

AGENDA

- 1. Welcome, apologies and membership**
- 2. Minutes of the Previous Meeting – For confirmation (26 August 2022)**
- 3. Actions Arising**

STANDING REPORTS

- 4. DRI Senior HSW Advisor Report – For Discussion**
 - a) UniSafe Safety Reporting Data & Updates
 - b) UniSafe Overdue Corrective Actions Data
 - c) Workers Compensation Data
 - d) HSW Internal Audit Outcomes
 - e) HSW Handbook Chapters revised in the last quarter
 - f) Traffic Light Report (Q3 2022)

- 5. Matters Raised by Area Representatives**
 - 1 – Jenny Nagorcka (ICS) – Electrical Testing and Tagging
 - 2 – Michael Millan (RS) – Standard of Cleaning in RMP, Level 3

OTHER ITEMS

- 6. Any Other Business**

NEXT MEETING

- 7. Next Meeting**
Around February 2023 - TBC

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 (Management & Staff Rep)

Adelaide Graduate Research School (AGRS)

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)

Innovation & Commercialisation Services (ICS)

Jennifer Nagorcka (Management Rep)

Kirsty Hartman (Staff Rep)

Rebecca Farrell (Staff Rep)

Research Services (RS)

Dale Godfrey (Management Rep)

Yvette Wijnandts (Staff Rep)

Carole Cumberland (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)

Felicity Donald (Management & 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 (Management & Staff Rep)

Health Safety & Wellbeing

Sam Abbott (Attendee)

DIVISIONAL HSW COMMITTEE MEETING

DIVISION OF RESEARCH AND INNOVATION

Minutes of meeting 03/22 held on Friday 26th August 2022 in The Cog and via Zoom

Present: Bruce Northcote (Convenor), Prisilla Leong (Secretary), Adrian Mills (joined meeting at 10.10am), Angus Netting, Adam O'Connell, Libby Hamilton, Jennifer Burgess, Dale Godfrey, Rebecca Farrell, Leah Panakera-Thorpe, Kirsty Hartman, Yvette Wijandts, Kelly Birch (HSW Rep), Tiffany Boehm.

In attendance: Sam Abbott, Anthony Parletta

AGENDA ITEMS

1. Welcome and Apologies

The convenor welcomed everyone to the meeting and introduced new members since the last meeting from ICS.

Apologies or non-attendance were noted for: Paula Angerstein, Georget Reaiche, Aoife McFadden, Doreen Krumbiegel, Felicity Donald, Tara Donnellan, Jennifer Nagorcka, Paula Angerstein, Sarah Keany, Piers Lincoln, Luis Lima-Marques, Kathy Nicholson, Rachel Kontic.

2. Previous minutes and actions

The minutes of the meeting held on 27 May 2022 were accepted by the committee.

3. Actions arising

Actions arising from the May meeting. Prisilla reported that all action items had been completed with the exception of the last item.

Prisilla Leong	To follow up with Adrian Mills regarding potential new members after the OSP to be added to the membership.	COMPLETED
Prisilla Leong	To update the distribution list and calendar invitations to include Sam Abbott and for paper distribution Anthony Parletta.	COMPLETED
Prisilla Leong	To find out from HR how to remove staff who have left from the SSO Report of First Aiders and Fire Wardens.	COMPLETED
Jennifer Burgess	To pass on contact information to Rachel Kontic for Lot 14 to report incidents.	COMPLETED
Stacy Fogliano	To follow up on the process of escalating incidents where the University leases space from a third party.	ONGOING

After the meeting it was resolved that the above action item for Stacy was in regards to AIML's problems at Lot 14 regarding water collecting on the rim of steps on the western side of the building and the ongoing Lift issues. The query was to find out how the University can escalate these when they are not being resolved.

STANDING REPORTS

4. DRI Senior HSW Advisor Report

Sam reported that DRI continues to have low incidents, there was a small animal bite issue in LAS, which has been resolved with Tiffany.

The new UniSafe upgrade has been completed, posters have been distributed to all areas. Sam requests that it is important to make sure staff have removed the old red EH360 app and to download the new blue Roam 5 app.

HSW has restructured the designated work groups for electing HSRs. As committee members our roles begin and end at the meeting, however the HS Representative has an ongoing role to represent all staff for HSW issues. DRI has Kelly Birch as our HSW Rep, who will also attend the committee meetings.

The register and list of first aiders and fire wardens is still ongoing. Everyone is responsible for updating SSO and the register.

Action Item: All committee members are to ensure their respective areas First Aiders and Fire Wardens are on the register and have uploaded this into SSO.

Sam pointed out the new hswteam email address to be used in the first instance for any queries or advice. hswteam@adelaide.edu.au

There have been no safety reviews or internal audits performed in DRI. The traffic light report is all green, as they are based on compliance in audits and safety reviews.

There is also a covid reminder and information about mask wearing which is taken from information provided by SA Health.

Rebecca Farrell asked about First Aiders and Fire Wardens in Mitchell Building, I advised that we have myself and Tom Roder as Wardens and myself and Adrian Mills as First Aiders on Level 1.

Action Item: Sam to provide everyone with the email address to use when registering or removing Fire Wardens names.

Sam mentioned that there are issues around the monitoring of this email address, so there is discussion around the HSW team owning this rather than Infrastructure.

Bruce then summarised that the best way to see who is a first aider is through SSO and the register is for fire wardens. Sam said there is work being done to move towards a better system for this. Fire Warden information is heading towards the same direction as First Aid information with posters having a QR code, which takes you to a list.

5. Matters Raised by Area Representatives

Prisilla Leong (DVCR Office) – Electrical Testing and Tagging – 1 year

Prisilla advised the committee that Service FM who conducted the electrical testing and tagging last year, will start contacted areas that have Red Tags, meaning they are due for their 12 month test. For example, the DVCR Office did our testing in August last year, so we have already had new tags done for another 12 months.

This will mean for staff with equipment still at home, these items will need to be brought in again for testing – this was mainly the cords and adaptors. Whatever they have with a Red Tag with the year 2022 on it.

Felicity Donald (RRI) – Norwich House, external carpark – hazard for tripping

This item was not discussed in detail as Felicity was an apology to the meeting. Sam did request some further information about this issue.

Action Item: Prisilla to contact Felicity to request more information on RRI's carpark issue.

OTHER ITEMS

6. Any Other Business

Angus Netting reminded the committee that about a year ago there was a flooding event in the basement of the Helen Mayo Building. He reported that a week ago there was another flood and once again Sarah Construction resolved the issue. One of Angus's staff detected it and reported it. Angus asked if this is an HSW issue or a maintenance issue, he believes it is more a legal and risk issue. Where should this be reported. Sam clarified that it is an HSW issue if a person is in danger or in potential danger, if not then it is a maintenance/infrastructure issue.

After the meeting Bruce Northcote and Prisilla Leong received an update from Rachel Kontic (AIML) regarding the issues that were raised at the last meeting. Rachel reported that the elevator/lift issues are continuing, she has asked for yet another report from Kone.

The steps on the western side of the building that are filling up with water when it rains has not been fixed yet, but there is a plan to repair, this has already been postponed once and they are now waiting on a new date.

NEXT MEETING

7. Next Meeting

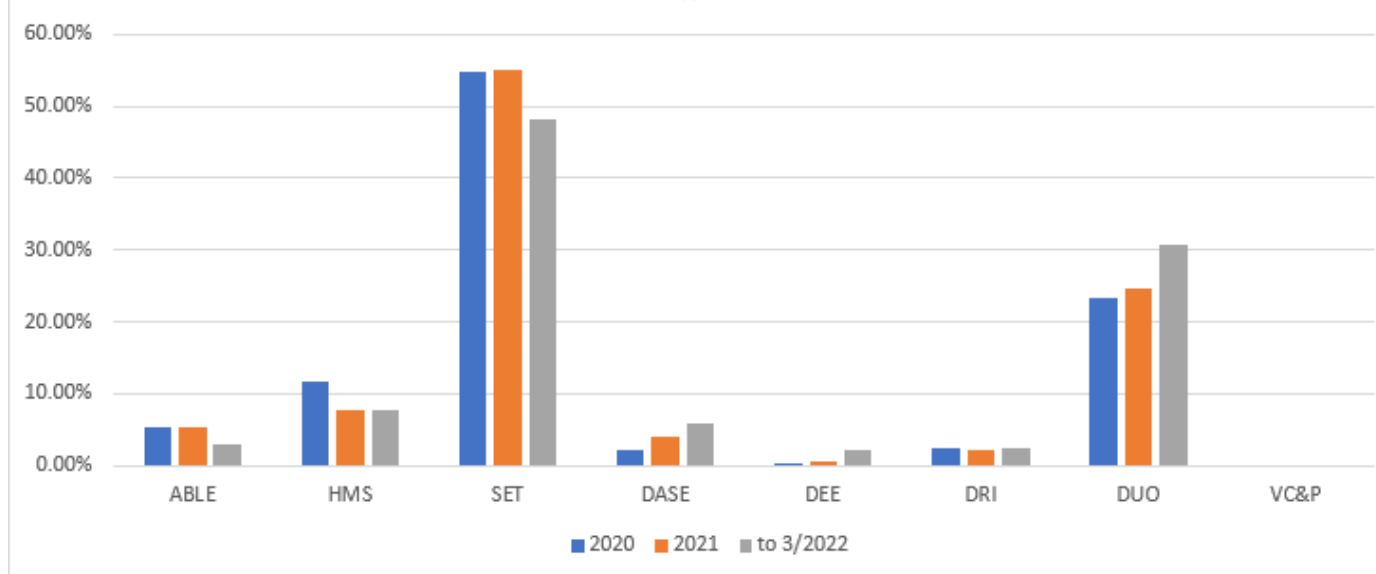
25th November 2022, 10am in The Loft and Via Zoom.

Professor Bruce Northcote
Convenor

ACTIONS ARISING

Sam Abbott	To follow up on the process of escalating incidents where the University leases space from a third party.	ONGOING
All Members	All committee members are to ensure their respective areas First Aiders and Fire Wardens are on the register and have uploaded this into SSO.	
Sam Abbott	Sam to provide everyone with the email address to use when registering or removing Fire Wardens.	COMPLETED
Prisilla Leong	Prisilla to contact Felicity Donald of RRI to request more information on the carpark issue.	COMPLETED

Table 2 - Percentage of Safety Reports in UniSafe, annually per Faculty/Division



Pathways to accessing HSW Advice

There are a range of ways staff can use to seek information and advice from the HSW Advisory Team. Updated guidance ([see here](#)) lets staff and students know the various locations of HSW Advisory team and how to reach them.

Please contact the HSW Advisory Manager, [Paul Roberts](#), if there are any questions or feedback about the HSW Advisory service.

Workplace Inspection Program commencing 2023

In response to an incident that occurred on the 24 November 2019 at the University of Adelaide Piggery facility located at Roseworthy, the University has entered into an enforceable undertaking (EU) under Part 11 of the WHS Act.

An EU is an agreement between the regulator (SafeWork SA) and a Person Conducting a Business or Undertaking (PCBU) under which the PCBU agrees to undertake certain activities. A full copy of the EU is available [here](#).

The EU requires the University to introduce a process for recording annual workplace inspections of inherently high-risk areas (laboratories, workshops and animal facilities) to be undertaken by area supervisors or facility managers. The HSW Team will be consulting with a range of stakeholders in November on the proposed process and trailing it in December, with a view of launching it in February 2023. Information relating to this process will be located with the Workplace Monitoring HSW Procedure ([see here](#)) when it is finalised.

First Aid Register and posters

Staff and students should start to notice the new first aid posters being displayed in building locations. A large quantity have been printed, laminated and distributed by the HSW team and posters can be downloaded from our website if ([see here](#)) if areas wish to display additional posters.

PLEASE NOTE: the posters and QR codes are building specific so make sure you download the correct building or building group, so the QR code takes users to the correct section of the First Aid Register.

Information for the First Aid Register is sourced from SSO and the University Phone Directory, so if there are any inaccuracies staff should inform the relevant staff member to check that their SSO profile and University Directory is up to date.



Supervisors Toolkit

The Supervisor's Toolkit has been updated with a range of new resources. [See here](#). There is now a selection of guidance documents specifically created for Supervisors to summarise their responsibilities arising from certain University HSW procedures.

HSW Advice and Hazard Alerts

Where the HSW Advisory team identifies a need to clarify or inform the wider University community of a safety issue or learning from an incident investigation it will issue written HSW Advice. These will be sent to relevant HSW networks and forums and placed on the HSW website and are [located here](#) for future reference.

HSW tasks and activities for the End of Year (EOY)

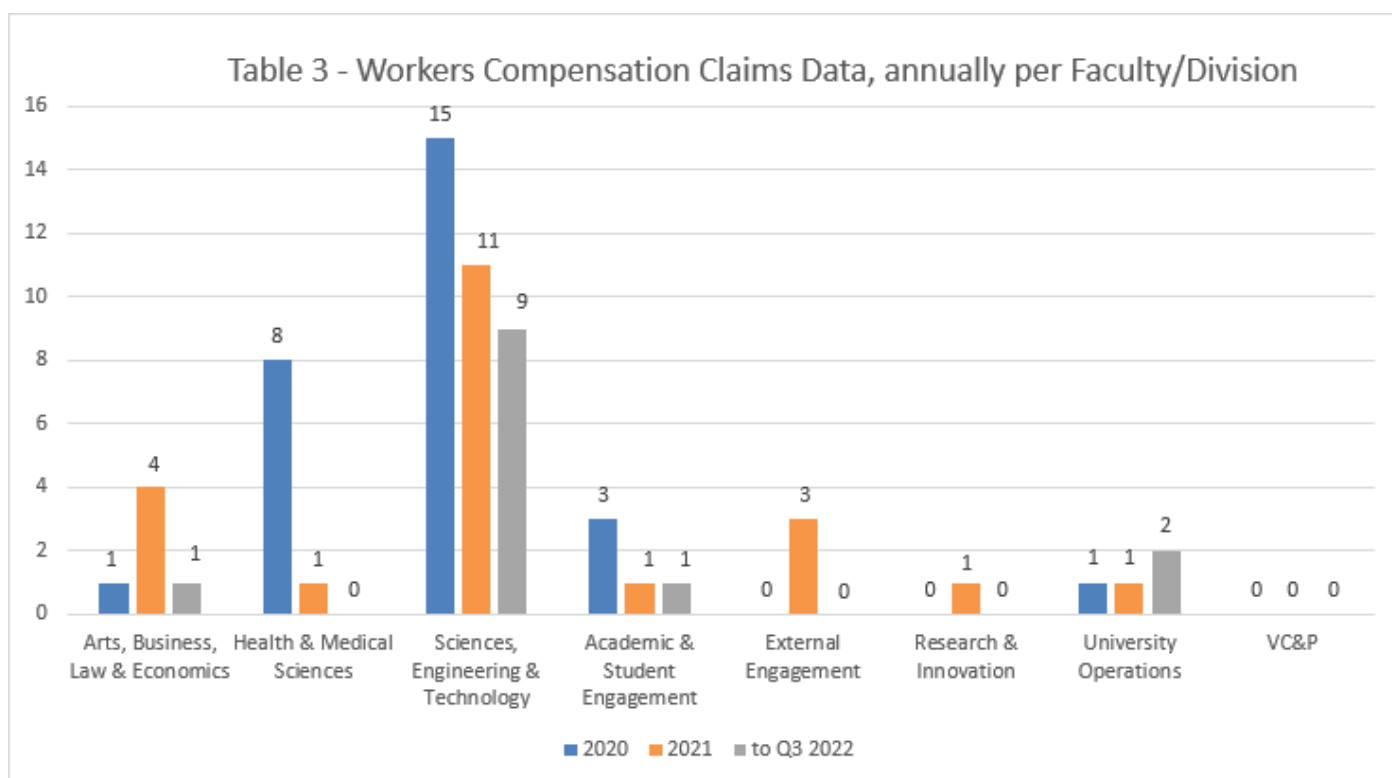
2022 has seen significant structural change as a result of OSP. This has impacted a range of business processes which were used in the past to complete HSW tasks and activities required by a range of HSW procedures. The HSW Team has provided some guidance for EOY HSW tasks and activities. [See here](#).

2. UniSafe Overdue Corrective Actions Data

There are currently no actions overdue in UniSafe for DRI.

3. Workers Compensation Data

There were 18 workers compensation claims submitted up to Q3 2022, compared with 22 for the same period in 2021. For the first three quarters of 2022, there were 9 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology and 5 Workers Compensation Claims from Controlled Entities.



4. HSW Internal Audit Outcomes

There were no internal audits performed in DRI during Q3 of 2022.

5. HSW Handbook chapters revised in the last quarter

No handbook Chapters were revised or updated during the last quarter, however chapters planned for revision in the last quarter include:

- Emergency Management
- Warden Network
- Workplace Monitoring
- Corrective Action
- Incident Investigation
- Report a safety issue or incident
- Firearms Safety Management
- Diving Safety Management

6. Traffic Light Report (Q3 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

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