

A meeting of the Divisional Health, Safety and Wellbeing Committee was held via Zoom at **11.00am on Thursday 9 June**.

UNCONFIRMED MINUTES

1. Welcome and Apologies

- Apologies were received from Gary Agius, Huyen Le and Leanne Edwards.
- Tuila Wells attended as a proxy for Employability, Careers & Student Academic Skills.
- Paul Roberts attended to provide a handover to the new HSW team.
- Alice Cameron attended to provide a handover and executive support to the committee.

Paul introduced himself and the new DASE HSW Advisors:

- Anthony Parletta – Senior HAS (Paul's previous role)
- Sam Abbott - HSA

All members introduced themselves, given the new membership and it was noted that some membership may still be subject to change/refinement.

2. Confirmation of Minutes

The Divisional Health, Safety and Wellbeing Committee approved the minutes of the meeting held on 3 March 2022.

3. Recap of Representative Responsibilities

Paul advised attendees that the purpose of the Divisional HSW Committee is a consultation forum with the main purpose being information dissemination and an opportunity to ask questions.

Members of the committee are required to ensure that updates and reminders are disseminated to their teams, and may also be required to report on HSW actions/tasks that have been undertaken within their areas.

Paul clarified the different roles and responsibilities for HSW as follows;

- Health and Safety Representatives (HSR's) – HSR's are an elected role that assist with discussion and consultation regarding HSW matters. They undertake specific training and have powers and functions assigned to them to assist them to undertake their roles.
- HSW Committee Member/Representative – A staff member from a particular unit or location that has some responsibility for disseminating information and undertaking HSW tasks (i.e. ensuring Fire Wardens are in place in their area, organising Electrical Tagging & Testing etc.). These staff do not have any powers or functions in regards to HSW.
- Senior HSW Advisor / HSW Advisor – Dedicated staff employed by Human Resources to provide advice and support in relation to HSW policy, training, issue reporting & management etc.

Alice queried if it was best to include membership based on various units within the Division or by location. Paul advised that applying a common-sense approach based on the type of work, type of location and communication channels. Alice noted that representation was being sought for 'Faculty spokes' of DASE staff, given their new locations (buildings previously not inhabited by DASE). He advised that the representation in the below table ('Distribution') appeared to be comprehensive.

4. **HSW Advisory Report – Q1, 2022 (Sam Abbott)**

Sam provided a brief overview of the HSW Advisory Report that was circulated to members highlighting the following points:

- There will be an upcoming change to the way incidents will be reported; previously all building related reports have been categorised under Infrastructure/DUO, but in future will be aligned to the team that made the report or that substantively occupies the location.
- In relation to the dust complaint in RMP Level 3, Paul advised that air monitoring & ventilation testing will be occurring on 14 June. It is hoped that this issue has improved following completion of the building works in the vicinity. SafeWork SA have also been involved and are satisfied that the steps the University are taking are appropriate.
- Members should share information from section 5 of the report relating to updates, particularly the availability of the flu vaccination program, with their teams.
- The Q1 'Traffic Light Report' for DASE is all Green (No compliance issues with the HSW handbook), which is good.
- A key reminder from the report relates to Fire Wardens and First Aider – all members were asked to ensure that there are enough wardens in their area and to determine if the provision of first aid in their area is adequate. Registers and credentials should be updated as required.
- The report includes updates to advisory team, although general enquiries should be sent to hsw@adelaide.edu.au.
- Mask wearing and QR codes have been relaxed and staff can remove QR code check-in signage.

Paul clarified that open actions and follow up activity is recorded by HSW into UniSafe (same system used to log issues) and reported to the local area manager. The Chair requested that future reports include a summary of action taken in relation to reports made in the previous quarter.

The group discussed the appointment and training of Fire Wardens. Sam advised that each group should review the number of trained staff in their area following staff changes and moves. He noted that regular fire drills are scheduled, which assist the HSW team in identifying issues such as too many or not enough wardens.

5. **Opportunity to raise safety concerns**

Fred suggested each area that has recently moved location should undertake a hazard review. The group agreed that this would be good practice and Paul encouraged all issues to be reported in UniSafe at any time.

Paul advised the following steps in relation to reports made in UniSafe:

1. Report made in UniSafe by entering answers to 5 simple questions.
2. The HSW Advisory team will phone the person that made report to ascertain additional detail.
3. The HSW Advisory team will investigate the report – noting all reports are investigated. The next steps and level of investigation is relevant to the type / severity etc. of the issue reported, and may include a site visit to determine corrective action.

6. **Opportunity to discuss changes to Divisional safety processes**

Paul highlighted that the Schedule of Programmable Events (SPE) (an online 'calendar' detailing actions required and taken in relation to HSW) is being reviewed in order to simplify the requirements. Two key items that will remain and are relevant to members of the group are:

- Electrical Testing & Tagging (2022)
- Ensuring the First Aid Register is up to date on the website.

7. **Other Business**

N/A

8. Next Meeting

The next meeting is scheduled for 18 August 2022.

-Ends-

F. RMO file number: 2021/528

Distribution:

Chair: Ashley Gauld, Business Manager DASE

HSW Team: Anthony Parletta, Senior HSW Advisor

Sam Abbott, HSW Advisor

Members:

Portfolio	Team	Representative
Education Transformation	English Language Centre	Aparna Narang
Education Transformation	PACE	Huyen Le
Library	Library	Karen De Cruz
PVC(SL)	Education Quality	Leona Reid
Student Experience	Accommodation Services	Geoff Denison
Student Experience	Ask Adelaide	Bryan Lee
Student Experience	Employability, Careers & Student Academic Skills	TBC
Student Experience	International Student Support	TBC
Student Experience	Learning Enhancement and Innovation	Nicki Witcher
Student Experience	Spoke - ABLE	Leanne Edwards
Student Experience	Spoke - HMS	TBC
Student Experience	Spoke - SET	TBC
Student Experience	Student Administration	Fred Rochler
Student Experience	Student Engagement and Success	TBC
Student Experience	Student Life	Jill Allen
Student Experience	Student Wellbeing & Access	Trisha Graham
Wirtu Yarlu	Wirtu Yarlu	Gary Agius

Exec. Support: TBC