

THE LOFT & ZOOM MEETING

AGENDA

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

STANDING REPORTS

- 4. DRI Senior HSW Advisor Report – For Discussion**
 - a) UniSafe Safety Reporting Data
 - b) UniSafe Overdue Corrective Actions Data
 - c) Workers Compensation Data
 - d) HSW Internal Audit Outcomes
 - e) HSW Handbook Chapters Revision
 - f) Traffic Light Report (Q2 2021)
 - g) First Aid and Fire Warden Report from SSO (30/06/21)
- 5. HSW Update**
- 6. Matters Raised by Work Groups**

OTHER ITEMS

- 7. Any Other Business**

NEXT MEETING

- 8. Next Meeting**
19 November 2021 – 10am

Professor Michael Liebelt
Convenor

DISTRIBUTION

Convenor

Office of the Deputy Vice-Chancellor (Research)

University Veterinarian / AWO

Adelaide Graduate Centre

Laboratory Animal Services

Adelaide Microscopy

Research Services

Defence & Security Institute

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)

Keita Chapman-Wyld (Staff Rep)

Adam O'Connell

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)

Jennifer Burgess (Staff Rep)

Michael Goodsite (Management Rep)

Louise Beazley (Staff Rep)

Piers Lincoln (Management Rep)

Luis Lama-Marques (Staff Rep)

Ray Rodgers (Management Rep)

Leanne Vears (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 02/21 held on Friday 4 June in The Loft and via Zoom

Present: Michael Liebelt (Convenor), Adrian Mills, Adam O’Connell, Doreen Krumbiegel, Libby Hamilton, Tiffany Boehm, Angus Netting, Aoife McFadden, Vicki Sewer, Michael Goodsite, Piers Lincoln, Ray Rodgers, Kathy Nicholson, Keita Chapman-Wyld and Prisilla Leong (Secretary),

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, Simon Brennan, Louise Beazley, Georget Reaiche-Miller, Luis Lama-Marques, Leanne Vears, Leah Panakera-Thorpe and Hilary Brookes.

The Committee has a couple of new members, so current members reintroduced themselves.

2. Previous minutes and actions

The minutes of the meeting held on 10 March 2021 were confirmed.

3. Actions arising

Three actions arising from November meeting.

Paul Roberts	To check on First Aid and Fire Warden Report from SSO for DRI.	Completed.
Prisilla Leong	To distribute documents Gail Anderson brought to the meeting regarding laboratory animal allergy.	Not Complete. Prisilla to follow up with Gail.
Paul Roberts	To organise a meeting between himself, Gail Anderson and Tiffany Boehm to progress issue of animal allergies and education for staff/researchers.	Completed. See details below table.
Paul Roberts	To follow up on question of using COVID-19 leave for vaccine side effects.	Completed. Email forwarded to Committee Members 12/3.

Laboratory Animal Allergies – Paul Roberts, Gail Anderson and Tiffany Boehm have met and have now drafted a guidance document to provide information on the issue of laboratory animal allergies as a gap was identified after reviewing information from other Go8 Universities. Once consultation has been completed, the document will be tabled at the next HSW meeting.

Adam O’Connell asked if this document extends to all animals, for example horses. In its current form, it is only related to laboratory animals.

Action: Paul Roberts to send Adam a copy of the draft guidance document



STANDING REPORTS

4. DRI Senior HSW Advisor Report

Paul Roberts spoke to the Advisor's report.

DRI incidents are consistently low, due to the nature of work conducted.

There are no overdue corrective actions.

There was no workers compensation for the first quarter in DRI.

No internal audits were performed in DRI during the first quarter of 2021.

Paul brought to the attention of the committee members a major change in the HSW Handbook. Electrical Safety Management that will now impact all areas as the responsibility of electrical tagging and testing is back with each individual area due to a change in the law.

A preferred provider has been selected to conduct the testing and information is on the HSW webpage. All areas will have until 31st December 2021 to be fully compliant. Paul is available to provide advice and assist DRI if areas are having problems.

Angus Netting asked Paul to confirm that the cost of electrical tagging and testing is now on each individual area. It was noted that hopefully a fair cost has been negotiated with the supplier.

Traffic light report is all green.

The Fire Warden and First Aider information provided at the back of the report is extracted from SSO via Planning and Analytics. This current report is as at 31st March 2021. Paul is looking at how to obtain this information so it is current at the time of our meetings.

5. HSW Update – Return to Work SA (RTWSA) Evaluation Update

On Tuesday 8th June the evaluators are coming to the University. No areas in DRI are in the scope for a visit. Infrastructure, the Vet school and Laboratories in HMS are being visited. It is noted that this visit is on a smaller scale to past visits. The University will automatically be given a five-year renewal unless they find evidence that does not warrant the renewal.

6. Matters Raised by Work Groups

Libby Hamilton raised a continuing issue for Adelaide Graduate Centre. The Schulz building had a fire evacuation drill and the WIP is still not working. They were advised it was fixed, but did not work during the evacuation drill and no WIP worked in the whole of the Schulz building. Chief Fire Warden is going to contact Chubb. It was also noted that the PA system did not work either, so there was no effective communication for the building.

Paul Roberts advised he has a copy of the work order that states this was completed. He also advised Libby Hamilton that she can use UniSafe for this type of issue.

Action: Libby Hamilton will report this in UniSafe.

Vicki Sewer raised an issue for Research Services. Level 4 in Rundle Mall Plaza are reporting diesel fumes are entering the level 4 from either Stephens Place or the building site just on North Terrace. There have been multiple reports in UniSafe, with a staff member going to hospital with an asthma attack.

Infrastructure has agreed to conduct air quality monitoring on level 3 and 4, awaiting on a start date. If this is related to vehicles in Stephens Place, the Adelaide City Council will be contacted.

Paul advised that he has raised the issue with Stephen Payn in Infrastructure.

Action: Michael Liebelt to contact Stephen Payn on behalf of Research Services to request an update on the progress of this issue.

OTHER ITEMS

7. Any Other Business

Keita Chapman-Wyld was introduced to the committee members as she will be taking over HSW Administrative duties from Prisilla Leong.

NEXT MEETING

8. Next Meeting

Friday 20th August at 10am, in the Loft and via Zoom.

Professor Michael Liebelt

Convenor

**DIVISIONAL HSW COMMITTEE MEETING
MEETING 02/21 – 4 JUNE 2021**



ACTIONS ARISING

Paul Roberts	To send Adam O'Connell a copy of the draft guidance document regarding laboratory animal allergies.	Completed 9/6
Libby Hamilton	To report in UniSafe that the WIP in Schulz building is still not working.	
Michael Liebelt	To contact Stephen Payn on behalf of Research Services to request an update on the issue of fumes in RMP.	Completed 4/6
Prisilla Leong	To distribute documents Gail Anderson brought to the meeting in March regarding laboratory animal allergy.	Completed 7/6

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 Paul Roberts - Senior HSW Advisor
Subject HSW Report – 3/2021
Date 16th July, 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

For the second quarter of 2021, DRI had one (1) safety report in Unisafe which was in Adelaide Microscopy.

However, there has been on-going reporting in UniSafe, made by staff in DRI, with concerns about the air quality in RMP. Eight (8) Incident reports, made by staff mainly in the northwest corner of level 4, reported health effect such as

- Eyes stinging and watery
- Feeling dizzy
- Respiratory issues and distress
- Asthma being affected to the point of using medication

Air monitoring was performed by Greencap during June 2021 on levels 3 and 4, concentrating on the areas with the most reports from staff. Indoor Air quality is measured using 5 criteria and a summary for RMP is provided below

Criteria	Results
Carbon Dioxide	was well below the acceptable and adopted amount of 1000ppm
Carbon Monoxide	was well below the acceptable and adopted amount of 9ppm
Temperature	was within the acceptable and adopted range of 20-24°C (during winter)
Relative Humidity	areas on L3 and L4 fell outside the acceptable and adopted range on 40-60%. 3 of the 4 workstations tested had a minimum of below 40%.
Dust	areas on L3 and L4 exceeded the acceptable and adopted range of 0.025 mg/m ³ . 2 of the 4 workstations had maximum PM _{2.5} dust levels that were 2 to 6 times the acceptable level.

(Greencap IAQ report for RMP – June, 2021)

The following actions were recommended with actions taken or planned noted below,

1. The air conditioning system be regularly serviced, and dust/carbon filters cleaned and replaced in line with manufacturers recommendations.

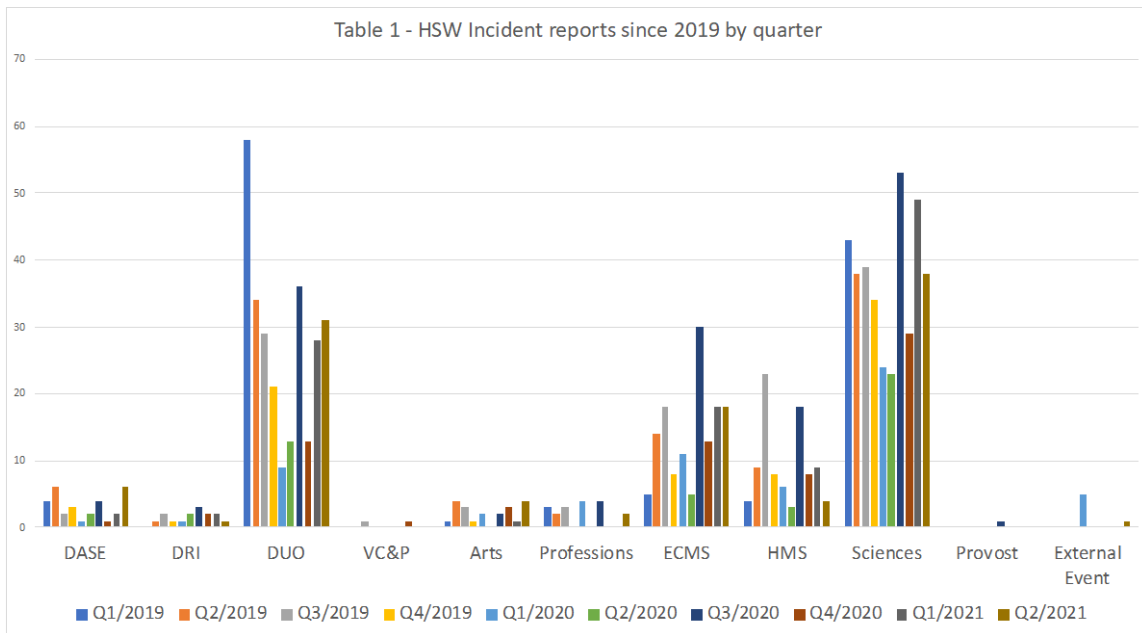
Actions already taken

- a. Carbon filters for the base building air conditioning system were installed 10th June 2021 and will be replaced every 12 months
 - b. Base air conditioning unit is scheduled for monthly inspections by O'Connors with required repairs carried out if identified.
2. Thermostats should be adjusted following change of seasons to adapt with seasonal clothing worn by staff

- A deep clean of RMP using an appropriate HEPA industrial vacuum (99.995% filtration efficiency) to remove the particulate matter that is already in the building.

Action planned

- Discussions being held with Infrastructure about incorporating this as part of current refreshment plans for RMP.



Incidents for DRI during the 2nd quarter 2021

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
1763	Microscopy	06/04/2021	Yes	No	Closed
Summary	Student rolled ankle walking along road outside Helen Mayo North. No cause identified.				

The RTWSA evaluation as concluded and there will be no further requests for information or clarifications from the evaluators. The result is still informal and subject to RTWSA internal quality assurance, but we have been informally told that the evaluators are not recording any non-conformances.

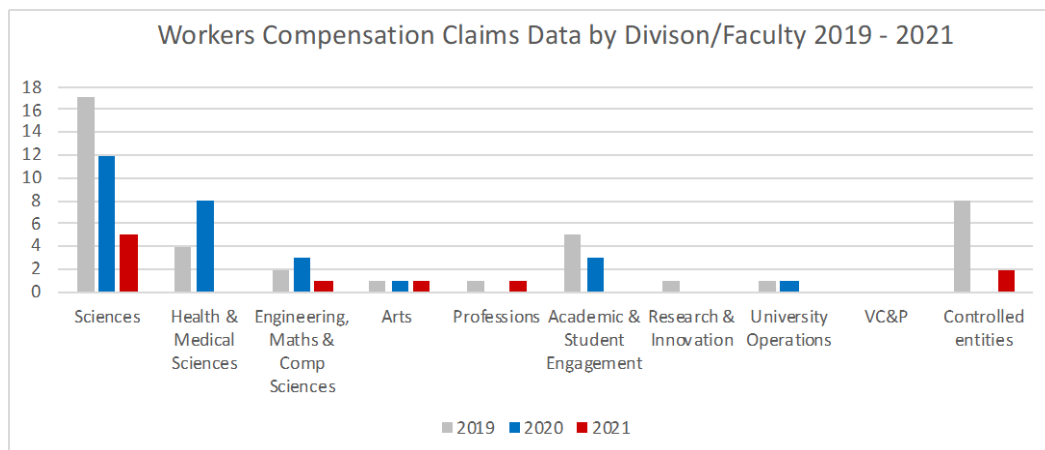
There will be a number of observations and notes that will form opportunities for improvement for the University over the next 5 years. It will take some weeks to get a formal result with its subsequent details.

2. UniSafe Overdue Corrective Actions Data

There are currently no overdue in UniSafe for DRI.

3. Workers Compensation Data

The total number of workers compensations claims to the end of Q2 2021 was 10



4. HSW Internal Audit Outcomes

There were no internal audits performed in DRI during Q2 of 2021.

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

The following table is provided to allow discussion on impending consultation or implementation issues resulting from new procedures or advice.

	Key information summary
Information Instruction and Training (IIT)	<p>The IIT handbook chapter has been updated as part of the programmed review cycle to:</p> <ul style="list-style-type: none">• provide supervisors / persons with control with guidance on their legislative requirement to provide suitable information, instruction, training and supervision to workers to secure their health and safety;• provide guidance on the level and type of training required in accordance with legislative requirements and commensurate with risk;• make clear that any activity that requires specific instruction or training is not undertaken by anyone who has not been suitably instructed or trained.
Training Plan	<p>The Training Plan handbook chapter has been updated as part of the programmed review cycle to:</p> <ul style="list-style-type: none">• outline supervisors' responsibility to provide suitable and adequate information, instruction and training to keep people safe – whilst simplifying the planning and management of such training plans;• achieve this through supervisors and workers not undertaking tasks or accessing equipment / certain work areas until the required instruction or training has been delivered;• enable supervisors and local areas to identify, plan and deliver the required instruction and training prior to access, preventing access until identified training has been delivered and a record kept.
Internal Audit	<p>The updated chapter reflects:</p> <ul style="list-style-type: none">• current HSW internal audit practice;• outlines the important role of supervisors in the audit process and the setting and completion of corrective actions;• and the reporting of audit outcomes.
University of Adelaide Enforceable Undertaking	<p>SafeWork SA alleged that on the 24th November 2019 the University of Adelaide committed an offence pursuant to section 32 of the Work Health Safety Act 2012 (SA) in that it had the duty prescribed by section 19(3)(a), (b) and (c) of the Act to ensure, so far as was reasonably practicable,</p> <ul style="list-style-type: none">- the provision and maintenance of a work environment without the risks to health and safety;- the provision and maintenance of safe plant and structures: and- the provision and maintenance of safe systems of work. <p>Additionally SafeWork SA alleged that the University of Adelaide was non-compliant with Regulations 34, 208 and 213.</p>

6. Traffic Light Report (Q2 2021) 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

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 (31/6/2021)

Sch/Bra	Name	Type	Descr	Issue Date	Expiration D	Location
Inst for Minerals & Energy Res	Louise Beazley	LIC	Confine Small Workplace Emergencies	12/9/13		NT
Laboratory Animal Services	Tiffany Boehm	LIC	Vehicle - Class C	7/2/19	7/2/21	MEDSCSTH
Laboratory Animal Services	Caitlyn Wright	LIC	Boat Operators Licence	19/4/19		MEDSCSTH
Laboratory Animal Services	Caitlyn Wright	LIC	Vehicle - Class C	7/10/17	7/10/29	MEDSCSTH
Sch/Bra	Name	Type	Descr	Issue Date	Expiration D	Location
Adelaide Graduate Centre	Doreen Krumbiegel	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	26/11/20		MEDSCSTH
Adelaide Microscopy	Christopher Leigh	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	15/9/17		MEDSCNTH
Adelaide Microscopy	Sarah Gilbert	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	12/6/20		NT
Adelaide Microscopy	Aoife McFadden	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	4/8/20		NT
Laboratory Animal Services	Pacita Wissell	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	23/5/17		NT
Laboratory Animal Services	Rosanna Duncan	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	3/9/19		NT
Laboratory Animal Services	Jaimee Spurr	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	20/7/16		NT
Office of the DVC & VP (R)	Prisilla Leong	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	28/5/21		NT
Research Services	Nikki Hodge	EMERMGMT	First Aid - Provide basic emergency life support (HLIAID002)	10/5/21		NT
Research Services	Nikki Hodge	EMERMGMT	First Aid - Provide CPR (HLIAID001)	10/5/21		NT
Research Services	Michelle White	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	5/3/21		NT
Research Services	Nikki Hodge	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	10/5/21		MEDSCSTH
Research Services	Alma Sewer	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	28/3/19		MEDSCSTH
Research Services	Karen Burke	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	21/6/21		NT
Research Services	Lauren Champs	EMERMGMT	First Aid - Provide First Aid (HLIAID001,2,3)	7/6/21		MEDSCNTH
Sch/Bra	Name	Type	Descr	Issue Date	Expiration D	Location
Adelaide Graduate Centre	Helen Nagel	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	13/4/17		MEDSCNTH
Adelaide Graduate Centre	Emma Aucote	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	4/12/20		NT
Adelaide Microscopy	Sarah Gilbert	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	24/2/17		MEDSCNTH
Adelaide Microscopy	Animesh Basak	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	6/11/15		MEDSCSTH
Environment Institute	Belinda Gosden	EMERMGMT	Warden - Chief Warden Training	27/9/19		NT
Laboratory Animal Services	Rosanna Duncan	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	2/9/15		NT
Office of the DVC & VP (R)	Prisilla Leong	EMERMGMT	Warden - Floor Warden (Lvl 1 Training)	11/9/19		MEDSCNTH
Sch/Bra	Name	Type	Descr	Issue Date	Expiration D	Location
Adelaide Graduate Centre	Jordan Peters	CLEARANCES	Child Protection - DCSI Screening Clearance	3/4/19	3/4/22	NT
Office of the DVC & VP (R)	Rhys Williams	CLEARANCES	Child Protection - DCSI Screening Clearance	11/1/19	11/1/21	NT
Office of the DVC & VP (R)	Rhys Williams	CLEARANCES	Police Check	21/4/20	21/4/25	NT
Office of the DVC & VP (R)	Bruce Northcote	CLEARANCES	Working with Children Check	15/10/18	15/10/21	NT
Office of the DVC & VP (R)	Scott Willoughby	CLEARANCES	Police Check	20/3/19	19/3/24	NT
Office of the DVC & VP (R)	Scott Willoughby	CLEARANCES	Working with Children Check	29/11/19	28/11/24	NT
Research Services	Nikki Hodge	CLEARANCES	Child Protection - DCSI Screening Clearance			NT
Research Services	Nikki Hodge	CLEARANCES	Child Protection - Responding to Abuse and Neglect Training	10/4/21	31/12/24	NT
Research Services	Nikki Hodge	CLEARANCES	Police Check	15/6/21	15/6/23	NT
Research Services	Nikki Hodge	CLEARANCES	Working with Children Check	25/6/20	25/6/25	NT