

FOR APPROVAL

MINUTES OF MEETING 4/2022
HELD ON FRIDAY 16 NOVEMBER 2022

Committee Role	Name	Attendance
Chair	Katrina Faulkner	Apology
Faculty Executive Director	Mark Szolga	Present
Management Representative, School of Chemical Engineering	David Lewis	Apology
Management Representative, School of Agriculture, Food & Wine	Jason Able	Present
Management Representative, School of Animal & Vet Sciences	Rob Woodgate	Apology
Management Representative, School of CEME	Phil Visintin	Present
Faculty HSR – HSR, Forum 2 NT	Ulrike Schacht	Apology
Faculty HSR – HSR Forum 1 NT	Brenton Howie	Present
Faculty HSR – HSR, Forum 1 NT	Nick Warner	Present
Faculty HSR – HSR, Forum 3 NT	Hong Gunn Chew	Present
Faculty HSR, Forum Waite	Sandy Khor	Present
Faculty HSR – Staff Representative, Forum 2 NT	Lucas Gerstweiler	Present
Faculty HSR	Farhid Hemmatzadeh	Present
Faculty HSR, Forum 3 NT	Navodana Rodrigo	Apology
Staff Representative, Roseworthy	Julie Berry	Apology
Senior Manager Technical Services	Mailys Stirling	In attendance
Health Safety and Wellbeing Advisor	Paul Roberts	In attendance
Health Safety and Wellbeing Advisor	Stacy Fogliano	In attendance
Health Safety and Wellbeing Compliance Officer	Peter Hallows	In attendance

WELCOME

1.1 - Apologies

The Convenor welcomed members to the meeting.

1.2 - Conflicts of interest and other business items

None.

1.3 – Starring of items

All items are starred.

MINUTES OF PREVIOUS MEETING

2.1 – Confirmation of minutes

The minutes of Q3 2022 meeting were accepted.

2.2 – Review actions and business arising

The chair requested that attendees work out which actions have been completed prior to the meeting – so that this section can be covered quickly, and more time is available for the discussion of HSW concerns.

FACULTY HSW FORUM ISSUES TO RAISE/DISCUSS

3.1 – Forums

Forum 1

Unloading incident

Mailys summarised the incident, stating that the workers unloaded from a van without having a risk assessment in place. A receiving of deliveries process is in the process of being implemented, and will be distributed to all staff who may be ordering items in. The plan will be in place before the end of the year.

An HSR indicated that a similar incident happened on Thursday last week.

Mark Szolga enquired as to whether the unloading issue could also be an issue at Roseworthy, and Maily's stated that there was no designated delivery zone here, so an action was assigned to Maily's to follow up delivery protocol at Roseworthy.

Nick Warner was concerned that forums 1 and 3 are unbalanced – with 1 being low risk and 3 being high risk.

Forum 3

Phil Visintin raised concern that the structural natural resources lab has noticed numerous individuals wandering into the lab and assisting others when they are not inducted. With a reduction in number of technical staff, students are recruiting friends to assist. Phil will talk with other heads of schools and lab managers with a view to solve this issue.

Faculty post OSP HSW Induction. Action on Mark to follow up with Paul or Gerald on the HSW induction process.

Mark raised the idea of introducing a penalty for students who break induction rules.

3.2 – HSR/Staff Rep

Lucas Gerstweiler stated that it would be good to have more than just online training; Sandy Khor seconded the idea that in-person training would be beneficial.

Mark Szolga and Paul Roberts discussed HSW Central team incorporating some form of face to face training as part of their offerings in 2023. This could be:

- Lunch n Learns
- Hazard specific sessions
- Workplace Inspection and Assurance information sessions
- Entering actions in UniSafe

To be discussed further with the Faculties. Face to Face sessions to be determined as a priority by the Faculty/School so the responsible manager can drive or even require attendance based on use/need.

Roseworthy Forum

No comments.

Waite forum

No comments.

HSW ADVISORY REPORT – FACULTY HSW PERFORMANCE

4.1 – HSW Advisory Report (Paul Roberts)

Report taken as read.

4.1.1 – Notifiable Incidents (Paul Roberts)

Paul Roberts updated the committee in relation to The Braggs notifiable incident in which a 200kg door fell from its hinges. The committee were informed that SafeWork attended the site and issued an improvement notice. Infrastructure's trend analysis previously did not record information that identifies root causes and actions taken to address root causes, however, the information collection process has now been revised to do so.

4.1.3 – Open Overdue Actions (Noted as per forum discussions)

ACT-1154 has been closed

ACT-1695 is pending, awaiting evidence

Other actions remain open.

4.3 – SET Faculty Traffic Light Report Q1 2022 – Draft for confirmation (Stacy Fogliano)

Traffic light report for the Q3 is green.

No committee members objected to receiving the new incident data and trends report quarterly in the format proposed.

OTHER BUSINESS

5 – HSW Systems moving forward post OSP

Mark Szolga enquired as to how long risk assessments must be kept, and Paul Roberts responded that they must be kept indefinitely. Mark mentioned that perhaps risk assessments not being kept in the correct format should be listed on the university's risk register.

Action: Mark Szolga to follow up listing risk assessment management listing on the risk register outside of the forum.

Mark Szolga stated that he would welcome the records management group to the next set of forums to allow them to talk about the requirements.

NEXT MEETING

6 – Next meeting

The next meeting of SET Faculty HSW Committee will be in February 2023.

The meeting concluded at 16:00

-Ends-

CONFIRMED:

Day Month Year
Date

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CONVENOR

Actions Arising		
No.	Action	Responsible
1	Follow up delivery protocol at Roseworthy.	Mailys Stirling Completed
2	Follow up listing risk assessment management listing on the risk register outside of the forum.	Mark Szolga
3	Follow up with Paul or Gerald on the HSW induction process.	Mark Szolga

Health, Safety and Wellbeing Forum Actions

Forum	Action	Assigned to
Roseworthy	Q3 – Workplace Inspection program list send for review to Anthony Wilkes / Julie Berry Also follow up how this list will be maintained.	Stacy Fogliano Completed
	Q3 – Send Rob/Julie the emergency management and warden network procedure	Stacy Fogliano Completed
	Q3 – How does infrastructure monitor trip hazards such as raised pavers?	Stacy Fogliano Completed
	Q3 - Traffic Management Plan for site follow up with Martin Tauchert / Infrastructure	Julie Berry Completed
Forum 1	Q3 - Once WPI program is operating next year (Feb 2023) send HSR's link to schedule so they can be aware of inspections to be completed	Paul Roberts/Stacy Fogliano
Forum 2	Nil	
Forum 3	Nil	
Waite	Q3 - Send out Report updates	Q3 - Send out Report updates Completed