

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 (Q3 2021)
 - g) First Aid and Fire Warden Report from SSO
5. **HSW Update**
6. **Matters Raised by Work Groups**
2022 Membership and structure of DRI HSW Committee

OTHER ITEMS

7. **Any Other Business**

NEXT MEETING

8. **Next Meeting**
2022 meetings to be scheduled.

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 03/21 held on Friday 20 August in The Loft and via Zoom

Present: Michael Liebelt (Convenor), Prisilla Leong (Secretary), Keita Chapman-Wyld, Leah Panakera-Thorpe, Aoife McFadden, Angus Netting, Tiffany Boehm, Vicki Sewer, Michael Goodsite, Doreen Krumbiegel, Adam O'Connell, Libby Hamilton and Greg Bell (on behalf of Jennifer Burgess, DSI).

In attendance: Paul Roberts.

AGENDA ITEMS

1. Welcome and Apologies

The convenor welcomed everyone to meeting and apologies or non-attendance were noted for Louise Beazley, Hilary Brookes, Piers Lincoln, Georget Reaiche-Miller, Adrian Mills, Tara Donnellan, Simon Brennan, Jennifer Burgess, Luis Lama-Marques, Ray Rodgers, Leanne Vears and Kathy Nicholson.

2. Previous minutes and actions

The minutes of the meeting held on 4 June 2021 were confirmed.

3. Actions arising

Actions arising from the June meeting.

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	At the meeting Libby confirmed this was completed.
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 document Gail Anderson brought to the meeting in March regarding laboratory animal allergies.	Completed 7/6.

STANDING REPORTS

4. DRI Senior HSW Advisor Report

The second quarter of 2021 only had one safety report in UniSafe from Adelaide Microscopy.

The going issue of air quality in RMP, mainly on level 4 with Research Services staff, has progressed and some actions have been taken. Air monitoring was undertaken in June and the following actions were recommended and some already undertaken.

The base building air conditioning system carbon filters will be replaced every 12 months and is scheduled for monthly inspections with repairs carried out if required.

A deep clean of RMP using an industrial vacuum which will remove ultra-fine particles is being discussed as part of the ongoing plan. Paul Roberts is still waiting on confirmation this will take place.

Infrastructure has no objections to this deep clean being included in the scope of the refurbishment of Level 4.

Action: Paul will advise the committee when confirmation has been received.

No corrective actions or internal audits to report on.

Paul Roberts spoke to the email all staff received from Bruce Lines regarding the Enforceable Undertaking. This outcome was a negotiated settlement between the University and SafeWork SA following a lengthy investigation by SafeWork.

This is a one-time only agreement and will no longer be an option should SafeWork investigate a future incident and find that a breach has occurred.

Only other Go8 university to go through an Enforceable Undertaking is University of Queensland.

Any questions regarding this, please contact Paul.

Traffic Light Report is all green.

5. HSW Update

A few areas reported that they had already organised Electrical Testing and Tagging, including IMER, Adelaide Microscopy and the DVCR Office.

Paul advised the information document sent out is being refined for use and is up on the HR HSW website.

6. Matters Raised by Work Groups

No issues were raised by. Should any arise, it was advised to not wait for the next meeting, but to please contact the relevant HSW person or raise it in UniSafe.

OTHER ITEMS

7. Any Other Business

No other business was raised.

NEXT MEETING

8. Next Meeting

Friday 19th November 10am, in the Loft and via Zoom.

Professor Michael Liebelt
Convenor

**DIVISIONAL HSW COMMITTEE MEETING
MEETING 03/21 – 20 AUGUST 2021**



ACTIONS ARISING

Paul Roberts	Paul to advise committee when confirmation of using the industrial vacuum for RMP is received.	

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

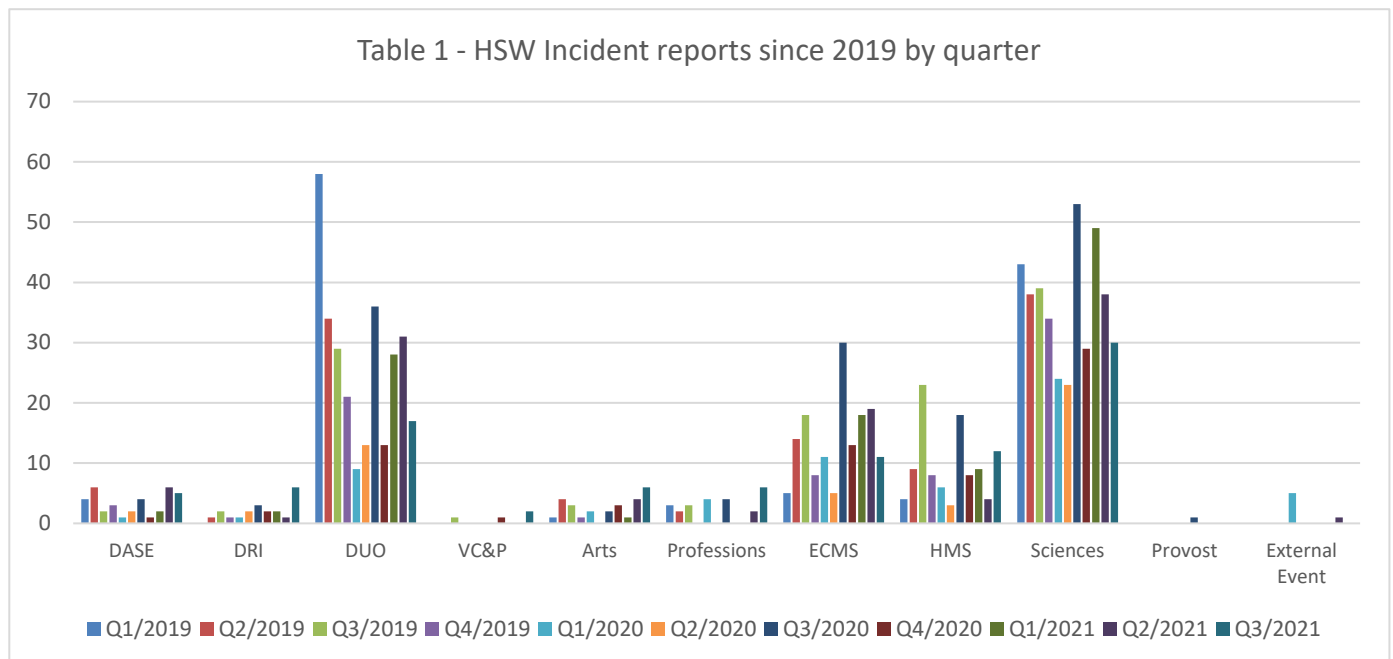
Subject HSW Report – 4/2021

Date 14th October, 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

DRI had six (6) safety reports in Unisafe during the third quarter of 2021. Four (4) of the reports related to dust levels on Level 3 of RMP, details are covered below.



In response to continued reports of concerns about the air quality in RMP, further cleaning was conducted by Infrastructure (11th and 12th September) and air monitoring was performed by Adelaide Exposure Sciences and Health (13th September). The results, once analysed by a qualified Industrial Hygienist, concluded that the measured levels of airborne dust in RMP would be similar to those measured in normal dwellings, and are less than the Stephens Place street level values (e.g. PM_{2.5} average was 0.009 mg/m³). Management have concluded that the actions taken have been able to address staff concerns.

No further reports of concerns about dust on level 3 have been received since cleaning occurred. Copies of the full air monitoring report have been provided to staff who requested it.

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.				

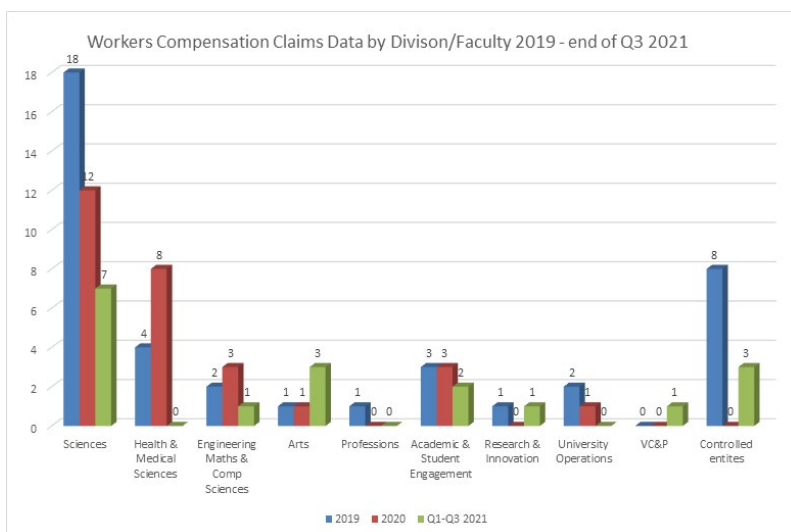
The University's application to re-new its self-insurance licence has been approved by RTWSA for a further 5 years as a result of its recent evaluation.

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 Q3 2021 was 18 compared with 24 for the same period in 2020. For the first three quarters of 2021 7 claims were from Faculty of Sciences, 3 were from Faculty of Arts and 3 were from Controlled Entities



4. HSW Internal Audit Outcomes

There were no internal audits performed in DRI during Q3 of 2021.

NOTE: All areas should note that Electrical Testing and tagging will be audited in the first quarter of 2022 to ensure they are compliant with the requirements of the [Electrical Safety Management Handbook Chapter](#).

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
Health and Safety Representative and HSW Consultation	<p>This new chapter brings together current processes that were previously documented and communicated on the University's HSW web site. The new chapter outlines:</p> <ul style="list-style-type: none"> Supervisor responsibilities to consult with relevant workers on HSW matters such as when identifying hazards and assessing risks to health and safety and when proposing changes that may affect the health or safety of workers; and Head of Faculty responsibility to maintain an HSW Committee to support consultation with elected HSRs, worker and management representatives; and The process for the election of HSRs and guidance on their role, powers, functions and training entitlements under the WHS Act 2012 and WHS Regulations 2012; and The University's dispute avoidance and settlement procedure for HSRs. <p>Please note that information sheets (frequently asked questions), the HSR portal and other web based information (as linked in the chapter) will be uploaded to the HSW website in due course providing additional information and guidance on consultation processes and the role of HSRs.</p>
Human Resources staff wellbeing program	<p>Wellbeing is the ability to feel good and function effectively in all aspects of our lives. Human Resources have a number of resources and events available free to all fixed term, casual and continuing staff for the remainder of 2021</p>

6. Traffic Light Report (Q3 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

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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 (29/9/2021)

Sch/Bra	Name	Descr	Issue Date	Expiration Date	Location
Inst for Minerals & Energy Res	Louise Beazley	Confine Small Workplace Emergencies	12/9/13		NT
Laboratory Animal Services	Tiffany Boehm	Vehicle - Class C	7/2/19	7/2/21	MEDSCSTH
Laboratory Animal Services	Caitlyn Wright	Boat Operators Licence	19/4/19		MEDSCSTH
Laboratory Animal Services	Caitlyn Wright	Vehicle - Class C	7/10/17	7/10/29	MEDSCSTH
Sch/Bra	Name	Descr	Issue Date	Expiration Date	Location
Adelaide Graduate Centre	Doreen Krumbiegel	First Aid - Provide First Aid (HLTAID001,2,3,11)	26/11/20		NT
Adelaide Microscopy	Christopher Leigh	First Aid - Provide First Aid (HLTAID001,2,3,11)	15/9/17		NT
Adelaide Microscopy	Sarah Gilbert	First Aid - Provide First Aid (HLTAID001,2,3,11)	12/6/20		MEDSCSTH
Adelaide Microscopy	Aoife McFadden	First Aid - Provide First Aid (HLTAID001,2,3,11)	4/8/20		NT
Environment Institute	Colette Blyth	First Aid - Provide First Aid (HLTAID001,2,3,11)	3/3/17		MEDSCSTH
Laboratory Animal Services	Rosanna Duncan	First Aid - Provide First Aid (HLTAID001,2,3,11)	3/9/19		NT
Laboratory Animal Services	Jaimee Spurr	First Aid - Provide First Aid (HLTAID001,2,3,11)	20/7/16		NT
Office of the DVC & VP (R)	Prisilla Leong	First Aid - Provide First Aid (HLTAID001,2,3,11)	28/5/21		NT
Research Services	Nikki Hodge	First Aid - Provide basic emergency life support (HLTAID002,10)	10/5/21		MEDSCNTH
Research Services	Nikki Hodge	First Aid - Provide CPR (HLTAID001,9)	10/5/21		NT
Research Services	Michelle White	First Aid - Provide First Aid (HLTAID001,2,3,11)	5/3/21		NT
Research Services	Nikki Hodge	First Aid - Provide First Aid (HLTAID001,2,3,11)	10/5/21		NT
Research Services	Alma Sewer	First Aid - Provide First Aid (HLTAID001,2,3,11)	28/3/19		NT
Research Services	Karen Burke	First Aid - Provide First Aid (HLTAID001,2,3,11)	21/6/21		NT
Research Services	Lauren Champs	First Aid - Provide First Aid (HLTAID001,2,3,11)	7/6/21		MEDSCNTH
Sch/Bra	Name	Descr	Issue Date	Expiration Date	Location
Adelaide Graduate Centre	Helen Nagel	Warden - Floor Warden (Lvl 1 Training)	13/4/17		MEDSCSTH
Adelaide Graduate Centre	Emma Aucote	Warden - Floor Warden (Lvl 1 Training)	4/12/20		NT
Adelaide Microscopy	Sarah Gilbert	Warden - Floor Warden (Lvl 1 Training)	24/2/17		NT
Adelaide Microscopy	Animesh Basak	Warden - Floor Warden (Lvl 1 Training)	6/11/15		MEDSCNTH
Environment Institute	Belinda Gosden	Warden - Chief Warden Training	27/9/19		MEDSCNTH
Laboratory Animal Services	Rosanna Duncan	Warden - Floor Warden (Lvl 1 Training)	2/9/15		MEDSCNTH
Office of the DVC & VP (R)	Prisilla Leong	Warden - Floor Warden (Lvl 1 Training)	11/9/19		NT
Sch/Bra	Name	Descr	Issue Date	Expiration Date	Location
Adelaide Graduate Centre	Jordan Peters	Child Protection - DCSI Screening Clearance	3/4/19	3/4/22	NT
Office of the DVC & VP (R)	Rhys Williams	Child Protection - DCSI Screening Clearance	11/1/19	11/1/21	NT
Office of the DVC & VP (R)	Rhys Williams	Police Check	21/4/20	21/4/25	NT
Office of the DVC & VP (R)	Bruce Northcote	Working with Children Check	15/10/18	15/10/21	NT
Office of the DVC & VP (R)	Scott Willoughby	Police Check	20/3/19	19/3/24	NT
Office of the DVC & VP (R)	Scott Willoughby	Working with Children Check	29/11/19	28/11/24	NT
Research Services	Nikki Hodge	Child Protection - DCSI Screening Clearance			NT
Research Services	Nikki Hodge	Child Protection - Responding to Abuse and Neglect Training	10/4/21	31/12/24	NT
Research Services	Nikki Hodge	Police Check	15/6/21	15/6/23	NT
Research Services	Nikki Hodge	Working with Children Check	25/6/20	25/6/25	NT
Research Services	Anne Cazneaux	Police Check	6/7/21	31/12/40	NT