

FOR APPROVAL

MINUTES OF MEETING 23/6/2022

A meeting of the SET HSW Committee was held in Braggs 2.14 at 15:00 on 22/6/2022.

Present

Professor Katrina Falkner – Executive Dean (Chair)
Mark Szolga – Faculty Executive Director
Professor Jason Able – HR Manager
Professor Wayne Hein – Head of School, Animal & Vet Science
Professor David Lewis – Head of School, CEAM
Dr Hong Gunn Chew – HSR, Forum 3 NT
Dr Lukas Gertsweiler – HSR, Forum 2 NT
Nick Warner – HSR, Forum 1 NT
Associate Professor Paul Medwell – HSR Forum 3 NT

In Attendance

Paul Roberts – Senior HSW Advisor, University HR
Dr Maily Stirling – Senior Manager Technical Services
Peter Hallows – Minutes

WELCOME

1.1 Apologies

Ulrike Schacht (Apology)
Phil Visintin (Absent)
Julie Berry (Absent)
Richard Muhlack (Absent)
Amy Lieu (Absent)
Steven Amos (Absent)
Brenton Howie (Absent)

1.2 Conflict of Interest

No conflicts were declared.

1.3 Starring of Items

The Committee resolved:

to discuss the recommendations contained in the unstarred items.

MINUTES OF PREVIOUS MEETING

2.1 Minutes

The minutes of the previous meeting are to be updated by Stacy Fogliano and distributed for approval in the Q3 HSW Committee meeting.

Action (HSW Advisory Team): Committee minutes from last Q1/2022 ECMS and Sciences meeting need to be added to relevant HSW Committee webpages.

2.2 Actions and business arising

Paul Roberts gave an update on the flooding incident, noting that all actions associated with this incident have been completed. The ECMS Faculty clarified and updated the emergency response contact information with the Security Office handbook chapter to ensure that it is still as effective post OSP.

Action: HSW Advisory Will review the emergency response contact information to ensure it is still accurate after OSP and review and update the remaining actions from last ECMS HSW Committee.

FACULTY HSW FORUM ISSUES TO RAISE/DISCUSS

3.1 Forum Convenor's

None

3.2 HSR/Staff Rep

Mark Zolga raised fire and first aid warden arrangement for discussion and enquired as to if and how the university is modifying its approach to the management of these networks in the context of an increasingly agile and transient workforce. Paul R responded noting that discussion is underway in the HSW team in relation to how the warden and first aider lists can be made more easily searchable. A list of chief wardens is shortly to be listed on the HSW webpage.

Nick Warner requested that the wardens be kept informed of any changes to the management of the warden network.

Katrina Faulkner and Mailys Stirling jointly suggested that Heads of Schools send an email to all fire wardens in the schools they manage so they can evaluate gaps in the network.

Action (HSW Advisory Team): Distribute xlsx version of Warden and first aid Register to Heads of School.

Nick Warner pointed out that the issue with updating the first aider master list with SSO output data is that just because an individual has a first aid certificate does not necessarily mean that the individual has volunteered as a first aider. Katrina responded that the new Learning Management System due to go live in August will link with PeopleSoft and be able to track qualifications and certifications including first aid certificates. This may enable a user to tick a box to say that they volunteer as a first aider.

Paul Medwell requested that invites to the committee meeting be given adequate notice in the future and asked for confirmation from Paul Roberts as to who is in the HSW Team. Paul responded that all emails that are sent to the current HSW email address are read and triaged for action or review. Emails that are mistakenly sent to the old faculty HSW email addresses area automatically forwarded to the central address.

Paul M mentioned that the School of Mechanical Engineering is currently piloting a new recordkeeping process to aid in compliance with the Records Management Act, which when finalised and if successful, could potentially be adopted across other areas of the university.

HSW ADVISORY REPORT – FACULTY HSW PERFORMANCE

4.1.1 Notifiable Incidents (Paul Roberts)

- INC-2294 Feral cat bite resulting in the injured person requiring emergency treatment – good news is that there has been a recent purchase of tough gloves that still allow for dexterity when dealing with animals. The new control measures have been communicated by David MacPhail and have been well received by staff. SafeWorkSA were pleased with the documentation that was sent on to them.
- INC-2259 Labyrinth incident – child playing on logs in the labyrinth tripped and fell, suffering a ruptured spleen. The issue has been resolved as the labyrinth was removed within a week.

4.1.2 Significant Incidents (Paul Roberts)

- Incorrect storage of firearm - Stocktake revealed that a syringe rifle was discovered as being stored incorrectly. The rifle was relocated and stored correctly.
- Lethabarb in eye – accidental exposure of a staff member to lethabarb (animal sedative). The staff member involved is uninjured, but the investigation is still ongoing.

Katrina Faulkner noted that she was pleased with how quickly the HSW team respond to incidents.

4.1.3 Open Overdue Actions (Noted as per forum discussions)

N/A

4.2 Safety Review Plan (Paul Roberts)

Paul spoke to the safety review plan, explaining that at minimum, the HSW team would like to inspect each high-risk area a minimum of once every three years. The aim of the safety reviews a teaching process to educate supervisors on how they might be able to better manage safety in their area.

The Q4 internal audit this year is a desktop injury management one, meaning that there will be no formal audits undertaken out on campus.

Mark Szolga would like to see the S7 and S8 drug reviews when these are undertaken.

Mailys would like to see more reviews of the workshops, including the Mechanical Engineering workshops.

The high-risk area review list will be finalised within the next two weeks.

Workplace Monitoring Plan actions for the HSW Advisory team:

- Change the Rover Lab HoS to Phil Visintin
- List all areas against Head of School
- Prioritise Mech Eng Labs Listed
- Add Ben Green's lab
- Consider work being done by David McLeod to be developed into a safety review for Waite Historic Precinct

4.3 SET Faculty Traffic Light Report Q1 2022 – Draft for confirmation (Stacy Fogliano)

Action 1586 affecting the traffic light report in the Vet School is closed – changing Amber to Green A.

OTHER BUSINESS

5 CO2 Monitoring

Nick Warner relayed some concerns from staff in the Teletraffic Research Centre in relation to building airflow. Paul R mentioned that many University buildings monitor CO2 levels, and that it is worth checking with Martin Tauchert whether this data can be accessed and reviewed.

Action: Nick to send Mailys an email with the area of concern, and she will follow up.

NEXT MEETING

The next meeting of SET Faculty HSW Committee will likely be in late August 2022.

The meeting concluded at 16:00.

-Ends-

CONFIRMED:

Day Month Year
Date CONVENOR