

DIVISIONAL HSW COMMITTEE MEETING

DIVISION OF RESEARCH AND INNOVATION

Minutes of meeting 01/23 held on Tuesday 14th February 2023 in The Loft and via Zoom

Present: Bruce Northcote (Convenor), Prisilla Leong (Secretary), Adrian Mills, Michael Millan, Jane Sibbons, Angus Netting, Georget Reaiche-Miller, Leah Panakera-Thorpe, Rebecca Farrell, Adam O’Connell, Laura Garcia Rubio, Paula Angerstein, Yvette Wijnandts, Felicity Donald, Kathy Nicholson, Tiffany Boehm, Kirsty Hartman, Rachel Kontic, Doreen Krumbiegel, Libby Hamilton, and Kelly Birch.

In attendance: Sam Abbott (HSW Advisor) and Anthony Parletta

AGENDA ITEMS

1. Welcome and Apologies

The convenor welcomed everyone to the first meeting of 2023 and acknowledged the Kurna people, the original custodians of the Adelaide Plains and the land on which the University of Adelaide’s campuses at North Terrace, Waite and Roseworthy are built.

The Committee re-introduced themselves as there are a couple of new members, Laura from ISER, Jane from AM and Kelly as the HS Representative for DRI. Tara Donnellan from LAS has moved area, so a new Staff Rep will be advised soon.

Action: Sam to set up a meeting between himself, Kelly and Bruce to understand Kelly’s role.

Apologies or non-attendance were noted for: Jennifer Burgess, Jenny Nagorcka, Piers Lincoln and Luis Lima-Marques.

2. Previous minutes and actions

The minutes of the previous meeting were discussed and accepted with no amendments or comments.

3. Actions arising

Actions arising from the November meeting.

Sam Abbott	To follow up on the process of escalating incidents where the University leases space from a third party.	COMPLETED
All Members – open item	Before the first meeting in February 2023, all members to ensure their respective areas have updated the First Aid and Fire Warden information in SSO and the Register.	To remain an open item as reminder to keep this information up to date. Contact Sam if you have any queries.
Anthony Parletta	To check if any DRI areas are part of the Workplace Inspection Program commencing in 2023 and report back to the committee.	COMPLETED – Anthony emailed Convenor and Prisilla – Adelaide Microscopy and LAS.
All Members	All members to ‘click’ on the link in the HSW Advisors Report regarding the End of Year Tasks and Activities and go through the checklist to ensure this is completed.	COMPLETED.

All Members	To advise Prisilla Leong when they have completed any EOY tasks/activities from the checklist.	COMPLETED.
Prisilla Leong	Will send the Annual Hazard Review Template to all areas – this is to be completed before the first meeting in 2023.	COMPLETED.
Prisilla Leong and Anthony Parletta	To check where DRI areas, specifically Institutes report incidents, for example, via the Faculty in where they physically reside. Need to ensure all areas are covered. Prisilla to check old minutes and emails as this has been discussed previously.	COMPLETED – Prisilla emailed Convenor & HSW Advisors – this information will appear on all Agendas in 2023.
Prisilla Leong	Keep at the bottom of each Agenda, the information on where DRI areas report through.	COMPLETED
All Members	To email Prisilla Leong any cleaning complaints/issues they are experiencing.	
Bruce Northcote	To collate the above information and to present it to Infrastructure.	

Bruce asked Felicity from RRI about the carpark issue, Felicity reported that it has not been completely resolved, however there is activity on going.

Anthony reported that with regards to the Workplace Inspections for 2023, Adelaide Microscopy will be in August and Lab Animal Services is in November. They will receive emails at the beginning of the month and have one month to complete the inspection.

Action: Bruce asked Sam to provide a generic template of what is required in for the inspections for the Committee.

With regards to the last two items on the Action List, Bruce asked the Committee if there were any grievances about dealing with third parties. Angus mentioned they have some considerable issues in Helen Mayo – dealing with what Infrastructure expects compared to what is actually being delivered.

Action: Angus to email Bruce with details of the issues for Bruce to escalate.

Michael reported that the cleaning problems in RMP have been dealt with and all are keeping a watch that it does not reoccur.

Bruce reminded all members to please email Bruce with any grievances and he will escalate these to Infrastructure.

STANDING REPORTS

4. DRI Senior HSW Advisor Report

Sam provided an update for the Committee based on his report. DRI incidents remain low due to the nature of the division. There are no audits scheduled for DRI in 2023. The Enforceable Undertaking is ending and Sam provided a link to the outcomes in the report.

Sam reported that the HSW team have taken charge of the Fire Warden appointments and information for the University. They are now responsible for providing training internally, and the Chubb Training is still available to staff. The webpage has been updated to reflect this.

There are now new local HSW Induction templates available. High risk areas are for example laboratories and the low risk areas are administrative areas. Each area can use the most appropriate template or adopt sections of it and create their own inductions.

Rebecca Farrell asked about whether Trailblazer required a Staff Rep on this committee. Trailblazer sits under ICS, so likely not necessary. Bruce to meet with Sanjay.

Action: Bruce to meet with Sanjay to discuss Trailblazer representation on HSW Committee.

Sam continued his report, discussing the traffic light system, only time the colour will change to amber or red is if there has been a breach in compliance or an audit safety review and actions have not been implemented.

Angus requested some assistance with onboarding for Jane with regards to HSW. Sam offered to do a one on one with Jane to help.

5. Matters Raised by Area Representatives

a – Yvette Wijnandts – Research Services – Lifts in Rundle Mall Plaza

Yvette and Michael reported to the committee that the lifts in RMP do not stay open very long to enter and exist, even if you put your arm out to stop the doors, it continues closing on your arm. People traffic using the lifts has increased as a consultancy firm has moved into Level 6. The building managers have been contacted, and diagnostic checks have been performed with the results being the lifts are in working order.

Sam mentioned that this issue does come up regularly and work orders have been raised many times. Bruce has offered to take this up to a higher executive level.

Action: Sam to provide Bruce with the report regarding the diagnostics performed on the lifts.

OTHER ITEMS

6. Any Other Business

First Aid and Fire Wardens – This information requires constant updating as people do move out of areas and leave the University.

Action: Prisilla to distribute the spreadsheet to Committee members to check.

Sam let members know that he is happy to assist with any updates if they are unsure of what to do.

Action: Prisilla to keep this item in the Action Items Summary as a reminder to all members to check each quarter.

NEXT MEETING

7. Next Meeting

Wednesday 10th May, 9am.

Professor Bruce Northcote
Convenor