

Faculty of Health and Medical Sciences HSW Report

Human Resources
Division of University Operations

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To Executive Dean, Health and Medical Sciences

Cc Faculty of Health and Medical Sciences
HSW Committee

From Jessica Gilson, HSW Advisor

Subject Meeting 4 HSW Report – 2022

Date 19th October, 2022 Ref

This report is prepared by the HSW Advisor for the Faculty HSW Committee based on the data within UniSafe and workers compensation data. The intention of the report is to enable discussion by the Faculty HSW Committee of the safety outcomes for the Faculty. The report relates to data from Q3 2022.

1. *UniSafe Safety Reporting Data & updates*

Summary table (Q3 incidents between 1/7/22 – 30/9/22).

School/Faculty Office	Number of HSW incidents	Number of student placement incidents
School of Allied Health Science and Practice	0	0
School of Biomedicine	1	0
Adelaide Dental School	2	1
Adelaide Medical School	2	1
Adelaide Nursing School	0	2
School of Psychology	0	0
School of Public Health	0	0
Health and Medical Sciences Faculty Office	0	0
Faculty of Health and Medical Sciences, South Australian Immunogenomics Cancer Institute	0	0
TOTAL	5	4

A total of 5 HSW incidents were recorded during Q3/2022. This comprised of 4 Incident/injury, and 1 hazard identification.

See **Appendix A** for the summary table of HSW incidents that have occurred in Q3/22. See **Appendix B** for a summary table of Student placement incidents that have occurred in Q3/22.

Table 1 - HSW Incident Reports in UniSafe - quarterly per Faculty/Division

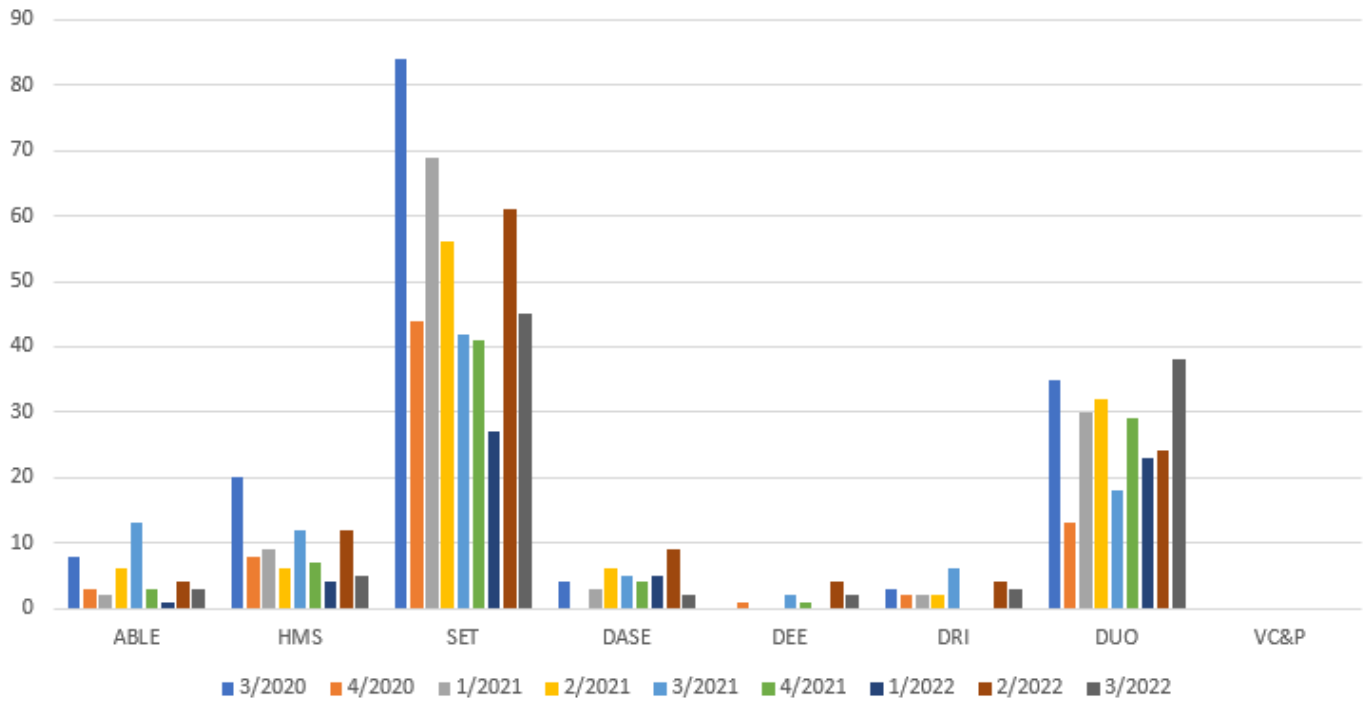
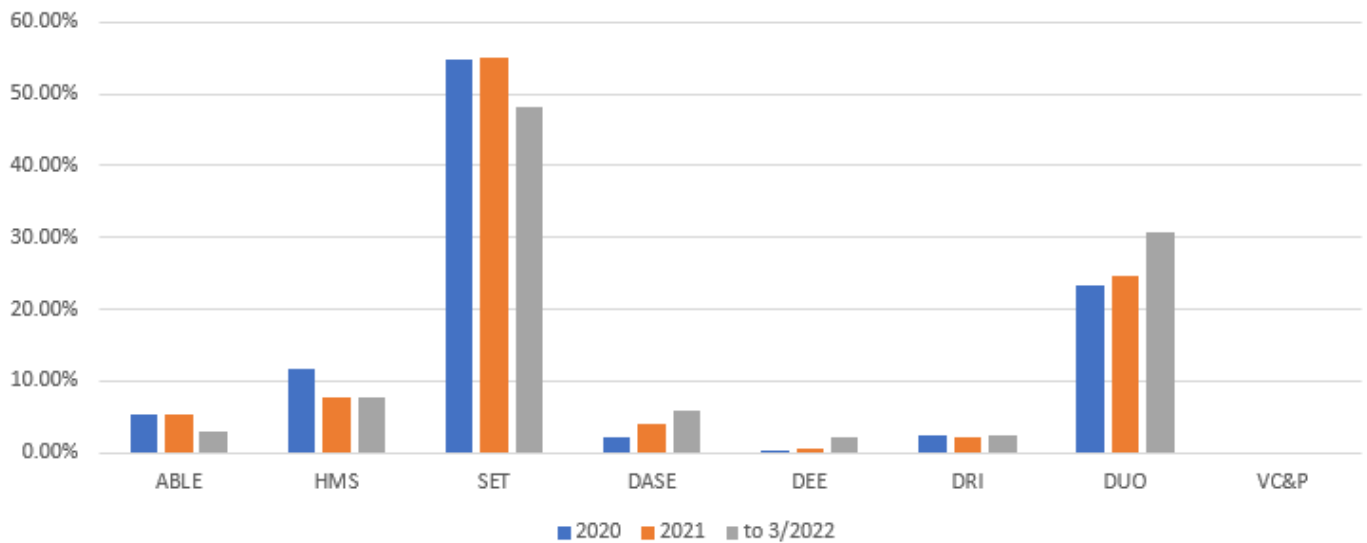


Table 2 - Percentage of Safety Reports in UniSafe, annually per Faculty/Division



Pathways to accessing HSW Advice

There are a range of ways staff can use to seek information and advice from the HSW Advisory Team. Updated guidance ([see here](#)) lets staff and students know the various locations of HSW Advisory team and how to reach them.

Please contact the HSW Advisory Manager, [Paul Roberts](#), if there are any questions or feedback about the HSW Advisory service.

Workplace Inspection Program commencing 2023

In response to an incident that occurred on the 24 November 2019 at the University of Adelaide Piggery facility located at Roseworthy, the University has entered into an enforceable undertaking (EU) under Part 11 of the WHS Act.

An EU is an agreement between the regulator (SafeWork SA) and a Person Conducting a Business or Undertaking (PCBU) under which the PCBU agrees to undertake certain activities. A full copy of the EU is available [here](#).

The EU requires the University to introduce a process for recording annual workplace inspections of inherently high-risk areas (laboratories, workshops and animal facilities) to be undertaken by area supervisors or facility managers. The HSW Team will be consulting with a range of stakeholders in November on the proposed process and trailing it in December, with a view of launching it in February 2023. Information relating to this process will be located with the Workplace Monitoring HSW Procedure ([see here](#)) when it is finalised.

First Aid Register and posters

Staff and students should start to notice the new first aid posters being displayed in building locations. A large quantity have been printed, laminated and distributed by the HSW team and posters can be downloaded from our website if ([see here](#)) if areas wish to display additional posters.

PLEASE NOTE: the posters and QR codes are building specific so make sure you download the correct building or building group, so the QR code takes users to the correct section of the First Aid Register.

Information for the First Aid Register is sourced from SSO and the University Phone Directory, so if there are any inaccuracies staff should inform the relevant staff member to check that their SSO profile and University Directory is up to date.



Supervisors Toolkit

The Supervisor's Toolkit has been updated with a range of new resources. [See here](#). There is now a selection of guidance documents specifically created for Supervisors to summarise their responsibilities arising from certain University HSW procedures.

HSW Advice and Hazard Alerts

Where the HSW Advisory team identifies a need to clarify or inform the wider University community of a safety issue or learning from an incident investigation it will issue written HSW Advice. These will be sent to relevant HSW networks and forums and placed on the HSW website and are [located here](#) for future reference.

HSW tasks and activities for the End of Year (EOY)

2022 has seen significant structural change as a result of OSP. This has impacted a range of business processes which were used in the past to complete HSW tasks and activities required by a range of HSW procedures. The HSW Team has provided some guidance for EOY HSW tasks and activities. [See here](#).

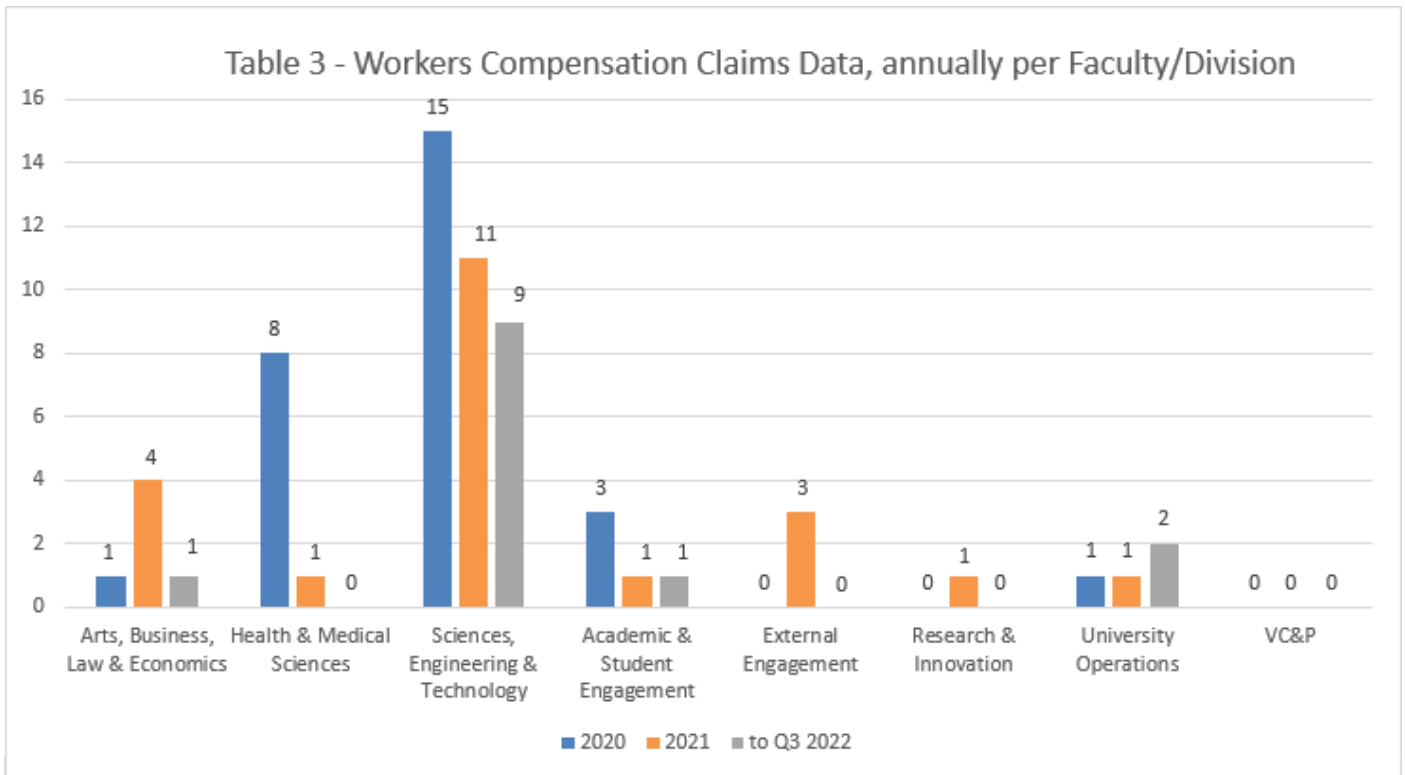
Significant and notifiable incident reported to SafeWork SA.

There were no significant or notifiable incidents for FHMS during Q3 2022.

2. UniSafe Overdue Corrective Actions Data

Action ID	Area	Due Date	Action Source	Assigned to	Status
ACT-0001776	Health and Medical Sciences Faculty Office	21/09/2022	Incident	Hodgson, Bree, a1225478	Open - progressing
Summary	Inc 2322 - CRF - Incorporate adverse event as a hazard identification heading within the Overarching Risk Assessment.				
ACT-0001803	School of Biomedicine	26/09/2022	Incident	Russell, Darryl, a1107686	Open - progressing
Summary	INC-2475 - Ensure all relevant staff are instructed (and recorded as proficient) in the current SOP for using ethanol and spreaders.				

3. Workers Compensation Data



Analysis - There were 18 workers compensations claims submitted up to Q3 2022, compared with 22 for the same period in 2021. For the first three quarters of 2022, there were 9 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology and 5 Workers Compensation Claims from Controlled Entities.

4. HSW Internal Audit Outcomes

There were no internal audits performed in FHMS during Q3 of 2022.

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

No handbook Chapters were revised or updated during the last quarter, however chapters planned for revision in the last quarter include:

- Emergency Management
- Warden Network
- Workplace Monitoring
- Corrective Action
- Incident Investigation
- Report a safety issue or incident
- Firearms Safety Management
- Diving Safety Management

6. Traffic Light Report (Q3 – 2022) DRAFT

The traffic light report (TLR) is based on the information recorded by the HSW Advisory Team in UniSafe and the findings from HSW internal audits and Safety Reviews. Where actions are decided to address breaches of a HSW handbook chapter - and are completed - the TLR 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. The TLR and details of outstanding actions are included in the Due Diligence Report which goes to University Council. Therefore, it is important that any outstanding actions affecting the TLR is discussed within the HSW committee meeting, to ensure that it is correct.

Ref	Requirement	Faculty of Health and Medical Sciences Office	Adelaide Dental School	Adelaide Medical School	Adelaide Nursing School	School of Allied Health Science & Practice	School of Biomedicine	School of Psychology	School of Public Health	SAIGENCI
1	Schedule of Programmable Events	Green	Green	Green	N/A	N/A	N/A	N/A	Green	Green
2	Training Plan	Green	Green	Green	Green	Green	Green	Green	Green	Green
3	Biological	Green	Green	Green	Green	N/A	Green	Green	Green	Green
4	Chemical	Green	Green	Green	Green	N/A	Green	Green	Green	Green
5	Contractor	Green	Green	N/A	N/A	N/A	N/A	N/A	Green	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	Amber	Green	Green	Green
9	Incident Reporting & Investigation	Green	Green	Green	Green	Green	Green	Green	Green	Green
10	Noise and Sound	N/A	N/A	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	Green	Green	Green	N/A	N/A	Green	N/A	N/A	N/A
13	Information, Instruction & Training	Green	Green	Green	Green	Green	Amber	Green	Green	Green

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

Incident 2475 – Actions for **Hazard Management** and **Information, Instruction and Training** are open (ACT-0001803, ACT-0001804, and ACT-0001805).

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 - HSW Incident reports Q3 (1/7/22 - 30/9/22)

Incident Date	Incident Number	Area	Incident details	Type	Status
27/07/2022	INC-0002414	Adelaide Dental School	Student was in group 2 for sim at workstation O3 which is located against the wall which is close to the whiteboard; when they sustained a 6-7cm cut (shallow) on their right arm. Mixing their 2nd Amalgam capsule at the Amalgamator near my station, I rushed back to my station before my 1st capsule set and hit my right arm against the lower left corner of the whiteboard. It was painful for a few seconds then the pain went away. Due to the student focusing on their task, the wound and bleeding was only noticed after Dr Wissam checked the task. The incident happened at around 2:30pm and was noticed at 3:00pm. The support services officer is purchasing some corner guards to add to the whiteboards in the sim clinic to prevent this from happening again as the corners are quite sharp.	Incident - Injury	Closed
16/08/2022	INC-0002449	Adelaide Medical School	Staff member fell forwards when her foot gripped the floor rather than stepping forwards.	Incident - Injury	Closed
29/08/2022	INC-0002469	Adelaide Medical School	An academic staff member received a cold burn when moving racks from one -80 freezer to another on her left fore arm. She run it under warm water for around 4-5 minutes and the stinging was down when under water but it persists afterwards. It is not as red but blistered. It is swollen and blistered.	Incident - Injury	Open
29/08/2022	INC-0002470	Adelaide Dental School	During a second year Head and Neck Anatomy dissection class a tutor sustained a sharps injury from a fractured scalpel blade, that was handed to them after the scalpel blade broke when a student was cutting cadaver tissue. The tutor was informed that the blade had broken and gave instructions to remove it from the cadaver. The student was unable to remove the blade and handed the broken scalpel blade to the tutor and it was not obvious to the tutor that the blade was broken, and it appeared that the blade had been removed, unfortunately there was a couple of millimetres of the blade remaining on the handle and this is what the tutor cut their left thumb on. The cut sustained had a length of 2-3mm and depth of 1-2mm. They sought first aid treatment and the bleeding stopped after a few minutes. They sought advice from their GP who noted that a blood test was not required.	Incident - Injury	Open
30/08/2022	INC-0002475	School of Biomedicine	150 mL of ethanol was accidentally spilled on a bench. It was soaked up with paper towel and disposed of in a near-by waste bin. The person involved waited for any ethanol residue to evaporate before igniting a small burner on the bench to continue their task. The waste bin used to dispose of the paper towel was situated below the work bench/work area. Vapors from the waste ethanol in the bin ignited the bin into a small fire. The person involved was able to extinguish the fire with a near-by fire extinguisher.	Hazard Id - Environmental	Closed

Appendix B - Placement Incident reports Q3 (1/7/22 - 30/9/22)

Incident Date	Incident Number	Area	Summary	Status
06/07/2022	INC-0002385	Adelaide Nursing School	Student hurt their back when a patient pulled on their sleeve causing them to lose balance.	Closed
11/07/2022	INC-0002390	Adelaide Medical School	Assault to a student.	Closed
15/07/2022	INC-0002403	Adelaide Nursing School	Student assisted a elderly resident as they were unsteady and crouching on the ground resulting is a sore back.	Closed
24/08/2022	INC-0002466	Adelaide Dental School	BDS4 student pricked finger with endodontic file.	Closed