

**THE LOFT & ZOOM MEETING**

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**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 (Q1 2021)
  - g) First Aid and Fire Warden Report from SSO (31/3/21)
- 5. HSW Update**

Return to Work SA (RTWSA) Evaluation Update
- 6. Matters Raised by Work Groups**

**OTHER ITEMS**

- 7. Any Other Business**

Introduce Keita Chapman-Wyld

**NEXT MEETING**

- 8. Next Meeting**

20 August 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***

***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)

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)

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 01/21 held on Wednesday 10 March in The Loft and via Zoom**

**Present:** Michael Liebelt (Convenor), Adrian Mills, Gail Anderson, Doreen Krumbiegel, Libby Hamilton, Tiffany Boehm, Angus Netting, Aoife McFadden, Georget Reaiche-Miller, Vicki Sewer, Hilary Brookes and Prissilla 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, Michael Goodsite, Louise Beazley, Piers Lincoln, Luis Lama-Marques, Sarah Robertson, Ashleigh Kenny, Leah Panakera-Thorpe and Kathy Nicholson.

**2. Previous minutes and actions**

The minutes of the meeting held on 23 November 2020 were confirmed.

**3. Actions arising**

Three actions arising from November meeting.

Michael Liebelt / Adrian Mills	To discuss where the CSO and staff report HSW issues.	Completed. CSO and staff are to report through the DVCR Office.
Paul Roberts	To follow up on previous Chubb Reports to determine course of action on WIP phone on Level 10 Schultz Building (AGC).	Completed. Paul contacted Michael Brewer in Capital Projects who is also Chief Warden for Schultz Building. This project has been approved and funds secured, just awaiting commencement.
Angus Netting	To contact Gerald Buttfield requesting an information session on HSW for staff.	Completed. A staff member is to be trained as a HSWO.

**4. UniSafe Safety Reporting Data**

Incident rate has remained steady. A main issue is the return to work SA validation at the end of May-July. HSW have met with the validators and they are scaling back the time allocated. They may not visit low risk areas; this is still to be confirmed. For our division, it is likely Adelaide Microscopy and Laboratory Animal Services will have a visit as they are deemed high risk areas. Paul did point out that their safety reviews are both good.

**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 was a decrease of 11 workers compensations claims from 2019.

**7. HSW Internal Audit Outcomes**

There were no internal audits performed in DRI during Q4 of 2020.

**8. HSW Handbook Chapters Revision**

The revised chapters are in the report.

## **9. Traffic Light Report (Q4 2020)**

Report noted, all green.

## **10. HSW Update**

Paul Roberts reported that the University is currently awaiting advice from SA Health on social distancing requirements for open spaces like RMP. HSW are receiving more requests from staff to be able to return to the office full time.

Doreen Krumbiegel asked to clarify social distancing requirements, she understood we were exempt from maintaining 1.5m being an essential industry. Paul clarified that we were given exemption where 1.5m was not possible to maintain, for example, working side by side in a laboratory setting or with animals. Therefore, in general if we were able to maintain 1.5m we were to do so.

Doreen also pointed out that Attachment A in the HSW Advisors report was listing an old staff member for AGC who left on the 6<sup>th</sup> January 2021. It was also missing other staff who have uploaded their information into SSO.

**Action: Paul to check on report from SSO.**

## **11. Any Other Business – laboratory animal allergy – Gail Anderson, Animal Welfare Officer**

Gail Anderson spoke to this item and brought papers along to share.

**Action: Prisilla to distribute these documents to committee members.**

Gail reported that the incidence of staff/researchers developing animal allergies within the universities is high but there is very little information or support around this issue at this institution. Some staff/researchers are developing allergies to animal saliva or the fur and this can develop into mild hay fever, eczema or even an anaphylactic reaction. This can occur working with rats, mice and even rabbits and larger animals. Symptoms can start to develop within 12 months and then progressively get worse over the course of 2-3 years of continued work with animals.

The University does not currently have any services or tools for staff to assist with monitoring their health.

Mike Liebelt asked Paul Roberts if this was on the University HSW radar. Paul advised that they have not been asked to provide any advice and pointed out that the onus for safety and wellbeing would be on the area that has animals.

Mike Liebelt asked Tiffany Boehm if LAS had access to PPE. Tiffany advised that PPE is available to staff and researchers, mask, gloves, gowns etc. It was up to the individual whether they utilised this equipment when handling animals. Gail pointed out that perhaps researchers needed to be made aware of the risks, ie allergies developing.

**Action: Paul to organise a meeting with himself, Gail and Tiffany to progress issue of animal allergies and education for staff/researchers.**

Doreen Krumbiegel raised the question of the COVID-19 special leave that is on offer to staff and whether these three days were available to use for any side effects staff may develop upon having the vaccine. Doreen pointed out that it could be an incentive to receive the vaccine.

**Action: Paul to follow up on this question of using COVID 19 leave for vaccine side effects.**

Paul Roberts mentioned that HSW are in discussion with UniCare at the moment regarding the annual flu vaccinations as well as how UniCare can provide the COVID\_19 vaccination. Discussions are ongoing regarding how this can be delivered and finding the space to provide this service. Information will be sent out to staff and students once this has been finalised.

## **12. Next Meeting – Friday 4<sup>th</sup> June 2021, 10am.**

**Professor Michael Liebelt**  
**CONVENOR**

**DIVISIONAL HSW COMMITTEE MEETING  
MEETING 01/21 – 10 MARCH 2021**



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**ACTIONS ARISING**

Paul Roberts	To check on First Aid and Fire Warden Report from SSO for DRI.	
Prisilla Leong	To distribute documents Gail Anderson brought to the meeting regarding laboratory animal allergy.	
Paul Roberts	To organise a meeting between himself, Gail Anderson & Tiffany Boehm to progress issue of animal allergies and education for staff/researchers.	
Paul Roberts	To follow up on question of using COVID-19 leave for vaccine side effects.	Completed. Email forwarded to Committee Members 12/3.



### Incidents for DRI during the 1<sup>st</sup> quarter 2021

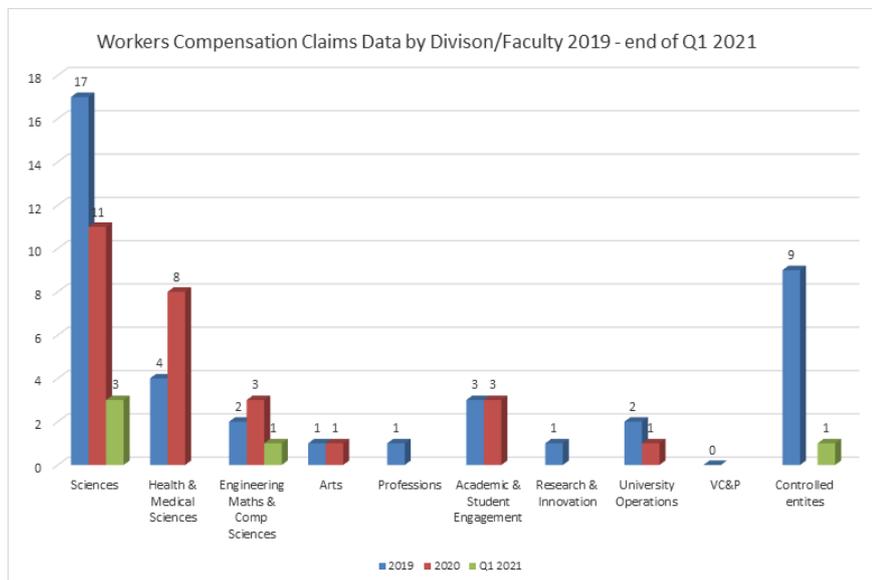
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
1753	LAS	30/03/2021	No	No	open
<b>Summary</b>	The autoclave (large) had been loaded and set on a "hoppers" load. When the load had finished the door opened (as normal) and a larger than normal amount of steam was released from the autoclave. A staff member was present (but not in the room) and noticed the steam travel along the ceiling and consequently activated the smoke detector. The fire alarm was activated and the building evacuated. The MFS arrived on site. The LAS staff member present called the HSO immediately to alert them of the alarm.				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
1650	LAS	05/02/2021	No	No	Closed
<b>Summary</b>	Near miss with needle stick injury. A LAS staff member was changing over a bin liner in procedure room LG087 and noticed a de-capped needle (still attached the to syringe) sitting inside. The staff member removed needle/syringe and placed into a sharps container.				

### 2. UniSafe Overdue Corrective Actions Data

There are currently no overdue in UniSafe for DRI.

### 3. Workers Compensation Data

The total number of open workers compensations claims to the end of Q1 2021 was 5 compared with 11 for the same time in 2020. In Q1 2021, a total of 3 new claims were received. One each from Sciences, Engineering, Maths and Computer Science and a Controlled Entity (Unicare).



### 4. HSW Internal Audit Outcomes

There were no internal audits performed in DRI during Q1 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
<a href="#">Elevating Work Platforms – inspection and testing</a>	In January 2021 Safe Work Australia released new guidance material for inspecting and maintaining elevated work platforms (EWPs). The University has received additional guidance from Safe Work Australia on how the new guidance related to PCBU's who lease/hire EWP's or engage contractors to undertake a task involving the use of EWP's
<a href="#">Flu Vaccination Program 2021</a>	<p>The University of Adelaide Flu Vaccination Program 2021 is available at no cost to continuing, fixed-term and casual staff.</p> <p>On-campus vaccinations is provided by Adelaide UniCare (which is owned by the University of Adelaide) at the following locations:</p> <ul style="list-style-type: none"> <li>• Adelaide Health and Medical Sciences (AHMS) - Level 4, AHMS Building</li> <li>• North Terrace Campus - 425/427, Braggs Building</li> <li>• Waite Campus - Room GS25, reception area, Waite Building</li> </ul> <p>Bookings for appointments at the above locations are open now. Roseworthy Campus bookings will be open soon.</p>
<a href="#">First Aid Training preferred suppliers</a>	The HSW website has been updated with links to <a href="#">Procurement Services</a> for anyone wishing to access preferred suppliers for first aid training or management of first aid kits and supplies.
<a href="#">Electrical Safety Management Handbook Chapter</a>	<p>The new chapter incorporates these changes by requiring:</p> <ul style="list-style-type: none"> <li>• all electrical equipment supplied through an electrical socket outlet to be inspected and tested at the required intervals (refer to Appendices B1 and 2 of the chapter)</li> <li>• the frequency for testing only being able to be varied by the Head of School/Branch based on a documented risk assessment</li> <li>• Inclusion of the requirement to tag new equipment (noting that Information Technology and Digital Services, Division of University Operations advises that from the 1st February 2021, the University's computer supplier will test and tag any new to service laptop, desktop or monitor at \$5 per device)</li> <li>• Inclusion of links to information on the requirements where there are (1) Electrical installations – battery systems for use with power conversion equipment and (2) Solar (Photovoltaic) systems (e.g. a unit that converts energy from sunlight into electrical energy).</li> </ul> <p>The impact for the University is to resume the testing of electrical equipment in lower risk environments such as office, lecture and tutorial room like environments at 5 yearly intervals (unless varied by the Head of School/Branch based on a documented risk assessment).</p>
<a href="#">Plant/Equipment Safety Management Handbook Chapter</a>	<p>This chapter was reviewed to:</p> <ul style="list-style-type: none"> <li>• remove electrical management sections that are contained in the new Electrical Safety Management Chapter</li> <li>• ensure responsibilities for day-to-day management of plant were assigned to the supervisors responsible</li> <li>• ensure the chapter still meets legislative requirements and that role titles were current.</li> </ul>
<a href="#">SafeWork SA – conviction for failure to maintain equipment</a>	This case shows how easy it was for SafeWork to successfully prosecute a PCBU (Woolworths) where a worker was injured when they could not demonstrate they had a system of inspection and maintenance for the equipment involved. Which was a delivery cage used by night fill workers.

## 6. Traffic Light Report (Q1 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 A	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 A	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 A	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**

Schedule of Programmable Events – Microscopy – Green A – Action 1294 closed to address findings of 2020 Safety Review
Chemical Safety Management – Microscopy – Green A – Action 1295 closed to address findings of 2020 Safety Review
Hazard Management – Microscopy – Green A – Action 1296 closed to address findings of 2020 Safety Review

<b>GREEN</b>	No compliance issues with the HSW Handbook
<b>Green 'A'</b>	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)
<b>AMBER</b>	Action is required to address a compliance issue that is expected to be rectified by the next HSW Traffic Light Report.
<b>RED</b>	Action is required to address a compliance issue that is unlikely to be rectified by the next HSW Traffic Light Report.
<b>N/A</b>	Not applicable

Attachment A – First Aid and Fire Warden report from SSO for DRI (31/3/2021)

Sch/Bra	ID	Name	Descr	Issue Date	Expiration Date	Location
Adelaide Graduate Centre	1212690	Jordan Peters	Child Protection - DCSI Screening Clearance	3/4/19	3/4/22	NT
Office of the DVC & VP (R)	1008014	Rhys Williams	Child Protection - DCSI Screening Clearance	11/1/19	11/1/21	NT
Office of the DVC & VP (R)	1008014	Rhys Williams	Police Check	21/4/20	21/4/25	NT
Office of the DVC & VP (R)	1020566	Bruce Northcote	Working with Children Check	15/10/18	15/10/21	NT
Office of the DVC & VP (R)	1031890	Scott Willoughby	Police Check	20/3/19	19/3/24	NT
Office of the DVC & VP (R)	1031890	Scott Willoughby	Working with Children Check	29/11/19	28/11/24	NT
Sch/Bra	ID	Name	Descr	Issue Date	Expiration Date	Location
Adelaide Graduate Centre	1179093	Doreen Krumbiegel	First Aid - Provide First Aid (HLTAID001,2,3)	26/11/20		NT
Adelaide Microscopy	1064796	Christopher Leigh	First Aid - Provide First Aid (HLTAID001,2,3)	15/9/17		MEDSCNTH
Adelaide Microscopy	1222823	Sarah Gilbert	First Aid - Provide First Aid (HLTAID001,2,3)	12/6/20		WT
Adelaide Microscopy	1600671	Aoife McFadden	First Aid - Provide First Aid (HLTAID001,2,3)	4/8/20		NT
Laboratory Animal Services	1001193	Pacita Wissell	First Aid - Provide First Aid (HLTAID001,2,3)	23/5/17		MEDSCSTH
Laboratory Animal Services	1200964	Rosanna Duncan	First Aid - Provide First Aid (HLTAID001,2,3)	3/9/19		WT
Laboratory Animal Services	1613492	Jaimie Spurr	First Aid - Provide First Aid (HLTAID001,2,3)	20/7/16		MEDSCNTH
Research Services	1065957	Michelle White	First Aid - Provide First Aid (HLTAID001,2,3)	5/3/21		NT
Research Services	1180055	Alma Sewer	First Aid - Provide First Aid (HLTAID001,2,3)	28/3/19		NT
Research Services	1198438	Karen Burke	First Aid - Provide First Aid (HLTAID001,2,3)	6/11/16		NT
Sch/Bra	ID	Name	Descr	Issue Date	Expiration Date	Location
Adelaide Graduate Centre	1220142	Helen Nagel	Warden - Floor Warden (Lvl 1 Training)	13/4/17		NT
Adelaide Graduate Centre	1227272	Emma Aucote	Warden - Floor Warden (Lvl 1 Training)	4/12/20		MEDSCSTH
Adelaide Microscopy	1222823	Sarah Gilbert	Warden - Floor Warden (Lvl 1 Training)	24/2/17		MEDSCNTH
Adelaide Microscopy	1643644	Animesh Basak	Warden - Floor Warden (Lvl 1 Training)	6/11/15		MEDSCNTH
Laboratory Animal Services	1200964	Rosanna Duncan	Warden - Floor Warden (Lvl 1 Training)	2/9/15		MEDSCNTH
Sch/Bra	ID	Name	Descr	Issue Date	Expiration Date	Location
Inst for Minerals & Energy Res	1639099	Louise Beazley	Confine Small Workplace Emergencies	12/9/13		NT
Laboratory Animal Services	1189738	Tiffany Boehm	Vehicle - Class C	7/2/19	7/2/21	MEDSCSTH
Laboratory Animal Services	1226175	Caitlyn Wright	Boat Operators Licence	19/4/19		MEDSCSTH
Laboratory Animal Services	1226175	Caitlyn Wright	Vehicle - Class C	7/10/17	7/10/29	MEDSCSTH