	25/6/20	A	NT
1742261	Marketing and Recruitment	Wei Khang Lew	Working with Children Check	23/6/20	A	NT
1743931	Marketing and Recruitment	Mitchell Munn	Working with Children Check	25/6/20	A	NT
1744560	Marketing and Recruitment	Shivani Satija	Working with Children Check	17/7/20	A	NT
1748876	Marketing and Recruitment	Michael Laden	Working with Children Check	22/6/20	A	NT
1758480	Marketing and Recruitment	Siddharth Srinivasan	Child Protection - DCSI Screening Clearance	2/12/19	A	NT
1758480	Marketing and Recruitment	Siddharth Srinivasan	Police Check	2/12/19	A	NT
1760559	Marketing and Recruitment	Chakrapani Kasunika Marage	Working with Children Check	8/6/20	A	NT
1765845	Marketing and Recruitment	Cooper Williams	Working with Children Check	22/6/20	A	NT
1769500	Marketing and Recruitment	Kai Li	Working with Children Check	7/7/20	A	NT
1772104	Marketing and Recruitment	Josephine Bond	Working with Children Check	27/2/20	A	NT

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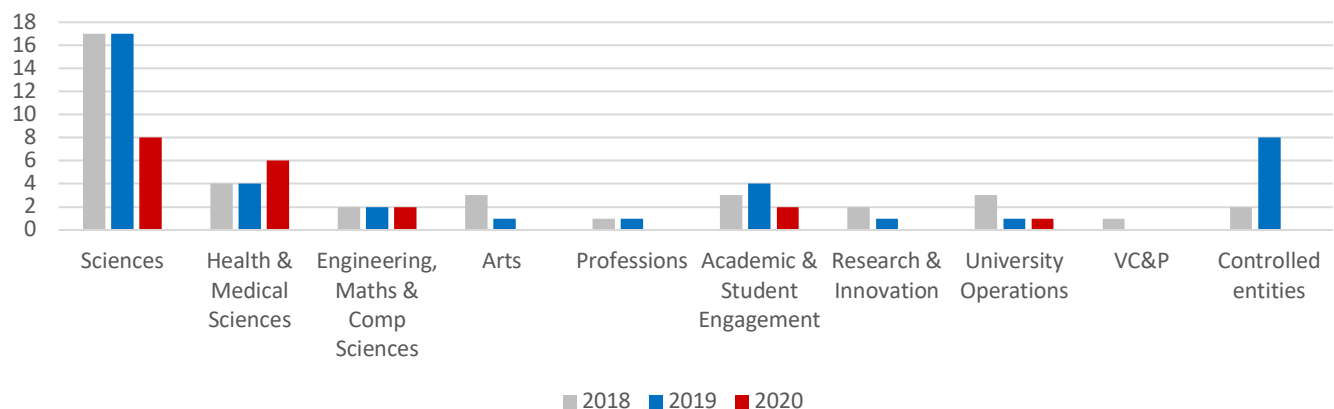
- An online health assessment for staff to see a snapshot of their current health status. Staff can find out their 'real' health age, suggestions for managing some of their health risks and receive an immediate, personalised report. It only takes 15 minutes to complete and their results will remain completely anonymous.
- A Wellbeing Health Check is being offered, in conjunction with the University Health Practice, to continuing, fixed-term and casual staff of the University and will be bulk-billed with your valid Medicare card. Making an appointment for a wellbeing health check is the best way for staff to understand and care for their own health by understanding their own risk factors and family history.

2. UniSafe Overdue Corrective Actions Data

There are no overdue actions in UniSafe for the DP.

3. Workers Compensation Data

Workers Compensation Claims Data by Divison/Faculty 2018 - 2020



4. HSW Internal Audit Outcomes

There were no internal audits performed in DP during Q3 of 2020.

5. HSW Handbook chapters revised in the last quarter

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

New/Revised Handbook Chapter/FAQ's	The key changes or requirements
Alcohol and drug management in higher risk workplaces	This new chapter sets out <ul style="list-style-type: none">• requirement for all individuals, undertaking University of Adelaide activities that are inherently high or very high risk, to not enter or undertake work in a higher risk area, if they are unfit due to drugs or alcohol; and• a process for Supervisors and Heads of School/Branch to follow, if they are of the reasonable held belief, that an individual is affected by drugs or alcohol, to the extent that they may constitute a risk to themselves or others during the conduct of higher risk activities.
Biological Safety Management	Clarification of responsibilities for the Supervisor/Person in control of the area/activity. <ul style="list-style-type: none">• The responsibilities were previously delegated by the Heads of Schools/Branches to the person in control of the activity. They now directly state – Supervisor/Person in control of the activity.
Chemical Safety Management Air and Health Monitoring FAQ	The purpose of this Information sheet is to provide guidance to ensure that no worker at the workplace is exposed to a substance or mixture in an airborne concentration that exceeds the Workplace exposure standard . The information includes: <ul style="list-style-type: none">• When air monitoring is required• Where to access the exposure standards for air and health monitoring• Who is required to pay for air and/or health monitoring• What the School needs to do with the health monitoring report
Hydrofluoric Acid FAQ	The information includes: <ul style="list-style-type: none">• Why hydrofluoric acid warrants special care• What should be in place before starting any experiment with hydrofluoric acid• The general rules when handling hydrofluoric acid• What to do in the event of an emergency, including emergency first aid treatment, skin contact, eye contact, inhalation and spills and leaks
PPE Eye and face protection FAQ	The information includes: <ul style="list-style-type: none">• When eye and/or face protection should be considered as a control measure• Some examples of hazards that require eye protection and recommended eye protectors• The requirements for the issue and fitting of eye and face protectors• The requirements for maintenance for eye and face protection• The requirements for signage where eye and/or face protection is mandatory prior to entering an area• If prescription glasses can be used as eye protection• Additional eye protection precautions for workers who wear contact lenses.
Fume Cupboards FAQ	The information includes: <ul style="list-style-type: none">• When you are required to use a fume cupboard• How to determine which type of fume cupboard to use• What you need to consider when commissioning a new fume cupboard for a laboratory• If a fume cupboard is required, what you need to consider before you start and during the activity• Responsibilities for routine maintenance and testing (including testing results and associated costs)
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Hot work FAQ	<p>The purpose of this Information sheet is to provide guidance to meet the requirements of the University's Hazard Management chapter, Code of Practice for Welding processes and Australian Standard 1674.1 "Safety in welding and allied processes".</p> <p>The information includes:</p> <ul style="list-style-type: none"> • What is hot-work; • Requirements for welding workshops (welding booths) • What need to be done before performing hot-work activities • The potential hazards to be considered when completing a risk assessment • Information, instruction and training requirements • Responsibilities of the Responsible officer and Firewatcher where required • A Hot-work permit to work template
Workstation Ergonomics Guidelines	<p>This document has been updated to provide additional guidance on:</p> <ul style="list-style-type: none"> • height adjustable workstations; • use of multiple monitors; • use of a laptop; • workstation dimensions; and • where to obtain additional information
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Updated Travel Safety FAQs	<p>Travel Safety has been updated to reflect the current University of Adelaide's travel authorisation process to interstate, South Australian and international destinations.</p> <p>Any staff or students intending to travel should refer to the University's Novel Coronavirus (Covid-19) FAQ page for the latest advice.</p> <p>Further information: Please refer to the Travel webpage for more details.</p>
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6. Draft DP Traffic Light Report (Q3 2020) 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	Planning and Analytics
1	Schedule of Programmable Events	Green	Green
2	Training Plan	Green	Green
3	Biological	N/A	N/A
4	Chemical	N/A	N/A
5	Contractor	N/A	N/A
6	Emergency Management	Green	Green
7	First Aid	Green	Green
8	Hazard Management	Green	Green
9	Incident Reporting & Investigation	Green	Green
10	Noise and Sound	N/A	N/A
11	Plant/Equipment	Green	Green
12	Radiation	N/A	N/A
13	HSW Information, Instruction & Training	Green	Green

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

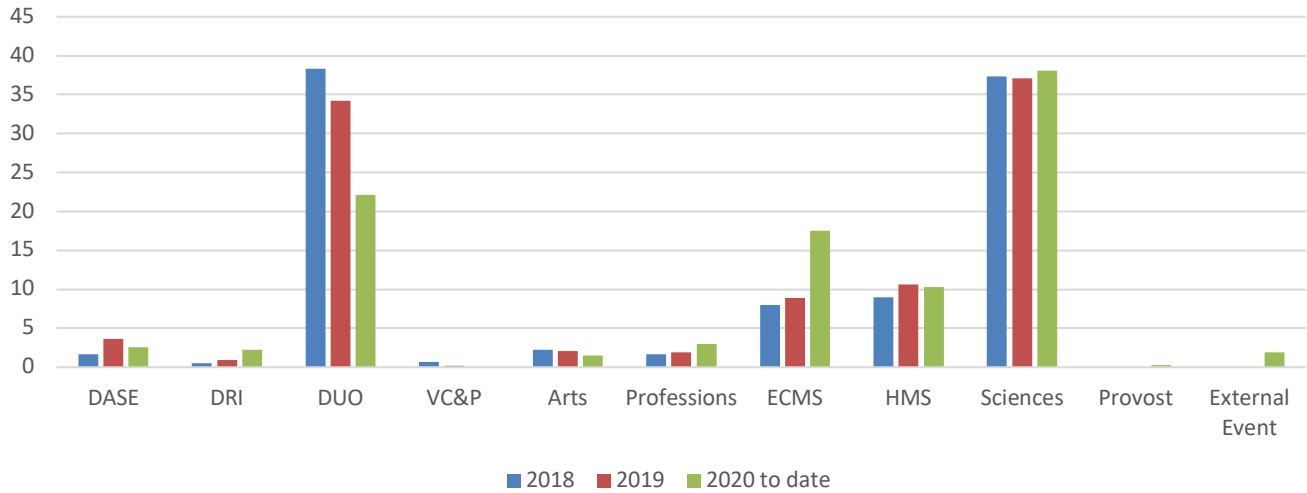
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GREEN	No compliance issues with the HSW Handbook
Green 'A'	In the last quarter action had to be taken to rectify an issue of non-compliance with the HSW Handbook that was identified reactively through either an incident investigation or an HSW audit (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

ID	Sch/Bra	Name	Descr	Eff Date	Location
1677863	Planning and Analytics	Russell Sayers	First Aid - Provide First Aid (HLTAID001,2,3)	7/2/20	NT

Table 2 - Percentage share of University HSW Safety Reports in UniSafe



Managers, supervisors and staff are encouraged to take the time and review the information of the [University's Wellbeing webpage](#). Two new initiatives are being provided to support staff during this time, they are

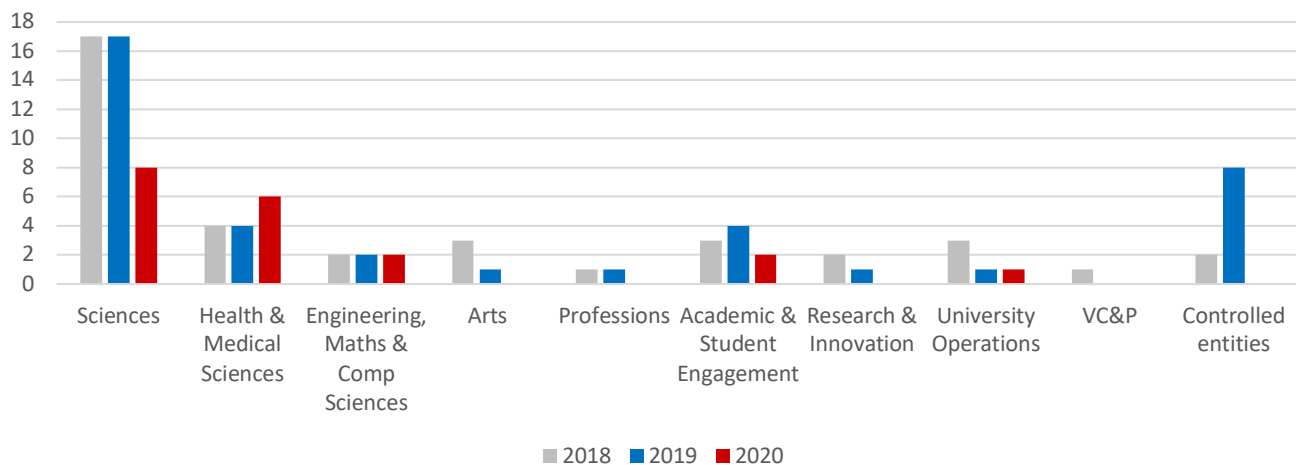
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There are no overdue actions in UniSafe for VC&P.

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Workers Compensation Claims Data by Divison/Faculty 2018 - 2020



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6. Draft VC&P Traffic Light Report (Q3 2020) 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 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

ID	Sch/Bra	Name	Descr	Eff Date	Location
1000892	Council Secretariat	Desimir Starcevic	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	NT
1003674	External Relations Portfolio	Tania Johnson	First Aid - Provide CPR (HLTAID001)	4/2/19	NT
1223458	External Relations Portfolio	Jane Favretto	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	NT
1223458	External Relations Portfolio	Jane Favretto	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19	NT
1223736	External Relations Portfolio	Alana Grimaldi	First Aid - Provide First Aid (HLTAID001,2,3)	8/7/19	NT
ID	Sch/Bra	Name	Descr	Eff Date	Location
1222702	External Relations Portfolio	Elizabeth Kiely	Warden - Floor Warden (Lvl 1 Training)	6/2/19	NT
1223512	External Relations Portfolio	Pina Noack	Warden - Floor Warden (Lvl 1 Training)	4/2/19	NT