

**FACULTY OF HEALTH AND MEDICAL SCIENCES
HEALTH SAFETY & WELLBEING COMMITTEE**

**MINUTES OF MEETING 3/2022
HELD ON FRIDAY 19 AUGUST 2022**

Committee Role	Name	Attendance
Chair	Tony Cambareri	Present
Management Representative, School of Allied Health Science & Practice	Rachel Gibson	Apology
Management Representative, School of Biomedicine	Corinna Van Den Heuvel	Present
Management Representative, Adelaide Dental School	Richard Logan	Apology
Management Representative, Adelaide Medical School	Danny Liew	Apology
Management Representative, Adelaide Nursing School	Frank Donnelly	Present
Management Representative, School of Psychology	Elaine Fox	Present
Management Representative, School of Public Health	Tracy Merlin	Present
Management Representative, SAiGENCI	Kathryn Hudson	Present
Faculty HSR, (Faculty Office)	Marita Broberg	Present
Staff Representative, School of Allied Health Science & Practice	Deb Wadham	Apology
Staff Representative, School of Allied Health Science & Practice	Stav Manafis	Present
Faculty HSR (School of Biomedicine)	Simran Sidhu	Present
Staff Representative, Adelaide School of Medicine	Libby Kentish	Apology
Faculty HSR (Adelaide School of Nursing)	Denise Tucker	Present
Faculty HSR (School of Public Health)	Sharyn Gaskin	Present
Faculty HSR (School of Public Health)	Isaiah Luc	Present
Staff Representative , SAiGENCI	Sandii Constable	Apology
Health Safety & Wellbeing Advisory Manager	Paul Roberts	In attendance
Senior HSW Advisor	Anthony Parletta	In attendance
Health Safety and Wellbeing Advisor	Jessica Gilson	In attendance
Executive Officer	Kylie Mielnik	In attendance

1. WELCOME

The Convenor welcomed members to the meeting.

2. CONFIRMED MINUTES

The minutes of Q2 2022 meeting were accepted.

3. BUSINESS ARISING

Actions from previous meeting

Item	Action Details	Person(s) Responsible	Status/Notes
3.1	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. Completed
3.2	Send direct communication regarding the	Jessica/Paul	Item completed 7 July;

	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.		<p>Information was provided via Health Core.</p> <p>Communications were also provided to Heads of School 19 July detailing data from SSO with areas requiring action.</p> <p>HSW Central team have taken on two interns to work on a project to update the first aid register and a system of first aid access points. There is hope for a medium to long term fix for this issue.</p> <p>Action: Paul Roberts to provide further updates at the next meeting.</p>
3.3	Raise the absence of the AHMS building within the register with Infrastructure.	Jessica	Item completed 15 June. Details of the AHMS warden register were provided to Marita and the document is now also available in PDF or Excel format via the Infrastructure Warden register
3.4	Consult with Tony regarding first aid hubs.	Jessica	This item remains open per item 3.2.
3.5	Add an incident report to the next HSW Advisor report as requested by the committee.	Jessica	Completed. A table summary is available at beginning of the HSW Advisor report with details provided in the appendices. Any further feedback welcome.
3.6	Committee members to provide feedback regarding the draft Terms of Reference prior to the next meeting.	Executive Officer	Completed.

4. School report / updates (from management reps or issues raised by staff reps)

4.1 Head of School updates

- School of Allied Health Science & Practice (Stav Manafis)
 - Current work with Infrastructure is underway regarding new spaces.
- School of Biomedicine
 - Nothing to report.
- Adelaide Dental School
 - No report provided.
- Adelaide Medical School
 - No report provided.
- Adelaide Nursing School (Frank Donnelly)
 - There has been a change of program coordinator which requires communication to Security to amend the after-hours contact.

Action: Update Security with new after-hours contact information (Frank Donnelly)

- Further to the placement incident documented within the Advisory Report, Appendix B incident 0002297, Frank Donnelly requested further investigation as to the precursor of the fainting episode. As the report stands, it appears the student nurse has identified an incorrect body part.

Action: Discuss incident 0002297 dated 20 May 2022 with Frank Donnelly (Jessica Gilson)

○ School of Psychology (Elaine Fox)

- Elaine advised that evening research participation has been approved within the school. As a safety measure, two researchers will be present at all times and a duress alarm is fitted within the lab space. She queried whether these measures were adequate. Paul Roberts advised the measures are appropriate and added that the Security Manager Mark Kennedy should be informed so that the officers on duty can be advised of the situation.

Action: Advise Mark Kennedy when after-hours research is undertaken (Elaine Fox)

○ School of Public Health (Tracy Merlin)

- A recent fire drill identified emergency exit doors which do not open automatically. Staff without proximity cards during an emergency could not exit. It also became apparent there is a generalised lack of knowledge in the use of the break glass panel. As a result, Isabel Mason created a video to identify which actions need to occur and this has been placed on the School's Team's channel.

- There was an incident in which water damage occurred in the ceiling of the kitchen and meeting rooms. Electrical equipment within the kitchen was affected. It was reported to the Building Manager immediately by Isabel. This matter was also reported in Unisafe. There was a lot of water that leaked in the kitchen, the building manager took care of the base building repairs. There was concern as to whether there is a gap in process regarding the follow up of Building Manager responsibility and University responsibility of leased buildings considering electrical testing was not conducted on the kitchen items.

Jessica Gilson advised the following in respect to these issues:- liaison with Infrastructure is ongoing with regards to the emergency exit doors, specifically with respect to the wiring – whether they are wired 'fail secure' or 'fail safe'. Further education for wardens will occur. Isabel was commended for her assistance; two exits are not obvious due to the presence of lockers. Extra signage will occur to address this.

It was also noted that electrical items should be tagged in advance of inspection to alert users of possible danger. The building manager was responsible for arranging of electrical testing and that RCD protection is installed within this building.

Action: Follow up issue of emergency exit doors within Public Health and procedures for tagging out damaged equipment (Jessica Gilson/Paul Roberts)

The water damage had been triaged to the divisions and a team member had taken carriage of this by communicating directly with the Rundle Mall Plaza building manager. The HSW Officer had been in contact with both Isabel Mason and the building manager, with whom the matter had been left with for completion. Jessica will follow up whether this was fed back to Isabel Mason and Tracy Merlin.

Action: Follow up communications between HSW Officer who dealt with water damage and School personnel (Jessica Gilson)

- SAiGENCI (Kathryn Hudson)
 - As staff within the Institute are all new to the university it was requested that any requirements be expressed proactively.
Action: Jessica to meet with Kathryn to provide further information about the SAiGENCI traffic light report (Jessica Gilson)
- Faculty Office
 - No report provided.

4.2 HSR and Staff representative questions or issues to raise with the committee

No further items raised.

5. 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)

The HMS HSW Advisor Report 3-2022 is attached as Annexure 1.

Unsafe posters have been updated. Members were advised the old app needs to be removed as it is no longer working. The new app has been widely advertised and included in the Health Core. A download issue was reported and Jessica will assist with this off-line.

Action: Assist Tracy Merlin with app download (Jessica Gilson)

5.2 Workplace monitoring: Safety review plan 2022

For noting. Paul Roberts advised the members that there are a number of safety reviews the HSW advisory team will perform across the university. Consequently, there will be times when resources from the Health and Medical Sciences portfolio will be undertaking safety reviews in other areas of the university.

5.3 HSW roles and responsibilities document

The HSW structure, roles and responsibilities document is attached as Annexure 2. This document was put in place as an updated post OSP version, and also as part of the enforceable undertaking to re-hone roles. It appears from team queries that these roles are not widely understood post OSP. Members were asked to raise any questions with Jess or Paul.

6. ANY OTHER BUSINESS

6.1 Draft Terms of Reference (Paul Roberts)

The Terms of Reference are attached as Annexure 3. There was no further discussion surrounding this item.

6.2 University wide review of designated workgroups completed and results to be provided Q3 HSW Faculty committee meeting (Paul Roberts)

Members have been elected as part of this process. A network forum for Health and Safety Representatives (HSRs) will be established, with a call twice per year to provide university specific training. Negotiations with Business SA are also in process to deliver the mandated training for newly elected reps. The preference is for training to be held on campus (which is possible) and broken down to be taken as a series of 2 days, 2 days and 1 day over 4 weeks instead of 5 straight days.

Those who nominated and became elected were thanked, as was Sharyn Gaskin who will re-nominate.

A third member of the HSW portfolio will commence 14 September; details will be released when possible.

7. Confirmation of next meeting and close

The meeting closed at 11.40am. The next meeting will be held in November 2022.