

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY, AND WELLBEING COMMITTEE
MEETING 01/23**



A meeting of the Divisional Health, Safety, and Wellbeing Committee was held **via Zoom at 10:00 am on Thursday 16 February 2023.**

Meeting Chair: Ashley Gauld
HSW Advisors: Anthony Parletta and Sam Abbott
Executive Support: Nicki Witcher

UNCONFIRMED MINUTES

Present:

Mr. Ashley Gauld, DASE
Mr. Sam Abbott, HSW Advisor
Ms. Jacki Rushby, HSW Advisor
Ms. Tracey Flintoff, English Language Centre
Ms. Karen de Cruz, Library
Mr. Fred Rochler, Student Administration
Ms. Jillian Allen, Student Life and Counselling Support
Mr. Bryan Lee, Ask Adelaide
Ms. Laura Hall, Education Quality
Mr. Gary Agius, Wirltu Yarl
Ms. Trisha Graham, Student Wellbeing & Access
Ms. Jeni Jones, Spoke HMS
Ms. Tuila Wells, Employability, Careers & Student Academic Skills
Ms. Deb Koch, Student Engagement and Success
Ms. Nicki Witcher, Learning Enhancement and Innovation

Apologies:

Apologies were received from Anthony Parletta, Jessica Jacobson, Joanne Corbett, Stephanie Rogers, and Rebecca Murthen

Proxies:

Deb Koch is a proxy for Stephanie Rogers and Jeni Jones is a proxy for Jessica Jacobson.

1 Welcome and Apologies

Apologies noted as above.

Welcome to Laura Hall from Education Quality and Jacki Rushby, HSW Advisor.

2 Confirmation of Minutes

The minutes of the meeting held on 17 November 2022 were accepted.

3 Business Arising

This section addresses any ongoing actions from previous meetings.

Testing and Tagging – ELC and Student Life and Counselling Support have now completed testing and tagging.

4 HSW Committee EOY activities

Ashley advised that almost all of the Annual Hazard Reviews have been completed and uploaded in the Box file located [here](#). Ashley will follow up with the remaining ones still required.

Fred raised the following question - *for teams that are not in the one office space and located across the university campus is an Annual Hazard Review required for all physical locations within the team?*

Sam advised that the Annual Hazard Review is teams based and needs to cover all physical locations that the team reside. If at all the physical locations the risks are similar, then one Annual Hazard Review for the team will be acceptable with the individual locations listed on the form.

Sam addressed the annual requirements for Schedule of Programmable Events (SPE's) and Annual Hazard Reviews: rather than individual teams keeping a manual record of when these are due for action Sam advised there is an opportunity to move the SPE tasks across to UniSafe, which will provide email notifications for recurring actions. The committee unanimously agreed that this is the best way forward for all DASE to action and update SPE's annually.

Action item:

1. **HSW Committee members to ensure that the current SPE spreadsheet located in the Box file [here](#) is updated for your area. To be actioned by Monday 13 March.**
2. **Ashley to work with Sam on rolling the SPE items up to branch level and moving them across to UniSafe.**

Fire Warden update – Sam advised that the [Chief Warden](#) Network has been established, this forms a new network, that falls under the guidance of the HSW team, enables the HSW team to do a full stocktake of current Chief Warden coverage across the university and provide guidance to Chief Wardens on how to manage their warden network.

The HSW team is working with Chief Wardens in identifying vacancies and provide guidance to the Chief Wardens on working with their local networks to fill vacancies.

First Aider update - Sam advised for any university staff members that have a current First Aid Certificate and that want to be a First Aid Officer for the university need to upload their current certificate to SSO and this automatically enables them to be listed as a First Aid Officer. It is then the responsibility of the First Aid Officer to ensure their contact details are updated in the staff directory.

Sam also advised any teams concerned that their coverage is not adequately covered by first aiders, i.e., if the current first aider in a team is part-time, additional staff members can be registered as First Aid Officers at any time with the team/Branch funding any required training.

5 HSW Advisory Report – Q1, 2023

Workplace Inspection Program - Sam spoke to the report and addressed that this program does not directly affect DASE as there are no high-risk inspection items across DASE, and that this item was included in the report for information only.

Enforceable Undertaking - Sam advised that the enforceable undertaking with Safework SA that has been in process for the last 18 months to 2 years has now come to a close.

Local HSW Induction Templates – there are now a couple of options for induction templates for new starters, the HSW team has broken them down into low and high-risk areas, DASE would be considered a low-risk area.

The templates and induction tools are [available here](#). Supervisors are reminded of their responsibility to ensure they have a system in place to provide appropriate information instruction

and training to new staff/starters in their area. These responsibilities include ensuring new starters are provided a Local HSW Induction.

SSO Report – (Attachment below) – This is a list of expired licences, certificates, and clearances highlighted that require review from Schools and Areas in the Faculty.

Action: All committee members please review the SSO Report spreadsheet attached to the email with the minutes and check if any staff members in their branch/team are listed. You will then need to follow up with the staff member and advise them that they need to update the applicable licences, certificates, and clearances as required.

Not all of these will require renewal as staff will have ceased or changed roles meaning the record is no longer required in SSO. In these cases, staff should be advised to delete their expired record in SSO. Only licences, certificates, and clearances that are required by the university, for individuals to perform their role, should be entered and maintained in SSO. Information on how to update licences, certificates, and clearances is located here [SSO Profile – update process](#).

6 Opportunity to raise safety concerns.

Tuila raised an issue with the air quality in Level 4, Kenneth Wills Building. This is due to work being carried out in the plant room coming through the air conditioning. Sam advised Tuila to contact Penny Stone, Facilities Manager, Infrastructure directly on this matter.

There was concern about the lack of communication in advising staff across the university when there are works scheduled on campus was discussed, this seems to be down to the infrastructure distributions list being outdated.

Action: Sam to raise the communication issue with Infrastructure at the next DUO committee meeting.

Tracey raised an issue with the air quality in the 115 Grenfell Street building in the teaching and office space, they are not able to open any windows for fresh air. Sam advised Tracey to register the issue in UniSafe and then the issue can be investigated appropriately.

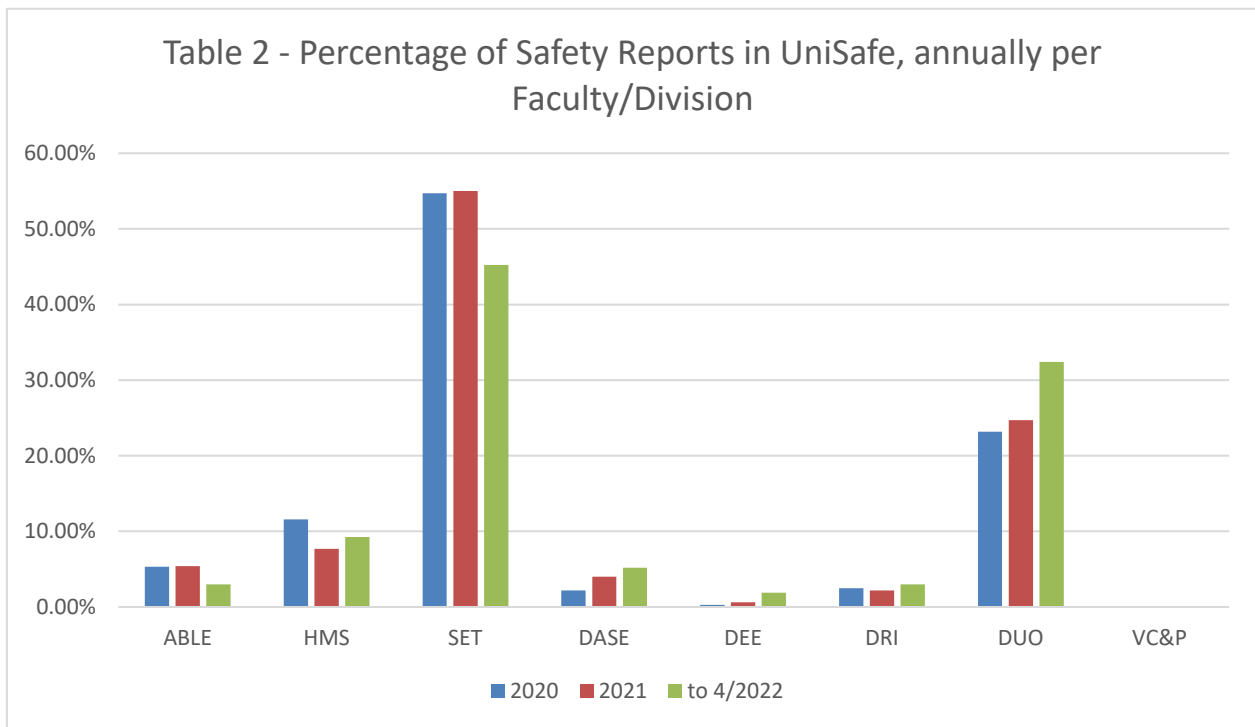
7 Other business

No other business was raised.

8 Next Meeting

The next meeting will be on 4th May 2023 at 10:00 am.

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



HSW Incidents for DASE during Q4 2022.

Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2516	Education Transformation	14/10/22	Yes	No	Closed
	Staff member received cut to finger when opening/unlocking a folding door from its secure bolt/lock (medical treatment)				
Incident ID	Area	Date Incident Occurred	Injury	SafeWork Report?	Status
2601	Student Experience	13/12/22	No	No	Closed
	Concerns raised (from Student Experience staff) about accessible carparks and their proximity to walkways/ramps vs. stairs. Concern was further raised with further stakeholders. Recommendation made to de-register some car spaces from being 'access' car spaces.				

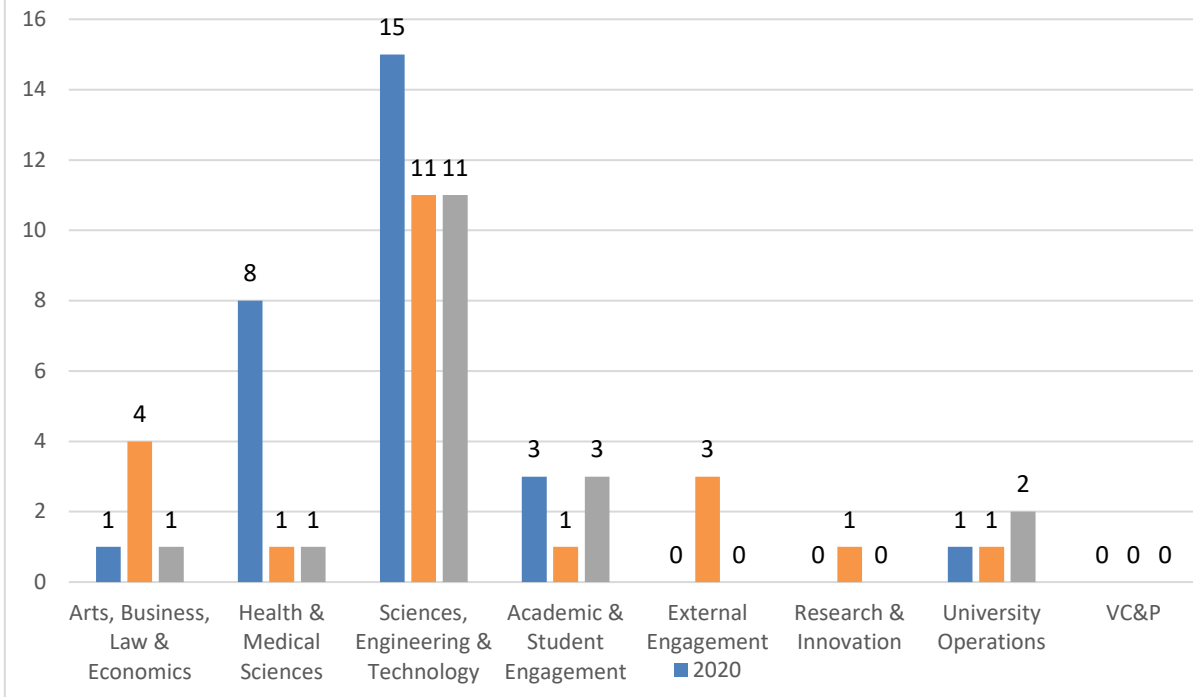
2. UniSafe Overdue Corrective Actions Data

There are no overdue actions in UniSafe for DASE.

3. Workers Compensation Data

There were 27 workers compensations claims submitted up to Q4 2022, compared with 26 for the same period in 2021. In 2022, there were 11 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology and 9 Workers Compensation Claims from Controlled Entities.

Table 3 - Workers Compensation Claims Data, annually per Faculty/Division



4. HSW Internal Audit Outcomes

There were no internal audits performed in DASE during Q4 of 2022.

5. HSW Handbook chapters revised in the last quarter

6. Draft DASE Traffic Light Report (Q4 2022)

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	Education Transformation	Student Experience	Pro-VC Student Learning	Pro-VC Indigenous Engagement	University Librarian
1	Schedule of Programmable Events	Green	Green	Green	Green	Green
2	Training Plan	Green	Green	Green	Green	Green
3	Biological	N/A	N/A	N/A	N/A	N/A
4	Chemical	N/A	N/A	N/A	N/A	N/A
5	Contractor	N/A	Green	N/A	N/A	N/A
6	Emergency Management	Green	Green	Green	Green	Green
7	First Aid	Green	Green	Green	Green	Green
8	Hazard Management	Green	Green	Green	Green	Green
9	Incident Reporting & Investigation	Green	Green	Green	Green	Green
10	Noise and Sound	N/A	Green	N/A	N/A	N/A
11	Plant/Equipment	Green	Green	Green	Green	Green
12	Radiation	N/A	N/A	N/A	N/A	N/A
13	HSW Information, Instruction & Training	Green	Green	Green	Green	Green

Note below all exceptions to “Green” appearing in the Traffic Light report

Not Applicable	
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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

7. Other Safety related items

Workplace Inspection & Assurance Program 2023

In December of 2022, Bruce Lines (COO) advised approximately 250 supervisors that they will be required to complete a workplace inspection in 2023. A selection of supervisors are now being contacted on the 1st of each month (Feb-Nov) and requested to complete their inspection within the month. Supervisors have the ability to postpone their inspection up to three months where a specific business need arises. Heads of School/Area will be notified of supervisors that have failed to complete their assigned workplace inspection or arrange its postponement.

Data and performance reports from this program will be available from Q2/2023.

Supervisors can access supporting information and guidance [here](#). General support and advice is available from the [HSW Advisory Service](#).

Enforceable Undertaking (EU)

Nearly all the requirements, specified in the EU have been met. The last remaining item should be completed by the end of January. This will close the matter with SafeWork SA.

A video, which the University was required to produce as part of the EU, outlining the incident and our learnings from it can be [accessed here](#).

Chief Wardens & Warden Network

Information has been updated and is placed on the HSW webpage, [see here](#).

The Director of HSW has commenced a process to fill vacant Chief Warden roles. HSW Advisory will be working with Chief Wardens to ensure they have the tools and support they need to perform their role to coordinate wardens for their building and fill warden vacancies.

If staff are located in a building that does not require a Chief Warden, they can check the details of wardens [here](#).

Local HSW Induction Templates – Low/High Risk

Supervisors are reminded of their responsibility to ensure they have a system in place to provide appropriate information instruction and training to new staff/starters in their area. Specific guidance on these responsibilities is [available here](#).

These responsibilities include ensuring new starters are provided a Local HSW Induction. Templates have been developed to guide supervisors for low-risk areas or areas that contain inherently high-risks (see here).

Should supervisors need advice on how to use the template to perform local HSW inductions in their area they should contact the [HSW Advisory Service](#).

SSO Report - Attachment A (Separate Document)

There are a range of expired licences, certificates and clearances highlighted in the SSO Report (in red) at **Attachment A** that require review from Schools and Areas in the Faculty. Not all of these will require renewal as staff will have ceased or changed roles meaning the record is no longer required in SSO. In these cases, staff should be advised to delete their expired record in SSO. Only licences, certificates and clearances that are required by the University, for individuals to perform their role, should be entered and maintained in SSO. Information on how to update licences, certificates and clearances is located here [SSO Profile – update process](#).