

COMMITTEE MEETING DETAILS

Meeting Reference	Q4 2022
Date/Time/ Location	17 November 2022 : 10 am – 11 am : via Zoom
Zoom link	https://adelaide.zoom.us/j/89059729814?pwd=MGhoNE9YMXR6K05UVkRoZEFseGtyUT09&from=addon Passcode: 597709

MEMBERSHIP/ATTENDANCE

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

AGENDA

1. **Welcome, confirmation of attendance and quorum –**
2. **Confirmation of minutes – Q3 2022**

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3. Business arising from previous meetings

> m	> Action Details	> Person(s) Responsible	> Status/Notes
>	> Send direct communication regarding the 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.	> Jessica/Paul	> Item completed 7 July; Information was provided via Health Core. > > Communications were also provided to Heads of School 19 July detailing data from SSO with areas requiring action. > > 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. > > Action: Paul Roberts to provide further updates at the next meeting.
>	> Consult with Tony regarding first aid hubs.	> Jessica	> This item remains open per item 3.1.
>	> There has been a change of program coordinator which requires communication to Security to amend the after-hours contact	> Frank	> Action: Update Security with new after-hours contact information
>	> 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. >	> Jessica	> Action: Discuss incident 0002297 dated 20 May 2022 with Frank Donnelly
>	> 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	> Elaine	Action: Advise Mark Kennedy when after-hours research is undertaken
>	> A recent fire drill identified emergency exit doors which do not	> Jessica/Paul	Action: Follow up issue of emergency exit doors within Public Health and procedures

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	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.			for tagging out damaged equipment
>	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.	> ca	Jessi	Action: Follow up communications between HSW Officer who dealt with water damage and School personnel
>	As staff within the Institute are all new to the university it was requested that any requirements be expressed proactively.	> ca	Jessi	Action: Jessica to meet with Kathryn to provide further information about the SAiGENCI traffic light report
>	Unisafe 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.	> ca	Jessi	Action: Assist Tracy Merlin with app download

4. Items for information (taken as read unless questions raised)

4.1 Faculty of Health and Medical Sciences HSW quarterly report from HSW Advisor (document attached) (HR/HSW) – including traffic light report, incident register etc.

5. Any other business (pre-vetted agenda items)

5.1 Workplace Inspection Program commencing 2023 (HR/HSW)

5.2 HSW tasks and activities for the End of Year (EOY) (document attached) (HR/HSW)

5.3 First Aid register and First aid point/hub (HR/HSW)

5.4 Update Chief Warden/Warden Arrangements (HR/HSW)

6. Confirmation of next meeting and close

2023 meetings to be scheduled and advised

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