

**THE LOFT & ZOOM MEETING**

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**AGENDA**

- 1. Welcome, apologies and membership**
- 2. Minutes of the Previous Meeting – For confirmation (4 March 2022)**
- 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 (2/2022)
  - g) First Aid and Fire Warden Report from SSO
- 5. HSW Update**
- 6. Matters Raised by Work Groups**

**OTHER ITEMS**

- 7. Any Other Business**
  - a) Enforceable Undertaking – Divisional training session

**NEXT MEETING**

- 8. Next Meeting**  
26<sup>th</sup> August 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)

### **ISER**

Paula Angerstein (Management Rep)

Sarah Keany (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)

Rachel Kontic (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 01/22 held on Friday 4 March 2022 in The Loft and via Zoom**

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**Present:** Bruce Northcote (Convenor), Prisilla Leong (Secretary), Adrian Mills, Adam O'Connell, Doreen Krumbiegel, Libby Hamilton, Tiffany Boehm, Tara Donnellan, Angus Netting, Aoife McFaddern, Dale Godfrey, Vicki Sewer, Piers Lincoln, Leah Panakera-Thorpe, Jennifer Burgess.

**In attendance:** Paul Roberts.

**AGENDA ITEMS**

**1. Welcome and Apologies**

The convenor welcomed everyone to the meeting with the Acknowledgement of Country to the committee and noted the importance to do so. Apologies or non-attendance were noted for Georget Reaiche-Miller, Michael Goodsite, Luis Lima-Marques, Ray Rodgers, Ashleigh Kenny, Kathy Nicholson, Hilary Brookes.

**2. Previous minutes and actions**

The minutes of the meeting held on 16 November 2021 were confirmed.

**3. Actions arising**

Actions arising from the August meeting.

Prisilla Leong	To conduct a review of First Aid and Fire Warden positions for the Division.	95% COMPLETED
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Prisilla confirmed that an email was distributed to all areas requesting the current list of First Aiders and Fire Wardens to determine if there are any gaps. Paul confirmed that after OSP this may change and gaps may be identified.

**Action: Prisilla to distribute the compiled list of the Divisional First Aiders and Fire Wardens for confirmation it is correct**

AGC	To compile a list of equipment that staff have at home that would need to be tested.	
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Doreen followed up with Paul regarding confirmation that eSafe were going to provide a drop-in service on campus. Paul advised that due to the small number of requests for the service it was rejected. Aoife from Adelaide Microscopy then let the committee know that their testing is on the 29<sup>th</sup> and 30<sup>th</sup> March and offered to have a drop-in service for other areas. Libby from Adelaide Graduate Centre mentioned that on cords that have been tested they were given a 12-month tag, so wondered if that was a possibility for staff to bring in from home only their cords (not the whole monitor or equipment) and have a tag for 12 months only.

**Action: All committee members are to compile a list of staff equipment that is at home still requiring to be electrically tested and tagged**

**Action: Paul to check with eSafe regarding testing only the cords from equipment at home, giving them a 12 month tag**

Paul Roberts & Angus Netting	To follow up with Infrastructure regarding work to be completed following a broken storm water pipe in Helen Mayo North	
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Angus updated the committee on the repair work for Helen Mayo North, this is still not finished, which has delayed Angus's report for the DVCR, Paul and Bruce and subsequently delayed the submission of the insurance claim. It was discussed to keep this in the Action Items for further updates.

**STANDING REPORTS**

**4. DRI Senior HSW Advisor Report**

Paul Roberts then presented his report to the committee, addressing the increase in reports at the last quarter for DRI, but this is still reflective of the profile of the division.

SafeWork SA enquired about the air quality in RMP following a report that was submitted to them. The University provided all the copies of the incidents and the action that has been taken, it is believed this is still being reviewed by SafeWork SA.

The air conditioning units are being looked at by engineers to assess whether they are creating the correct pressure and air movement for a healthy environment, this should be completed in the next two weeks.

It has been reported that occasionally some acetone smells are coming from Stephens Place into RMP, it is believed there is a beauty salon and the chemicals may be in the drain. Dale Godfrey reported that the acetone smell comes and goes.

Paul then asked the committee to note in section 6 of the report the guidance for event organisers running events in 2022. It was also noted that the FAQ section for COVID guidelines on the webpage needs to be updated and if you have any questions to contact Paul.

Libby and Doreen asked what the procedure is for when a staff member tests positive whilst on campus through a RAT? Do they take a taxi home? Paul mentioned there was once a transport service through SA Health.

**Action: Paul to follow up with SA Health for advice on what to do if a staff member tests positive while on campus through a Rapid Antigen Test, and is unable to get home without interacting with other members of the public.**

Doreen also queried the grading of the masks that has recently been distributed. She noted that these are Grade 2, when the recommendation is to have Grade 3.

**Action: Doreen to email Paul directly regarding her question on why we have been given Grade 2 masks when the recommendation is for Grade 3 for follow up**

Paul wanted the committee to note that SA Health guidelines are that if you are feeling symptomatic you are required to have PCR test; the RAT's are for non-symptomatic people.

It was noted that the SSO report is showing incorrect information, in particular regarding the location column. Adrian advised that this is a HR issue and not an error in the part of the staff member uploading the information.

**5. HSW Update**

Annual Hazard Assessments have all been received.

**Action: Prisilla to send Paul all the Annual Hazard Assessments from the Division**

**6. Matters Raised by Work Groups**

No matters were raised.

## **OTHER ITEMS**

### **7. Any Other Business**

Bruce asked the committee if there had been any changes to the membership for 2022. Adrian advised the committee that after OSP our membership will change.

Prisilla let the committee know that we have already been advised by AIML to remove Hilary Brookes and add Rachel Kontic to the committee.

**Action: Prisilla to distribute current membership list and ask for confirmation of members**

**Action: Adrian to advise Prisilla of potential new members after the OSP to be added for the next meeting.**

## **NEXT MEETING**

### **8. Next Meeting**

27<sup>th</sup> May 2022, 10am in The Loft and Via Zoom.

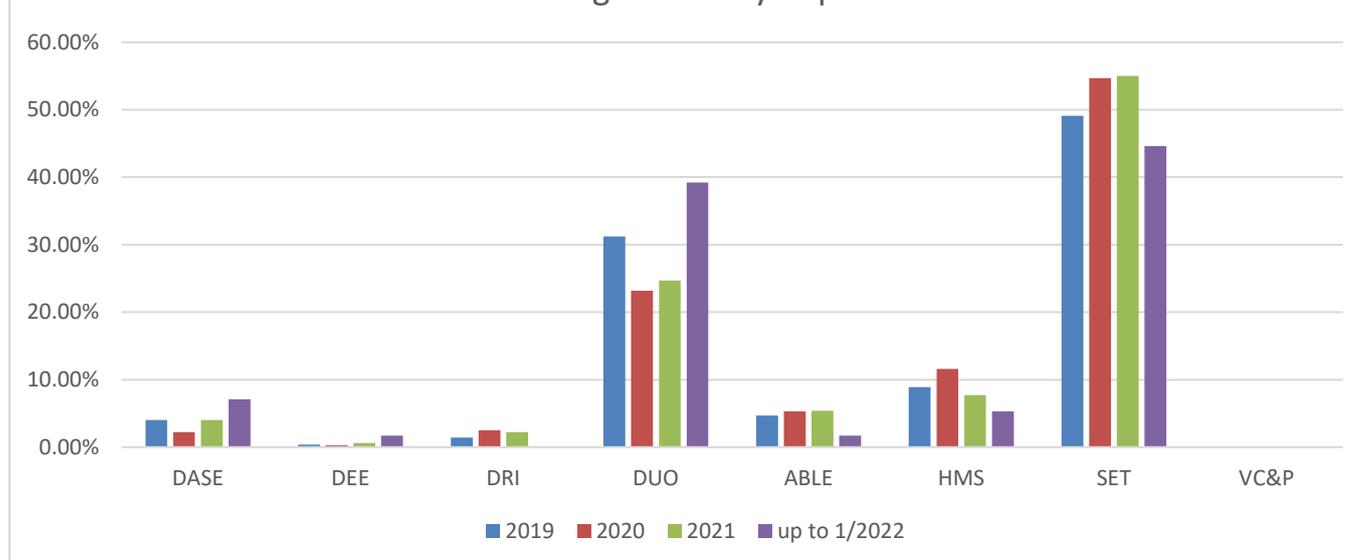
**Professor Bruce Northcote**  
**Convenor**

**ACTIONS ARISING**

Prisilla Leong	To conduct a review of First Aid and Fire Warden positions for the Division.	COMPLETED
Prisilla Leong	To distribute the compiled list of the Divisional First Aiders and Fire Wardens for confirmation it is correct.	COMPLETED
All members	To compile a list of staff equipment that is at home still requiring to be electrically tested and tagged.	COMPLETED
Paul Roberts	To check with eSafe regarding testing only the cords from equipment at home, giving them a 12 month tag.	COMPLETED
Paul Roberts & Angus Netting	To follow up with Infrastructure regarding work to be completed following a broken storm water pipe in Helen Mayo North.	
Paul Roberts	To follow up with SA Health for advice on what to do if a staff member tests positive while on campus through a RAT, and is unable to get home without interacting with other members of the public.	COMPLETED
Doreen Krumbiegel	To email Paul directly regarding her question on why we have been given Grade 2 masks when the recommendation is for Grade 3 for follow up.	
Prisilla Leong	To send Paul Roberts the Annual Hazard Assessments from the Division.	COMPLETED
Prisilla Leong	To distribute current membership list and ask for confirmation of members.	COMPLETED
Adrian Mills	To advise Prisilla of potential new members after the OSP to be added for the next meeting.	



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. SafeWork closed their investigation into this matter on 7 April, 2022.

### **First Aiders and Fire Wardens**

The online [Warden Register](#) and [First Aid Register](#) have been updated taking into account recent changes due to OSP. Where any local School or Areas has any concerns about their arrangements for emergency evacuations or first aid they should

- Speak to the Chief Warden in their building to determine if new wardens need to be appointed
- Complete the [First Aid Assessment](#) to determine if the provision of first aid in the local area meets requirements.

### **HSW Advisory Team**

As a result of OSP, a HSW Advisory team has been established with a range of services set out in the [HSW Service Catalogue](#). The HSW Advisor for Divisions is [Stacy Fogliano](#). Should any managers, supervisors and staff have any requests for advice, they should use the [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au) email address.

Human Resources is in the process of filling several vacancies within the HSW Advisory Team, if there are any questions about accessing HSW support please contact the Manager of HSW Advisory, [Paul Roberts](#).

### **QR Codes for Buildings on Campus and mask wearing**

The Executive Director HR advised on 14<sup>th</sup> April that in line with announced changes by the Premier of SA, face masks will no longer be required to be worn on campus at the University. They will still be mandatory on public transport and ride share services, and in high-risk settings such as hospitals, aged care, and residential disability facilities.

While this change will be welcomed by many, face masks do provide a level of protection from transmission of COVID-19 and some members of the University community may still choose to wear a mask when they can't physically distance from others. The University will continue to make masks available in some areas and the personal choice to wear a mask should be respected.

QR code check-ins will also no longer be required except in a few specific situations like hospitals and aged care facilities. The QR codes around campus should be removed if they are still displayed. It is important to note that close contact arrangements currently in place will be maintained, consistent with practices in other states around Australia.

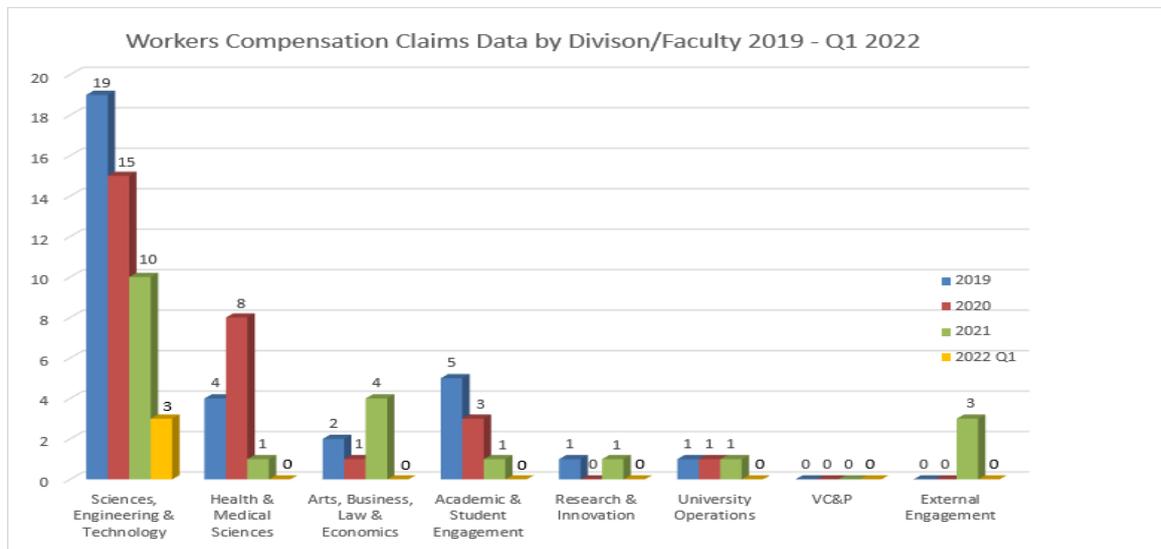
As always, please stay home if you are unwell and get tested if you have COVID-like symptoms. If you do test positive to COVID-19 please advise [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au) so that we are able to provide advice and monitor case numbers. I thank you all for continuing to observe the measures we have put in place to help keep the University community safe.

## 2. UniSafe Overdue Corrective Actions Data

There are currently no actions overdue in UniSafe for DRI.

## 3. Workers Compensation Data

There were 5 Workers Compensation Claims to the end of Q1 2022, compared with 8 for the same period in 2021. Within the first quarter of 2022 there were 3 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology and 2 Workers Compensation Claims from Controlled Entities.



## 4. HSW Internal Audit Outcomes

There were no internal audits performed in DRI during Q1 of 2022.

## 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="#">Clarification of electrical testing and tagging of university equipment at home.</a>	<p>The preferred supplier for electrical testing and tagging at the University has clarified its initial advice for testing University equipment that is being borrowed by staff to work from home.</p> <p>Normally, these devices would only require testing every 3-5 years (depending on the device) if the device is tested together with the cord. However, if it is not practicable to test the device and cord together, the cord can be tested by itself and scheduled for re-testing in 12 months.</p>
Reporting of electrical shock incidents to the Office of the Technical Regulator.	<p>Recent incidents in the University reporting electric shock have involved notification to the <a href="#">Office of the Technical Regulator</a> (OTR) in addition to <a href="#">SafeWork SA</a>.</p> <p>Discussions with the OTR confirm that notification of all reports of electrical shock is required. This advice aligns with the requirements of the <a href="#">Electrical Safety Management Chapter</a> of the HSW Handbook (refer section 8.4)</p> <p>The OTR also reinforced that persons receiving any electrical shock should also be advised to seek medical examination.</p>
<a href="#">Flu Vaccination Program 2022</a>	<p>Human Resources is again offering free influenza vaccinations for all University staff and is extending the service to all higher degree students.</p> <p>The University's provider is the Pharmacy Guild through its Corporate Program. Book into one of the Pharmacy Guild's network of over 240 participating local pharmacies, enabling you book at a time, date and location that suits you. <a href="#">Click here</a> to book and view the available pharmacy locations.</p>

## 6. Traffic Light Report (Q1 2022) DRAFT

The traffic light report (TLR) is based on the information recorded by the HSW Advisory Team in UniSafe and the findings from HSW internal audits and Safety Reviews. Where actions are decided to address breaches of a HSW handbook chapter - and are completed - the TLR 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. The TLR and details of outstanding actions are included in the Due Diligence Report which goes to University Council. Therefore, it is important that any outstanding actions affecting the TLR is discussed within the HSW 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**

**Not Applicable**

<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 (31/3/2022)

Sch/Bra	Name	Descr	Eff Date	Issue Date	Expiration Date	Location
Adelaide Graduate Research Sch	Doreen Krumbiegel	First Aid - Provide CPR (HLTAID001,9)	25/2/2022	25/2/2022		NI
Adelaide Graduate Research Sch	Doreen Krumbiegel	First Aid - Provide First Aid (HLTAID001,2,3)	26/11/2020	26/11/2020		NI
Adelaide Microscopy	Christopher Leigh	First Aid - Provide First Aid (HLTAID001,2,3)	4/8/2020	15/9/2017		NI
Adelaide Microscopy	Sarah Gilbert	First Aid - Provide First Aid (HLTAID001,2,3)	23/1/2020	12/6/2020		MEDSCSTH
Adelaide Microscopy	Aoife McFadden	First Aid - Provide First Aid (HLTAID001,2,3)	6/8/2020	4/8/2020		MEDSCNTH
Adelaide Microscopy	Ricky Williams	First Aid - Provide First Aid (HLTAID001,2,3)	30/1/2021	29/1/2021		MEDSCNTH
Innov & Commercialisation Svc	Nikki Hodge	First Aid - Provide basic emergency life support (HLTAID002)	10/5/2021	10/5/2021		MEDSCNTH
Innov & Commercialisation Svc	Nikki Hodge	First Aid - Provide CPR (HLTAID001)	10/5/2021	10/5/2021		NI
Innov & Commercialisation Svc	Michelle White	First Aid - Provide First Aid (HLTAID001,2,3)	5/3/2021	5/3/2021		NI
Innov & Commercialisation Svc	Nikki Hodge	First Aid - Provide First Aid (HLTAID001,2,3)	10/5/2021	10/5/2021		NI
Innov & Commercialisation Svc	Paul Arthur	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/2019	8/6/2017		NI
Innov & Commercialisation Svc	Alma Sewer	First Aid - Provide First Aid (HLTAID001,2,3)	28/3/2019	28/3/2019		NI
Innov & Commercialisation Svc	Karen Burke	First Aid - Provide First Aid (HLTAID001,2,3)	22/6/2021	21/6/2021		NI
Innov & Commercialisation Svc	Lauren Champs	First Aid - Provide First Aid (HLTAID001,2,3)	8/6/2021	7/6/2021		NI
ISER	Huanyu Jin	First Aid - Provide First Aid (HLTAID001,2,3)	9/8/2021	9/8/2021		MEDSCNTH
Laboratory Animal Services	Rosanna Duncan	First Aid - Provide First Aid (HLTAID001,2,3)	3/9/2019	3/9/2019		MEDSCSTH
Laboratory Animal Services	Jaimee Spurr	First Aid - Provide First Aid (HLTAID001,2,3)	11/9/2019	20/7/2016		NI
Office of the DVCR	Adrian Mills	First Aid - Provide basic emergency life support (HLTAID002,10)	1/3/2022	22/2/2022		NI
Office of the DVCR	Adrian Mills	First Aid - Provide CPR (HLTAID001,9)	1/3/2022	22/2/2022		NI
Office of the DVCR	Adrian Mills	First Aid - Provide First Aid (HLTAID001,2,3,11)	1/3/2022	22/2/2022		NI
Office of the DVCR	Prisilla Leong	First Aid - Provide First Aid (HLTAID001,2,3)	29/6/2021	28/5/2021		NI

Sch/Bra	Name	Descr	Eff Date	Issue Date	Expiration Date	Location
Adelaide Graduate Research Sch	Helen Nagel	Warden - Floor Warden (Lvl 1 Training)	21/8/2020	13/4/2017		NI
Adelaide Graduate Research Sch	Enma Aucote	Warden - Floor Warden (Lvl 1 Training)	4/12/2020	4/12/2020		NI
Adelaide Microscopy	Sarah Gilbert	Warden - Floor Warden (Lvl 1 Training)	14/2/2020	24/2/2017		NI
Adelaide Microscopy	Ricky Williams	Warden - Floor Warden (Lvl 1 Training)	18/2/2022	2/1/2021		MEDSCNTH
Adelaide Microscopy	Animesh Basak	Warden - Floor Warden (Lvl 1 Training)	6/11/2015	6/11/2015		NI
Innov & Commercialisation Svc	Gerard La Fontaine	Warden - Floor Warden (Lvl 1 Training)	22/2/2021	14/11/2019		MEDSCNTH
Laboratory Animal Services	Rosanna Duncan	Warden - Floor Warden (Lvl 1 Training)	9/9/2019	2/9/2015		MEDSCSTH
Office of the DVCR	Prisilla Leong	Warden - Floor Warden (Lvl 1 Training)	29/6/2021	11/9/2019		NI

Sch/Bra	Name	Descr	Eff Date	Issue Date	Expiration Date	Location
Adelaide Microscopy	Ricky Williams	Confine Small Workplace Emergencies	23/7/2021	2/7/2021	1/7/2022	NI
Adelaide Microscopy	Ricky Williams	Boat Operators Licence	23/7/2021	23/6/1998	23/6/2998	NI
Adelaide Microscopy	Ricky Williams	Vehicle - Class C	27/5/2021	22/5/2004	25/3/2025	NI
ISER	Louise Beazley	Confine Small Workplace Emergencies	2/7/2020	12/9/2013		NI
Laboratory Animal Services	Tiffany Boehm	Vehicle - Class C	7/2/2019	7/2/2019	7/2/2024	MEDSCSTH
Laboratory Animal Services	Caitlyn Wright	Boat Operators Licence	18/9/2019	19/4/2019		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 Microscopy	Teresa Utting	COVID Marshall Training	9/9/2020	9/9/2020		NI
ISER	Sarah Keany	COVID Marshall Training	3/9/2020	3/9/2020		NI

Sch/Bra	Name	Descr	Eff Date	Issue Date	Expiration Date	Location
Adelaide Graduate Research Sch	Jeremy Ryder	Child Protection - DCSI Screening Clearance	17/9/2019	14/2/2017	14/2/2020	NI
Adelaide Graduate Research Sch	Jordan Peters	Child Protection - DCSI Screening Clearance	22/8/2019	3/4/2019	3/4/2022	NI
Adelaide Graduate Research Sch	Kristina Hoffman	Working with Children Check	29/3/2022	29/3/2020	29/3/2025	NI
Innov & Commercialisation Svc	Nikki Hodge	Child Protection - DCSI Screening Clearance	1/9/2020			NI
Innov & Commercialisation Svc	Nikki Hodge	Child Protection - Responding to Abuse and Neglect Training	10/4/2021	10/4/2021	31/12/2024	NI
Innov & Commercialisation Svc	Nikki Hodge	Police Check	24/6/2020	15/6/2021	15/6/2023	NI
Innov & Commercialisation Svc	Nikki Hodge	Working with Children Check	25/6/2020	25/6/2020	25/6/2025	NI
Innov & Commercialisation Svc	Anne Cazneaux	Police Check	3/8/2021	6/7/2021	31/12/2027	NI
Innov & Commercialisation Svc	Lola Kaukas	Police Check	4/3/2020	14/11/2018	14/11/2020	NI
ISER	Sarah Keany	Working with Children Check	24/3/2021			NI
ISER	Thomas Payten	Police Check	22/7/2021	19/7/2019	19/7/2019	NI
Office of the DVCR	Rhys Williams	Child Protection - DCSI Screening Clearance	30/8/2020	11/1/2019	11/1/2021	NI
Office of the DVCR	Rhys Williams	Police Check	30/8/2020	21/4/2020	21/4/2025	NI
Office of the DVCR	Bruce Northcote	Working with Children Check	3/9/2020	15/10/2018	15/10/2021	NI
Office of the DVCR	Scott Willoughby	Police Check	5/8/2020	20/3/2019	19/3/2024	NI
Office of the DVCR	Scott Willoughby	Working with Children Check	5/8/2020	29/11/2019	28/11/2024	NI
Office of the DVCR	Prisilla Leong	Working with Children Check	2/2/2021	2/2/2021	9/2/2026	NI