

FOR APPROVAL

MINUTES OF Q1 HSW COMMITTEE MEETING 2023
HELD ON Wednesday 22 February 2023

Committee Role	Name	Attendance
Chair	Bronwyn Gillanders	Present
Faculty Executive Dean	Katrina Faulkner	Apology
Faculty Executive Director	Mark Szolga	Present
Management Representative, School of Chemical Engineering	David Lewis	Present
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	Absent
Faculty HSR – HSR, Forum 2 NT	Ulrike Schacht	Present
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	Absent
Faculty HSR, Forum Waite	Sandy Khor	Absent
Faculty HSR – Staff Representative, Forum 2 NT	Lucas Gerstweiler	Apology
Staff Representative Roseworthy	Farhid Hemmatzadeh	Present
Faculty HSR – HSR, Forum 2 NT	Diego Garcia-Bellido	Apology
Faculty HSR, Forum 3 NT	Navodana Rodrigo	Present
Senior Manager Technical Services	Mailys Stirling	Present
Health Safety and Wellbeing Advisor	Anthony Parletta	Present
Health Safety and Wellbeing Advisor	Stacy Fogliano	Present
Health Safety and Wellbeing Compliance Officer	Peter Hallows	Present

WELCOME

1.1 - Apologies

The Convenor (Bronwyn Gillanders) welcomed members to the meeting.

1.2 - Conflicts of interest and other business items

Conflicts of interest

- No conflicts of interest were declared.

Other business

- Stacy Fogliano proposed discussion of the faculty's intended course of action in relation to off-campus activities.
- Nick Warner requested that the committee discuss an incident that occurred in which a fire indicator panel was tampered with.
- Anthony Parletta explained the HSW team movements since Gerald Left the University: Paul acting HSW Director, Anthony acting in Paul's role, Stacy acting in Anthony's role and Jackie moving into Stacy's role.

1.3 – Starring of items

All items are starred.

MINUTES OF PREVIOUS MEETING

2.1 – Confirmation of minutes

The minutes of Q4 2022 meeting were accepted.

2.2 – Review actions and business arising

- Action 1 to 'Follow up delivery protocol at Roseworthy' assigned to Mailys Stirling has been completed.
- Action 2 to 'Follow up risk assessment management listing on the risk register outside of the forum' assigned to Mark Szolga is not complete. An action was assigned to Stacy Fogliano to follow up with

Paul on the direction The University would like to take on the central framework for risk assessment management and retention as the other Faculties are also not aware of this.

- Action 3 to 'Follow up with Paul or Gerald on the HSW induction process' was assigned to Mark Szolga at the previous HSW committee meeting. Stacy Fogliano has arranged a meeting with key stakeholders to review the legacy induction videos and come up with an action plan for combining them.

FACULTY HSW FORUM ISSUES TO DISCUSS

3.1 – Forums

Forum 1 (North Terrace, Maily's Stirling/ Nick Warner)

There have been discussions around the administration of the warden network. Changes to the warden network should go through the Chief Warden, who would notify the HSW team, who amend the register accordingly. The term Deputy Chief warden is no longer used in The University of Adelaide. Practicalities and operational aspects of the warden network will now be discussed through the newly established Chief Warden forum. HSW Spoke needs to communicate to Faculty post meeting. ACTION: Stacy to send comms out to SBM post meeting.

Forum 2 (Waite, Jason Able)

Concerns were raised in relation to large kangaroos entering outdoor spaces frequented by large numbers of students. Apart from obviously resulting in potentially severe injuries, a kangaroo attack on a student or staff member may also lead to negative media attention. There is a meeting next week and Mark S will follow up with Jason A.

Forum 3 (Roseworthy, Rachel Norris)

The school's bushfire has gone to Risk, who are liaising with infrastructure, who have oversight of these plans. An app (Signal) is currently being used locally to communicate fire danger issues. Fire danger messaging to Animal and Veterinary Sciences people through School Business Managers is the responsibility of the head of security, but there are ongoing conversations between infrastructure and faculty as communicated has been patchy.

An online SOP for vet clinics and vet schools is being investigated to see if AVS could use this as their safety system with a view to take more broadly if found to be effective and useful.

3.2 – HSR/Staff Rep

Nick Warner recalled a conversation in the previous committee meeting in which Mark Szolga agreed to send out a reminder in the next SET newsletter on induction requirements, but no message was released.

Action – Mark Szolga to release a message through the SET newsletter on induction.

HSW ADVISORY REPORT – FACULTY HSW PERFORMANCE

4.1 – HSW Advisory Report (Anthony Parletta)

Report taken as read.

4.1.1 – Notifiable Incidents (Stacy Fogliano)

SET has had one notifiable and one significant incident since the last meeting.

- Notifiable incident - Cat bite. The committee were made aware that the HSW team are working with AVS to establish an animal handling safety group whose purpose will be to review incidents with a view to looking at what updates need to be made to current risk assessments and control measures, as well as to verify that controls are being implemented as intended.
- Significant incident – Improper Liquid Nitrogen handling. A student was handling liquid nitrogen not in accordance with the risk assessment or SOP. Technical services staff run their own induction for the use of the substance, and from there it's up to the supervisor of the area to run local inductions to specific tasks.

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

- ACT-1847 (Red), ACT-1848 (Red), ACT-1849 (Red) - Wayne has requested a meeting to ensure they're closed out. Stacy Fogliano explained to the committee that she is working with Wayne Boardman in AVS on resolving these items.
- ACT-1846 (Red) – Simon Olivier has the required information, but HSW is waiting for confirmation the action is complete.
- ACT-1884 (Amber), ACT-1882 (Amber) – Lynette is on extended leave. HSWOs have been requested to follow up directly with Lynette on her return.

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

Stacy Fogliano informed the committee that SET office actions have been closed and one action out of Animal Veterinary Sciences has been closed. Other actions remain open.

OTHER BUSINESS

5 – Topics

Off Campus Activities

Off Campus Activities were discussed. Anthony and Stacy mentioned that the only requirement from HSW's perspective is that a risk assessment is completed in line with the hazard management system if required. A plan is not required. Maily's enquired of the chair and faculty executive director as to whether they would like to keep track of where people are through a formalised process for the management of off-campus activity planning and approval.

The chair and faculty executive director were in agreement that a formalised off-campus activity management system is required not only by the faculty but by others to so a University wide solution should be developed.

David Lewis mentioned that he always knows where his staff are through weekly travel reports that inform him of where people are going while on business.

An action was placed on Stacy Fogliano to raise the faculty leadership's desire for a formalised off-campus activity process with the HSW leadership team.

Engineering Buildings Incident

Engineering North and Ingkarni Wardli went into alarm early hours of the 7th of February. When security responded and did a sweep-through, they noticed that the Emergency Warning and Intercommunication System (EWIS) panel was open, and that all alarms had been manually disabled. There was evidence that the panel had potentially been tampered with and forced open. The Chief Warden of the building is seeking information from Security Manager Mark Kennedy to find out exactly what happened, and what corrective actions have been taken.

The Chief Warden is still waiting on a response, and he is of the opinion that security's response time is not fast enough considering the significance of this incident.

Action – Stacy Fogliano to follow up with security.

6 – Next meeting

The next meeting of SET Faculty HSW Committee is scheduled for the 12th of May 2023.

The meeting concluded at 15:30

-Ends-

CONFIRMED:

Day Month Year
Date

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CONVENOR

Actions Arising		
No.	Action	Responsible
1	Release a message through the SET newsletter on induction.	Mark Szolga
2	Raise the faculty leadership's desire for a formalised off-campus activity process with the HSW leadership team.	Stacy Fogliano
3	Follow up with security in relation to the engineering EWIS panel incident.	Stacy Fogliano
4	Follow up with Paul Roberts on the direction The University would like to take on a central framework for risk assessment management and retention.	Stacy Fogliano

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