

THE LOFT & ZOOM MEETING

AGENDA

- 1. Welcome, apologies and membership**
- 2. Minutes of the Previous Meeting** – For confirmation (16 November 2021)
- 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 (Q4 2021)
 - g) First Aid and Fire Warden Report from SSO
- 5. HSW Update** – Annual Hazard Review
- 6. Matters Raised by Work Groups**

OTHER ITEMS

- 7. Any Other Business**
Discuss 2022 Membership

NEXT MEETING

- 8. Next Meeting**
27th May 2022, 10am in The Loft and Via Zoom

Professor Bruce Northcote
Convenor

DRI HSW Committee Membership

Convenor

Bruce Northcote

Office of the Deputy Vice-Chancellor Research

Adrian Mills (Management Rep)

Prisilla Leong, Secretary (Staff Rep)

University Veterinarian / AWO

Adam O'Connell

Adelaide Graduate Centre (AGC)

Doreen Krumbiegel (Management Rep)

Libby Hamilton (Staff Rep)

Laboratory Animal Services (LAS)

Tiffany Boehm (Management Rep)

Tara Donnellan (Staff Rep)

Adelaide Microscopy & BioBank

Angus Netting (Management Rep)

Aoife McFadden (Adelaide Microscopy, Staff Rep)

Georget Reaiche-Miller (BioBank, Staff Rep)

Research Services (RS)

Dale Godfrey (Management Rep)

Vicki Sewer (Staff Rep)

IMER

Michael Goodsite (Management Rep)

Vacant TBC (Staff Rep)

IPAS

Piers Lincoln (Management Rep)

Luis Lima-Marques (Staff Rep)

Robinson Research Institute (RRI)

Ray Rodgers (Management Rep)

Ashleigh Kenny (Staff Rep)

Environment Institute (EI)

Leah Panakera-Thorpe (Management & Staff Rep)

AIML

Kathy Nicholson (Management Rep)

Hilary Brookes (Staff Rep)

Defence & Security Institute (DSI)

Jennifer Burgess

Health Safety & Wellbeing

Paul Roberts (Attendee)

DIVISIONAL HSW COMMITTEE MEETING

DIVISION OF RESEARCH AND INNOVATION

Minutes of meeting 04/21 held on Tuesday 16 November in The Loft and via Zoom

Present: Michael Liebelt (Convenor), Prisilla Leong (Secretary), Bruce Northcote, Aoife McFadden, Angus Netting, Tiffany Boehm, Vicki Sewer, Michael Goodsite, Doreen Krumbiegel, Adam O’Connell, Libby Hamilton, Jennifer Burgess, Adrian Mills, Kathy Nicholson and Annemarie Gaskin.

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, Tara Donnellan, Karen Burke, Luis Lama-Marques, Ray Rodgers, Leanne Vears and Carol Hutchings.

2. Previous minutes and actions

The minutes of the meeting held on 20 August 2021 were confirmed.

3. Actions arising

Actions arising from the August meeting.

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

4. DRI Senior HSW Advisor Report

DRI had 6 safety reports in UniSafe, with 4 reports relating to the dust issues on Level 3 of RMP. In September a deep clean was done on Level 3 with testing, and after testing it was determined the airborne dust in RMP is similar to those measured in a domestic home. No further reports about the dust levels have been received since the cleaning has occurred.

No corrective actions or internal audits to report on.

The HSW Handbook has a new chapter on Health and Safety Representative and HSW Consultation.

The Traffic Light Report is all green.

The SSO report was generated on the 29th September. Prisilla advised that the DVCR requested a follow up on the expired items (red highlights) and these have since been resolved. Staff either need to remove the item from SSO or update the expiry date for their certificate.

Adrian stated that a review is needed to see if there are any gaps in the Division that need filling. Paul advised that this is best done in the new year February/March after the final OSP has taken effect.

Action: Prisilla to conduct a review of First Aid and Fire Warden positions for the Division in the new year.

5. HSW Update

It was noted that Electrical Tagging and Testing has been progressing smoothly.

Libby Hamilton brought up the issue of computer equipment that is being used at home and the problems some staff will have bringing them back to the office for testing. There are staff in AGC who do not have a car. Paul acknowledged that this is an issue across the University and HSW are trying to resolve this, with a possible option being a drop-in service offered on campus. It was acknowledged the risk is low but the requirement is all equipment is to be tagged and tested.

Action: AGC to compile a list of equipment that is at home that would need to be tested.

Mike Liebelt reminded everyone that he is retiring on the 3rd December and that Bruce Northcote will be the convenor for our meetings next year. With OSP there may be a few more changes to our membership, for example ICP will be under DRI. DRI will also be responsible for the HSW of staff in the faculties under the Hub and Spoke model from the OSP.

6. Matters Raised by Work Groups

Angus Netting raised the incident that occurred at Adelaide Microscopy on the 27th September, where the basement laboratory in Helen Mayo North was flooded from a broken storm water pipe from the roof as well as sewage.

Work was supposed to have commenced, however they are still waiting for Infrastructure to advise when this will happen. Angus is preparing a detailed report for the DVCR and will be sending it to Legal and Risk. Paul asked for a copy when completed as he is unaware of this incident.

Action: Paul and Angus to follow up with Infrastructure

Adrian Mills asked Paul if the University will be sending advice to staff regarding when the borders open up. Paul advised there is a draft risk assessment and it is expected an email will be sent to all staff with information regarding what to do in a COVID outbreak and quarantining requirements.

OTHER ITEMS

7. Any Other Business

Vicki Sewer from Research Services advised the committee that they are moving to Level 5 on the 17th December and then will be back on Level 3 at the end of February 2022.

NEXT MEETING

8. Next Meeting

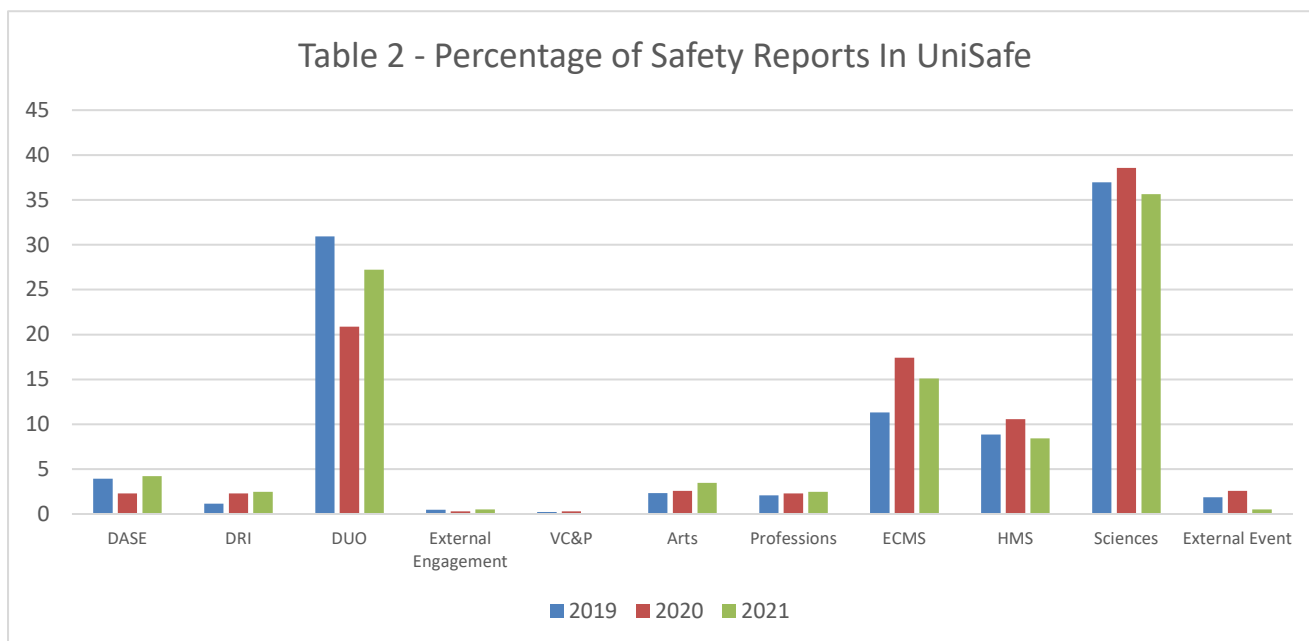
TBC in 2022.

Professor Michael Liebelt
Convenor

ACTIONS ARISING

Prisilla Leong	To conduct a review of First Aid and Fire Warden positions for the Division.	95% COMPLETED
AGC	To compile a list of equipment that staff have at home that would need to be tested.	
Paul Roberts & Angus Netting	To follow up with Infrastructure regarding work to be completed following a broken storm water pipe in Helen Mayo North	

Table 2 - Percentage of Safety Reports In UniSafe



Inquiry from SafeWork SA

The University was contacted by SafeWork SA in response to a complaint it had received about air quality in the RMP Building. As a result, the University has supplied them with copies of incident reports, Air monitoring conducted by occupational hygienists and corrective actions taken.

Update of COVID FAQ's for Staff and Students.

The HSW Central team has updated COVID FAQ's, in line with Government and SA Health advice, for a range of key questions that staff and students are likely to ask as we return to campus in 2022. A selection, with links to their answer, is provided below.

- [Is vaccination a requirement to attend Campus/a University Workplace?](#)
- [What should I do if I test positive; am a close contact or have symptoms of COVID-19?](#)
- [I have tested positive to COVID-19, when can I attend campus/a University workplace?](#)
- [What will the University do in response to a report of a positive case?](#)
- [Do I need to wear a face mask?](#)
- [Can I run campus events?](#)

Approaching HSW support structural change

The outcome of OSP will see the management of HSW support move from Faculties and Divisions to a central team in Human Resources. While it is fully intended to keep a presence of HSW Advisors and Officers on Campus it should be noted that the resources will need to stretch cover the entire University. Further during the change processes current support structures may be impacted if there are any questions about accessing HSW support please contact your Senior HSW Advisor.

QR Codes for Buildings on Campus

For staff/students that do not have a phone that allows them to read the QR Codes that have been put up on buildings across all Campuses, an electronic form has been developed to record details of the buildings that they have entered. This confidential site, will be monitored by the HSW team and will only retrieve data at the request of SA Health or Senior Management on as needs basis.

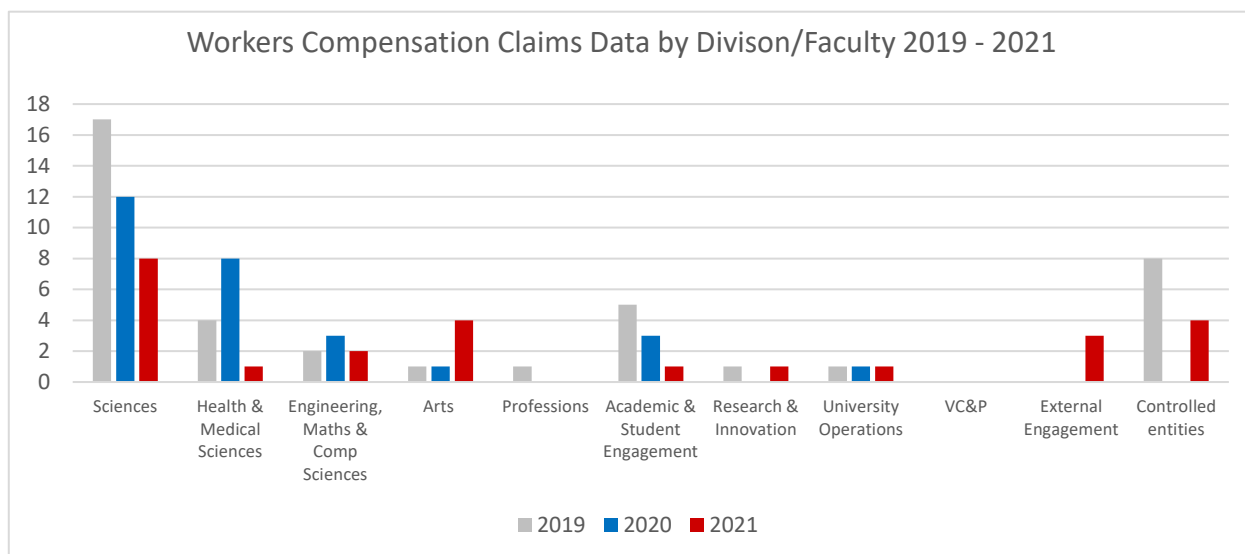
Electronic [Contact Tracing Sign-in | Human Resources | University of Adelaide](#)

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 Q4 2021 was 25 compared with 28 for the same period in 2020. During 2021 Faculty of Sciences 8, Health Sciences 1, Engineering and Maths 2, Arts 4, Academic & Student Services 1, Research & Innovation 1, University Operations 1, External Engagement 3, Controlled Entities 4.



4. HSW Internal Audit Outcomes

There were no internal audits performed in DRI during Q4 of 2021.

NOTE: All areas should have completed electrical testing and tagging by the end of 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
COVID Guiding Principles for running and event during 2022	<p>This appendix contains COVID guidance for event organisers and coordinators for running an event in 2022.</p> <p>It covers:</p> <ul style="list-style-type: none"> • Reducing the risk of exposure to COVID-19 • COVID safe plans and QR codes • Wearing masks • High risk activities • Seating arrangements
New HSW information sheets and Health and Safety Representative (HSR) Portal	<p>In alignment with the new Health and Safety Representative and HSW Consultation Chapter of the University of Adelaide’s Health, Safety and Wellbeing Handbook, new Health and Safety Representatives and HSW consultation information sheets (frequently asked questions) have been uploaded to the HSW website providing additional information and guidance on consultation processes and the role of HSRs.</p> <p>The HSR portal has also been updated on the HSW website as much of the previous information on the portal is now referenced in the new chapter and information sheets.</p> <p>The HSR portal update provides information and guidance for HSRs, in particular their:</p> <ul style="list-style-type: none"> • Legal powers and particular functions • Election process • Access to the SafeWork SA HSR portal

6. Traffic Light Report (Q4 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	Eff Date	Issue Date	Expiration Date	Location
Inst for Minerals & Energy Res	Louise Beazley	Confine Small Workplace Emergencies	2/07/2020	12/09/2013		NT
Laboratory Animal Services	Tiffany Boehm	Vehicle - Class C	7/02/2019	7/02/2019	7/02/2024	MEDSCSTH
Laboratory Animal Services	Caitlyn Wright	Boat Operators Licence	18/09/2019	19/04/2019		MEDSCSTH
Laboratory Animal Services	Caitlyn Wright	Vehicle - Class C	3/12/2019	7/10/2017	7/10/2029	MEDSCSTH
Sch/Bra	Name	Descr	Eff Date	Issue Date	Expiration Date	Location
Adelaide Graduate Centre	Doreen Krumbiegel	First Aid - Provide First Aid (HLTAID001,2,3,11)	26/11/2020	26/11/2020		MEDSCNTH
Adelaide Microscopy	Christopher Leigh	First Aid - Provide First Aid (HLTAID001,2,3,11)	4/08/2020	15/09/2017		NT
Adelaide Microscopy	Sarah Gilbert	First Aid - Provide First Aid (HLTAID001,2,3,11)	23/07/2020	12/06/2020		NT
Adelaide Microscopy	Aoife McFadden	First Aid - Provide First Aid (HLTAID001,2,3,11)	6/08/2020	4/08/2020		NT
Environment Institute	Colette Blyth	First Aid - Provide First Aid (HLTAID001,2,3,11)	11/09/2019	3/03/2017		NT
Inst for Minerals & Energy Res	Huanyu Jin	First Aid - Provide First Aid (HLTAID001,2,3,11)	9/08/2021	9/08/2021		NT
Laboratory Animal Services	Rosanna Duncan	First Aid - Provide First Aid (HLTAID001,2,3,11)	3/09/2019	3/09/2019		NT
Laboratory Animal Services	Jaimee Spurr	First Aid - Provide First Aid (HLTAID001,2,3,11)	11/09/2019	20/07/2016		NT
Office of the DVC & VP (R)	Prisilla Leong	First Aid - Provide First Aid (HLTAID001,2,3,11)	29/06/2021	28/05/2021		NT
Research Services	Nikki Hodge	First Aid - Provide basic emergency life support (HLTAID002,10)	10/05/2021	10/05/2021		MEDSCSTH
Research Services	Nikki Hodge	First Aid - Provide CPR (HLTAID001,9)	10/05/2021	10/05/2021		MEDSCSTH
Research Services	Nikki Hodge	First Aid - Provide First Aid (HLTAID001,2,3,11)	10/05/2021	10/05/2021		NT
Research Services	Alma Sewer	First Aid - Provide First Aid (HLTAID001,2,3,11)	28/03/2019	28/03/2019		NT
Research Services	Karen Burke	First Aid - Provide First Aid (HLTAID001,2,3,11)	22/06/2021	21/06/2021		MEDSCNTH
Research Services	Lauren Champs	First Aid - Provide First Aid (HLTAID001,2,3,11)	8/06/2021	7/06/2021		MEDSCNTH
Sch/Bra	Name	Descr	Eff Date	Issue Date	Expiration Date	Location
Adelaide Graduate Centre	Helen Nagel	Warden - Floor Warden (Lvl 1 Training)	21/08/2020	13/04/2017		NT
Adelaide Graduate Centre	Emma Aucote	Warden - Floor Warden (Lvl 1 Training)	4/12/2020	4/12/2020		MEDSCNTH
Adelaide Microscopy	Sarah Gilbert	Warden - Floor Warden (Lvl 1 Training)	14/02/2020	24/02/2017		MEDSCSTH
Adelaide Microscopy	Animesh Basak	Warden - Floor Warden (Lvl 1 Training)	6/11/2015	6/11/2015		NT
Environment Institute	Belinda Gosden	Warden - Chief Warden Training	21/11/2019	27/09/2019		NT
Laboratory Animal Services	Rosanna Duncan	Warden - Floor Warden (Lvl 1 Training)	9/09/2019	2/09/2015		MEDSCNTH
Office of the DVC & VP (R)	Prisilla Leong	Warden - Floor Warden (Lvl 1 Training)	29/06/2021	11/09/2019		NT
Sch/Bra	Name	Descr	Eff Date	Issue Date	Expiration Date	Location
Adelaide Graduate Centre	Jeremy Ryder	Child Protection - DCSI Screening Clearance	17/09/2019	14/02/2017	14/02/2020	NT
Adelaide Graduate Centre	Jordan Peters	Child Protection - DCSI Screening Clearance	22/08/2019	3/04/2019	3/04/2022	NT
Office of the DVC & VP (R)	Rhys Williams	Child Protection - DCSI Screening Clearance	30/08/2020	11/01/2019	11/01/2021	NT
Office of the DVC & VP (R)	Rhys Williams	Police Check	30/08/2020	21/04/2020	21/04/2025	NT
Office of the DVC & VP (R)	Bruce Northcote	Working with Children Check	3/09/2020	15/10/2018	15/10/2021	NT
Office of the DVC & VP (R)	Scott Willoughby	Police Check	5/08/2020	20/03/2019	19/03/2024	NT
Office of the DVC & VP (R)	Scott Willoughby	Working with Children Check	5/08/2020	29/11/2019	28/11/2024	NT
Office of the DVC & VP (R)	Prisilla Leong	Working with Children Check	2/02/2021	2/02/2021	9/02/2026	NT
Research Services	Nikki Hodge	Child Protection - DCSI Screening Clearance	1/09/2020			NT
Research Services	Nikki Hodge	Child Protection - Responding to Abuse and Neglect Training	10/04/2021	10/04/2021	31/12/2024	NT
Research Services	Nikki Hodge	Police Check	24/06/2020	15/06/2021	15/06/2023	NT
Research Services	Nikki Hodge	Working with Children Check	25/06/2020	25/06/2020	25/06/2025	NT
Research Services	Anne Cazneaux	Police Check	3/08/2021	6/07/2021	31/12/2027	NT