
AGENDA

- 1. Welcome, apologies and membership**
- 2. Minutes of the Previous Meeting – For confirmation**
- 3. Actions Arising**

STANDING REPORTS

- 4. UniSafe Safety Reporting Data – For Discussion**
- 5. UniSafe Overdue Corrective Actions Data – For Discussion**
- 6. Workers Compensation Data – For Discussion**
- 7. HSW Internal Audit Outcomes – For Discussion**
- 8. HSW Handbook Chapters Revision – For Discussion**
- 9. Traffic Light Report (Q4 2020) – For Discussion**
- 10. HSW Update**

OTHER ITEMS

- 11. Any Other Business – Laboratory animal allergy – Gail Anderson, Animal Welfare Officer**

NEXT MEETING

- 12. Next Meeting – 4 June 2021 – 10am**

Professor Michael Liebelt
Convenor

DISTRIBUTION

Convenor

Office of the Deputy Vice-Chancellor (Research)

Adelaide Graduate Centre

Laboratory Animal Services

Adelaide Microscopy

Research Services

IMER

IPAS

Robinson Research Institute

Environment Institute

AIML

Health Safety & Wellbeing

Michael Liebelt (PRO-RO)

Adrian Mills (Management Rep)

Carol Hutchings (Management Rep)

Prisilla Leong, Secretary (Staff Rep)

Gail Anderson, Animal Welfare Officer

Michael Liebelt (Convenor)

Doreen Krumbiegel (Management Rep)

Libby Hamilton (Staff Rep)

Tiffany Boehm (Management Rep)

Tara Donnellan (Staff Rep)

Angus Netting (Management Rep)

Aoife McFadden (Staff Rep)

Georget Reaiche-Miller, BioBank (Staff Rep)

Simon Brennan (Management Rep)

Vicki Sewer (Staff Rep)

Michael Goodsite (Management Rep)

Louise Beazley (Staff Rep)

Piers Lincoln (Management Rep)

Luis Lama-Marques (Staff Rep)

Sarah Robertson (Management Rep)

Ashleigh Kenny (Staff Rep)

Leah Panakera-Thorpe (Management & Staff Rep)

Kathy Nicholson (Management Rep)

Hilary Brookes (Staff Rep)

Paul Roberts (Attendee)

DIVISIONAL HSW COMMITTEE MEETING

DIVISION OF RESEARCH AND INNOVATION

Minutes of meeting 04/20 held on Monday 23 November in The UnderLoft and via Zoom

Present: Michael Liebelt (Convenor), Prissilla Leong (Secretary), Adrian Mills, Doreen Krumbiegel, Libby Hamilton, Tiffany Boehm, Angus Netting, Aoife McFadden, Simon Brennan, Michael Goodsite and Hilary Brookes.

In attendance: Paul Roberts.

AGENDA ITEMS

1. Welcome and Apologies

The convenor welcomed everyone to meeting and apologies or non-attendance were noted for Carol Hutchings, Tara Donnellan, Georget Reaiche-Miller, Vicki Sewer, Louise Beazley, Piers Lincoln, Luis Lama-Marques, Sarah Robertson, Ashleigh Kenny, Leah Panakera-Thorpe, Kathy Nicholson and Adam Graycar.

2. Previous minutes and actions

The minutes of the meeting held on 21 August 2020 were confirmed.

3. Actions arising

No actions arising from previous meeting.

4. UniSafe Safety Reporting Data

Paul reported that incidents are low for DRI this quarter. There were three with LAS, however they are all closed now. Paul also reported that there has been an increase in incident reporting through UniSafe, which is positive news as these are identifying potential hazards and not injuries.

The central HSW team has prepared a short information session on how to use UniSafe. This will assist staff in recognising when something is an incident or issue and is to be reported through UniSafe or if it is something the University maintenance or infrastructure can assist with.

5. UniSafe Overdue Corrective Actions Data

It was noted that there are no overdue corrective actions in UniSafe for DRI.

6. Workers Compensation Data

It was noted that there were no compensation claims for DRI in 2020.

7. HSW Internal Audit Outcomes

There were no internal audits performed in DRI during this quarter of 2020.

8. HSW Handbook Chapters Revision

The many revised Chapters were noted, with attention brought to Biological Safety Management, Workstation Ergonomics Guidelines as well as Safety when working from home.

Mike Liebelt queried if the Working from Home revised guidelines included addressing psychological issues. Paul advised that it does not and that these issues were addressed in the COVID-19 FAQ where it specifies the support structures that are in place for staff.

9. Traffic Light Report (Q1 2020)

Report noted, all green.

10. Institutes Reporting

Mike Liebelt advised the committee that the only Institute that will report through this committee is IMER. Stretton Institute is being moved into another area from 1 Jan, and will no longer be part of DRI.

Mike also spoke about the Animal Welfare Officers (AWO) and their HSW reporting lines. They can and do report through LAS when it is appropriate, however that is not exclusive and they are part of the DVCR Office. One or both of the AWO's will be attending next year's meetings.

Adrian Mills queried about the Chief Security Officer (CSO) and staff, and where they report HSW issues.

Action: Mike Liebelt and Adrian Mills to discuss this.

11. HSW Update

Libby Hamilton from the Adelaide Graduate Centre brought up an issue regarding the Schultz Building Level 10 WIP Phone. This phone does not work and hasn't been working for a number of years. It was noted that when training has been run by Chubb, they provide a work around for this problem. It was queried who is responsible for fixing the phone and if this could be done.

Action: Paul Roberts to follow up on previous Chubb Reports to determine what course of action is needed

Libby Hamilton also queried when a staff member who is the Fire Warden is away on Maternity Leave, should they be replaced or is someone to be advised of this. Libby also advised there is a second Fire Warden and a backup is being trained. Paul suggested Susan Whittington from Security be advised of changes to roles.

Aoife McFadden from Adelaide Microscopy raised the RTWSA focus tool that everyone completed the week before. She reported that a few 'holes' showed up with regards to HSW Training and asked if there was anything else available besides what was in MyUni. Paul Roberts responded that there is no other training provided by the University. There are external providers who conduct HSW training. Paul also advised that perhaps Angus could contact Gerald Buttfield requesting someone from the HSW Central team to spend some time with Aoife to discuss what is expected from areas. Tiffany Boehm was happy to also participate in this meeting.

Action: Angus Netting to contact Gerald Buttfield requesting an information session on HSW for staff.

12. Any Other Business – RTWSA Preparation Tool

Mike Liebelt thanked everyone for returning their RTWSA documents on time and advised that the summary for DRI had been submitted.

13. Next Meeting – Friday 5th March 2021, 10am. To be sent as a calendar invite before the end of the year.

Professor Michael Liebelt
CONVENOR

**DIVISIONAL HSW COMMITTEE MEETING
MEETING 04/20 – 23 NOVEMBER 2020**



ACTIONS ARISING

Michael Liebelt / Adrian Mills	To discuss where the CSO and staff report HSW issues.	
Paul Roberts	To follow up on previous Chubb Reports to determine course of action on WIP phone on Level 10 Schultz Building (AGC).	
Angus Netting	To contact Gerald Buttfield requesting an information session on HSW for staff.	

DRI Senior HSW Advisor Report

Human Resources
Division of University Operations

Anne Richards / Paul Roberts
Senior HSW Advisors

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CRICOS provider number 00123M

To Deputy Vice Chancellor Research

Cc Chair DRI HSW Committee

From Senior HSW Advisor

Subject HSW Report – 1/2021

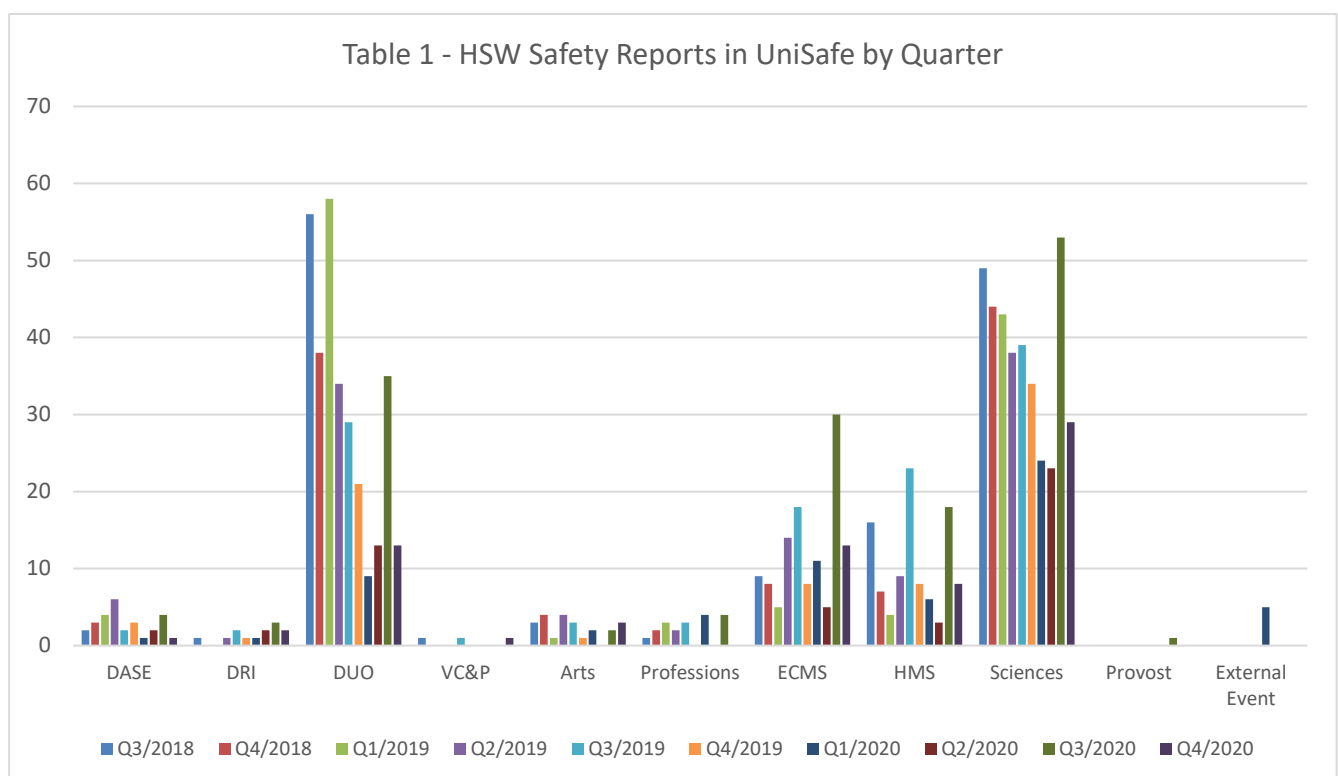
Date 22nd January, 2021 Ref

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

1. UniSafe Safety Reporting Data

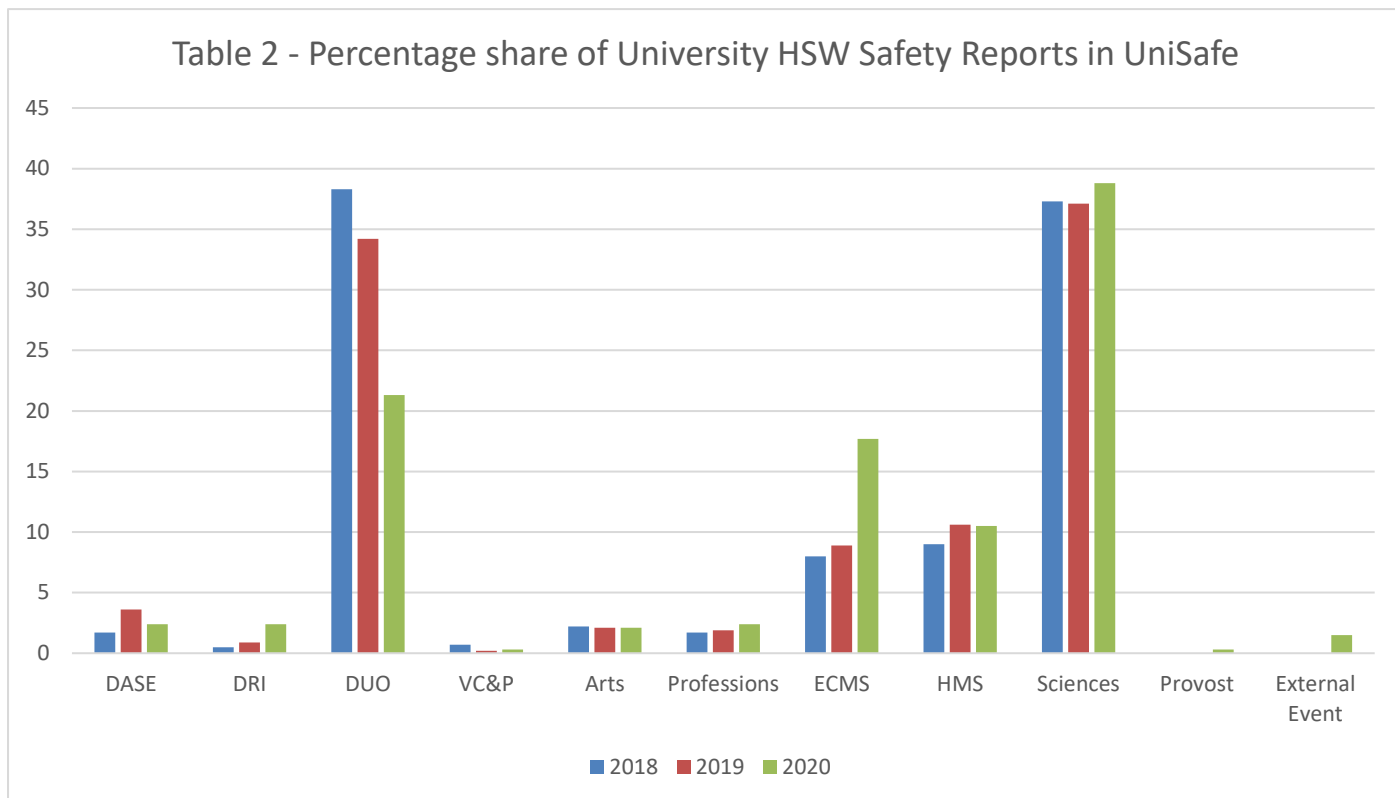
During the final quarter of 2020, DRI had two (1) safety reports in Unisafe. Overall, for 2020 the level of reporting has risen slightly from its customary reporting profile, but it still remains quite small at 2% of reports for the University.

The HSW Corporate Induction has been refreshed to focus on three key things; safety issue reporting, the responsibilities of staff within the University, and the available resources to support staff. Branches should consider recommending that staff across the Division undertake the new [HSW Induction](#) to refresh their understanding.



The Return to Work SA evaluation is scheduled for the period from 31st May to the 2nd July 2021. A considerable proportion of that time will involve the two evaluators auditing the implementation of the University's HSW processes across all Faculties and Divisions.

A focus tool was provided to all areas via the area HSW Hubs or via the Divisional HSW Committee structure to assist with considering key parts of the HSW System that may need attention; the tool does not include all compliance requirements but provides a way to focus on key areas.



Incidents for DRI during the 4th quarter 2020

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
1578	LAS	14/11/2020	No	No	open
Summary	LAS permit holders were providing S8/9 drugs to non-permit holders in AHMS				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
1556	LAS	29/10/2020	No	No	Closed
Summary	Staff member didn't see a flat bed trolley (she was carrying items) and kicked it, resulting in her falling.				

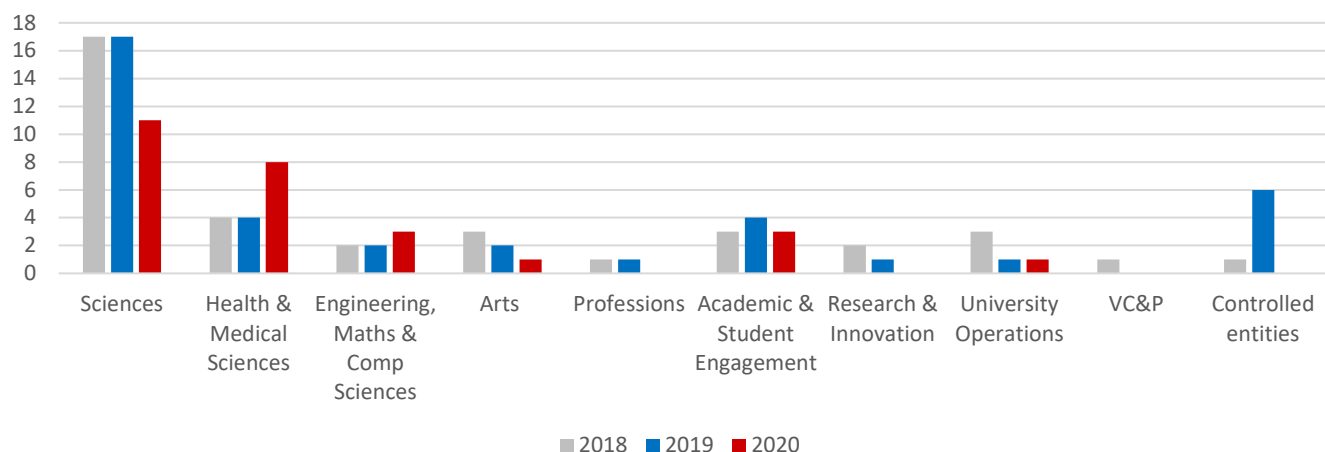
2. UniSafe Overdue Corrective Actions Data

There are currently no overdue in UniSafe for DRI.

3. Workers Compensation Data

Overall, in 2020 there was a decrease of 11 workers compensations claims from 2019.

Workers Compensation Claims Data by Divison/Faculty 2018 - 2020



4. HSW Internal Audit Outcomes

There were no internal audits performed in DRI during Q4 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/Out for consultation	The key changes to the chapter for noting are -
Student Placements (Revised V4.0)	The information on the Student placement FAQ has been reviewed to ensure the HSW guidance information for student placements is correct. The only minor change to the current information is the addition of the requirement for any incidents/injuries to be reported to the University using the UniSafe app or on-line reporting system .
Smoke-free University FAQ (V5.0) revised	The information on the Smoke-free University FAQ has been revised to assist staff, students and those who share our workplace to understand and implement the requirements for a Smoke-free University and the Smoke-free Handbook chapter . A new question and answer has been added (Q10) in relation to smoking on University of Adelaide organised field trips/undergraduate teaching activity, outside the Campus. It should be noted that where the University controls the space where the activity is being undertaken, whether it is a hired camp ground, field site or other space, it is a part of the University workplace and therefore the same requirements for "a Smoke-free University" apply i.e. smoking is not permitted.
Hazard Management(V3.1) Minor Revision only	To ensure the Head of School/Branch or Executive Dean/Division Head raises a risk under the University's Risk management framework , for any high/very high residual risk activities (i.e. where they are intending to authorise the activity as documented). This change is in response to an internal audit undertaken in 2020 by PWC on the risk in research activities. The remainder of the Hazard Management chapter remains unchanged, as the current process reflects the requirements of the Work Health and Safety (WHS) legislation and the University's processes.
Drone Safety Management	The chapter sets out the responsibilities to ensure that: <ul style="list-style-type: none"> University drone operations are only conducted with the approval of the University's Chief Remote Pilot, in accordance with the Unmanned Research Aircraft Facility (URAF) requirements and the conditions of the Civil Aviation Safety Authority (CASA); the risks from drone related activities are managed to prevent an injury to drone operators and the general public; and the University complies with the requirements of the Civil Aviation Act, the Civil Aviation Safety Regulation Part 101 and the University's Remotely Piloted Aircraft Operator's Certificate.

6. Traffic Light Report (Q4 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	Officer of DVCR	Microscopy	LAS	Research infrastructure and platforms	Research Services	Adelaide Graduate Centre	IMER
1	Schedule of Programmable Events	Green	Green	Green	Green	Green	Green	Green
2	Training Plan	Green	Green	Green	Green	Green	Green	Green
3	Biological	N/A	Green	Green	N/A	N/A	N/A	N/A
4	Chemical	N/A	Green	Green	N/A	N/A	N/A	N/A
5	Contractor	N/A	Green	Green	N/A	N/A	N/A	N/A
6	Emergency Management	Green	Green	Green	Green	Green	Green	Green
7	First Aid	Green	Green	Green	Green	Green	Green	Green
8	Hazard Management	Green	Green	Green	Green	Green	Green	Green
9	Incident Reporting & Investigation	Green	Green	Green	Green	Green	Green	Green
10	Noise and Sound	N/A	Green	N/A	N/A	N/A	N/A	N/A
11	Plant/Equipment	Green	Green	Green	Green	Green	Green	Green
12	Radiation	N/A	Green	N/A	N/A	N/A	N/A	N/A
13	HSW Information, Instruction & Training	Green	Green	Green	Green	Green	Green	Green

Note 1: Remaining Institutes are covered by an agreed host school

Note 2: 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 – First Aid and Fire Warden report from SSO for DRI

ID	Sch/Bra	Location	Name	Descr	Eff Date
1145162	Adelaide Graduate Centre	NT	Andrea Przygonski	First Aid - Provide First Aid (HLTAID001,2,3)	1/5/19
1179093	Adelaide Graduate Centre	NT	Doreen Krumbiegel	First Aid - Provide First Aid (HLTAID001,2,3)	26/11/20
1064796	Adelaide Microscopy	MEDSCNTH	Christopher Leigh	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19
1222823	Adelaide Microscopy	MEDSCNTH	Sarah Gilbert	First Aid - Provide First Aid (HLTAID001,2,3)	23/7/20
1600671	Adelaide Microscopy	MEDSCNTH	Aoife McFadden	First Aid - Provide First Aid (HLTAID001,2,3)	6/8/20
1001193	Laboratory Animal Services	MEDSCSTH	Pacita Wissell	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19
1200964	Laboratory Animal Services	WT	Rosanna Duncan	First Aid - Provide First Aid (HLTAID001,2,3)	3/9/19
1613492	Laboratory Animal Services	MEDSCSTH	Jaimee Spurr	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19
1180055	Research Services	NT	Alma Sewer	First Aid - Provide First Aid (HLTAID001,2,3)	28/3/19
1198438	Research Services	NT	Karen Burke	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/19

ID	Sch/Bra	Location	Name	Descr	Eff Date
1220142	Adelaide Graduate Centre	NT	Helen Nagel	Warden - Floor Warden (Lvl 1 Training)	21/8/20
1225308	Adelaide Graduate Centre	NT	Nathan Crabe	Warden - Floor Warden (Lvl 1 Training)	31/10/19
1222823	Adelaide Microscopy	MEDSCNTH	Sarah Gilbert	Warden - Floor Warden (Lvl 1 Training)	14/2/20
1643644	Adelaide Microscopy	MEDSCNTH	Animesh Basak	Warden - Floor Warden (Lvl 1 Training)	6/11/15
1200964	Laboratory Animal Services	WT	Rosanna Duncan	Warden - Floor Warden (Lvl 1 Training)	9/9/19

ID	Sch/Bra	Location	Name	Descr	Eff Date
1639099	Inst for Minerals & Energy Res	NT	Louise Beazley	Confine Small Workplace Emergencies	2/7/20
1189738	Laboratory Animal Services	MEDSCSTH	Tiffany Boehm	Vehicle - Class C	7/2/19
1226175	Laboratory Animal Services	MEDSCSTH	Caitlyn Wright	Boat Operators Licence	18/9/19
1226175	Laboratory Animal Services	MEDSCSTH	Caitlyn Wright	Vehicle - Class C	3/12/19

ID	Sch/Bra	Location	Name	Descr	Eff Date
1145162	Adelaide Graduate Centre	NT	Andrea Przygonski	Child Protection - DCSI Screening Clearance	12/11/19
1229053	Laboratory Animal Services	MEDSCSTH	Nicholas Phillips	Child Protection - DCSI Screening Clearance	2/11/20
1008014	Office of the DVC & VP (R)	NT	Rhys Williams	Child Protection - DCSI Screening Clearance	30/8/20
1008014	Office of the DVC & VP (R)	NT	Rhys Williams	Police Check	30/8/20
1020566	Office of the DVC & VP (R)	NT	Bruce Northcote	Working with Children Check	3/9/20
1031890	Office of the DVC & VP (R)	NT	Scott Willoughby	Police Check	5/8/20
1031890	Office of the DVC & VP (R)	NT	Scott Willoughby	Working with Children Check	5/8/20