

AGENDA**Meeting 2 2023**

A meeting of the SET Health, Safety and Wellbeing Committee will be held in **Benham G04 Building** at **1:30 pm to 2:30 pm on Friday 12 May 2023**. The meeting is also Microsoft Teams enabled in the invite.

Starred items will be discussed. Un-starred items will be taken as read and not discussed.

Time is indicative only and agenda items can be re-ordered with the agreement of members.

| Item | | | Paper | Time (mins) |
|-----------|---|--|-------|-------------|
| 1. | | Welcome | | 5 |
| 1.1 | * | Apologies (Chair) | N | |
| 1.2 | * | Conflicts of interest and other business items (Chair) | N | |
| 1.3 | * | Starring of items (Chair) | N | |
| 2. | | Minutes of Previous Meeting | | 5 |
| 2.1 | * | Confirmation of minutes (have been accepted) (Chair) | N | |
| 2.2 | * | Review actions and business arising - refer to Action List (Chair) | Y | |
| 3. | | Faculty HSW Forum issues to raise/discuss | | 30 |
| 3.1 | * | Forum conveynor's Nil raised (Attachment: actions raised at Forums as per Forum Actions attachment) | Y | |
| 3.2 | * | HSR/Staff Rep | N | |
| 4. | | HSW Advisory Report - Faculty HSW Performance | | 10 |
| 4.1 | * | Senior HSW Advisor Report – Report 1, 2023 (Noted as per Forum discussions) | Y | |
| 4.1.1 | | Notifiable/Significant incidents (Jacki Rushby/Anthony Parletta) <ul style="list-style-type: none"> CO Gas Alarm/Leak resulting in CO exposure | N | |
| 4.1.3 | | Open overdue Actions (Noted as per Forum discussions) | N | |
| 4.3 | * | SET Faculty Traffic Light Report Q1, 2023 – Draft for confirmation (Jacki Rushby) | Y | |
| 5. | | Other Business | | 10 |
| 6. | | Next Meeting | | |
| | | The next meeting of SET Faculty HSW Committee is scheduled for 11 August 2023. | | |

| | | | | | |
|--|-------------|----------------|-----------------|------------------|-------------|
| HSW Committee Meeting Agenda | | Faculty of SET | Effective Date: | 20 November 2019 | Version 2.0 |
| Owner | SET Faculty | | Review Date: | As required | Page 1 of 2 |
| Warning: This document is uncontrolled when printed. The latest version is available from the intranet | | | | | |

Distribution:

| Members: | Proxies: |
|---|--------------------|
| Management Representatives | |
| Katrina Falkner – Executive Dean - Chair | Bronwyn Gillanders |
| Mark Szolga – Faculty Executive Director | |
| Jason Able – Head of School Agriculture, Food and Wine | |
| Rob Woodgate – Head of School, Animal & Veterinary Science | Rachel Norris |
| Phil Visinstin – Head of School, Architecture & Civil Engineering | |
| David Lewis – Head of School, Chem Engineering | |
| Staff Representatives | |
| Farhid Hemmatzadeh – Staff Rep, Roseworthy | |
| Sandy Khor – HSR, Forum Waite | |
| Hong Gunn Chew – HSR, Forum 3 NT | |
| Lukas Gertsweiler – HSR, Forum 2 NT | |
| Ulrike Schacht – HSR, Forum 2 NT | |
| Nick Warner – HSR, Forum 1 NT | |
| Brenton Howie – HSR Forum 1 NT | |
| Navodana Rodrigo – HSR Forum 3 NT | |
| Invited for Reporting and as Advisors (<i>ex officio</i>): | |
| Paul Roberts – Senior HSW Advisor, University HR | |
| Stacy Fogliano – Health, Safety and Wellbeing Officer | |
| Mailys Stirling – Senior Manager Technical Services for new Faculty | |
| Peter Hallows – Minutes | |

FOR APPROVAL

DRAFT 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, Mailys 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. Maïlys 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

.....
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 |
|---|---|----------------|

DRAFT

| Forum | Action | Assigned to |
|------------|--|-------------------------------|
| Roseworthy | Q1- Send out updates from report and info on FW and FA | Stacy Fogliano |
| | Q1 - Follow up audit actions with WB | Stacy Fogliano |
| | Q1 - Send RW info to close out S8 action | Stacy Fogliano |
| | Q2 - SET First Aid Training Process – send to Farhid Hemmatzadeh. Completed | Jacki Rushby |
| | Q2 - Legal and Risk contact name regarding students injured in the workplace – send to David McPhail. Completed | Jacki Rushby |
| Forum 1 | Q1 - Send out updates from report and info on FW and FA | Stacy Fogliano |
| | Q1 – Link to HSC meeting minutes into agenda for Forums | Stacy Fogliano |
| | Q4 - 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 |
| | Q2 - ACT-0001847– provide feedback to Forum. | Anthony Parletta/Jacki Rushby |
| | Q2 - ACT-0001836 follow up | Anthony Parletta/Jacki Rushby |
| | Q2 - Oxy resus identify why we have this equipment and/or is there a specific activity requiring this. | Jacki Rushby |
| | Q2 - Chief Wardens – feedback to group re vacant Chief Wardens. Physics Building re-list on Chief Warden web page. Completed. | Anthony Parletta |
| Forum 2 | Q1 - Send out updates from report and info on FW and FA | Stacy Fogliano |

| | | |
|---------|--|------------------|
| | Q1 – CS to send SF and PR the warden email | Chris Sumbly |
| | Q1 – WPI program email on Scope for labs/workshops and field activities and check on how delegation works. | Stacy Fogliano |
| | Q2 - Si-Pass email list of Si-Pass alarms. Completed. | Anthony Parletta |
| | Q2 - Follow-up Workplace Inspection email and reminder for Tony Hall. Completed. | Anthony Parletta |
| | Q2 - Disseminate Workplace Inspection program – Emailed forum. Completed | Anthony Parletta |
| | Q2 - Query re Covid Vaccination Reminder. Completed | Anthony Parletta |
| Forum 3 | Q1 - Send out updates from report and info on FW and FA | Stacy Fogliano |
| | Q2 – Safe Work Method Statement – send information to Forum about when it is required. | Anthony Parletta |
| Waite | Q1 - Send out updates from report and info on FW and FA | Stacy Fogliano |

Faculty of SET HSW Report

Human Resources
Division of University Operations

Jacki Rushby
Acting HSW Advisor

L1 Ingkarni Wardli

The University of Adelaide
SA 5005
Australia
Telephone 8313 2982
Jacki.rushby@adelaide.edu.au

CRICOS provider number 00123M

To Executive Dean, SET

Cc Chair SET HSW Committee

From Jacki Rushby, Acting HSW Advisor

Subject HSW Report – 2/2023

Date 20th April, 2023 Ref

This report is prepared by the HSW Advisor using data monitored by the HSW Team. The intention of the report is to inform the relevant Responsible Officers and consultation with staff representatives on the Faculty HSW Committee. The report relates to data from Q1 2023.

1. Key Updates

Actions being taken to address key internal HSW findings from Q1/2023

Gas Alarm Emergency Response Processes

Work is being carried out by Security, SET and FHMS to review information and emergency response procedures recorded on Si-Pass for all gas alarms monitored by Security. This is because during a recent HSW investigation it was found that the information recorded in Si-Pass was missing or outdated.

Engineering Annex Carpark

A review of the Engineering Annex carpark (Gate 5) has commenced that will look to update the primary uses of this space. This is an area that has a high volume of pedestrian traffic as well as forklift operation and loading and unloading of transport vehicles. The university will then seek advice from traffic management specialists to ensure effective controls are selected to minimise the risks of injury.

Off Campus Activities

A working group has been established to standardise off campus activity (OCA) procedures for faculties. This will clarify what an OCA is and the information that is needed to effectively manage this activity.

Actions being taken to address key external HSW findings from Q1/2023

Biosecurity Legislation

Changes to [biosecurity legislation](#) has resulted in the need for HSW to undertake a survey of licence holders in April/May 2023 to understand the extent to which biological activities are occurring. The focus will be on other biologicals (which excludes genetically modified, quarantine and security sensitive biological agents). This information will be collated with compliance implications provided to Heads of School and School Business Managers.

Radiation Legislation

The new [Radiation Protection and Control Act 2021](#) and [Regulations 2022](#) came into effect in February 2023, and have provided the first major overhaul to radiation legislation in 40 years. HSW has commenced a process to review radiations safety management and compliance in cooperation with UniSA who are facing similar implementation issues. The aim is to ensure that procedures are consistent should a merger occur.

Actions being taken to address continuous improvement in HSW systems from Q1/2023

Chief Wardens and Warden Network updates

Chief Wardens are listed on the [Chief Warden Register](#) upon appointed by Director HSW. Chief Wardens are to inform HSW of amendments to the [Warden Register](#) by [emailing](#) the HSW Team

First Aider updates

Amendments to the [First Aid Register](#) can be requested through the online form by selecting the 'Request an update here' link (shown below). This can be used to add, remove or amend first aider details.

First aid register

[Request an update here](#)

Procedure Updates

HSW procedures for HSW Reporting and Investigation, Schedule of Programmable Events (SPE) and Corrective Actions have been reviewed and updated. The simplification of the requirements set by the SPE procedure with the new ability of being able to use UniSafe to monitor the SPE provides significant improvement to address feedback from the areas.

Wellbeing Events planned to support staff

- 1st March to 31st May - Tertiary Blood Challenge
- 14th April – Free Health Check
- 27th April - Employee Assistance Program and Manager Assist Briefings
- Booking are now open for [Influenza vaccinations program 2023](#)

2. Significant and/or notifiable incidents that occurred in Q1/2023

| Incident ID | Area | Date Incident Occurred | Injury | SafeWork Report? | Status |
|----------------|---|------------------------|--------|------------------|--------|
| 2633 | School of Animal and Veterinary Sciences | 13/1/2023 | Yes | Yes | Open |
| Summary | A 3rd year vet technician student on rotation taking a small kitten from ICU (castration surgery) out of the cage to the cat ward when the cat reacted and bit the students right pointer finger. The wound was immediately cleaned with ClorHex and band aid applied by first aider. The student was sent to clinic for assessment and received precautionary antibiotics and tetanus shot. No supervision necessary as appropriately experienced and standard procedure transferring animals from ICU to wards. No PPE (gloves required for this task) only gloves if suspicion of disease. The student had completed animal handling induction and had read risk assessment and relevant SOPs. | | | | |
| Actions | <ul style="list-style-type: none"> • Requirement is to use a transport cage when moving cats/kittens which wasn't used in this case and Area Supervisor following up on correct process not being followed. | | | | |

| Incident ID | Area | Date Incident Occurred | Injury | SafeWork Report? | Status |
|----------------|--|------------------------|--------|------------------|--------|
| 2733 | School of Chemical Engineering | 2/3/2023 | Yes | Yes | Open |
| Summary | Lab Manager was investigating CO gas alarm activation/leak that occurred the previous night. The lab manager checked it was safe to enter, performed a visual inspection on the gas manifold and gas lines, performed a leak test and the re connected the supply of CO, when a leak occurred and the alarm was activated resulting in a CO exposure. It was identified that the other CO cylinder connected to the manifold appeared to have a kinked hose between the cylinder and the manifold, this cylinder was changed the day prior and the alarm did not notify security. The associated SOP for the task of cylinder change over did not specify to check hoses and ensure no kinks. | | | | |

| | |
|----------------|---|
| Actions | <ul style="list-style-type: none"> • Training to technical staff on gas cylinder handling and changeover. • Risk assessments/SOP for gas cylinder handling and changeover to be developed/or reviewed by a person who is proficient in the activity and task. • Gas alarms to be tested in consultation with BST/Security to ensure they are operating as designed. • Review of gas store room access. • Develop process for responding to a gas alarm within the gas store rooms and communicate to relevant staff. • Hazard Alert |
|----------------|---|

| Incident ID | Area | Date Incident Occurred | Injury | SafeWork Report? | Status |
|----------------|--|------------------------|--------|------------------|--------|
| 2768 | Veterinary Teaching Hospital | 26/3/2023 | Yes | Yes | Open |
| Summary | <p>A staff member (vet) was performing a follow up check on a dog in the large dog cage the dog was on strong painkillers, not reported to be aggressive and had not shown any prior hint of aggression during examinations or when students had walked him.</p> <p>The staff member had approached the large dog cage, the dog sat down, when they opened the door the dog lunged at them resulting in bite wound to their hand/ thumb.</p> <p>Another staff member shut dog back in cage and help to flush the wound, applied betadine ointment then bandaged it.</p> <p>The staff member went to Gawler ER for treatment, X ray was taken, the wound was flushed & treated, antibiotics and tetanus was prescribed.</p> | | | | |
| Actions | <ul style="list-style-type: none"> • Normal assessments were conducted prior to attending to the patient, the behaviour was unpredictable. After the incident the vet was treated and processes implemented to communicate the behaviour of the patient such as an aggression note was put on the cage and advised those in the area. The patient was collected by it's owner after the incident and transferred to a different clinic. | | | | |

| Incident ID | Area | Date Incident Occurred | Injury | SafeWork Report? | Status |
|----------------|--|------------------------|--------|------------------|--------|
| 2710 | School of Chemical Engineering | 24/02/2023 | No | No | Closed |
| Summary | <p>The MilliQ water dispenser ran overnight and caused a flooding in lab N128 Water was dripping through the floor in the underneath level resulting in flooding in labs NG24 and NG08. Immediate response was electrician called to isolate the affected labs.</p> <p>Plumber called to investigate the leak as it was a PC2 lab as the space should have been sealed. IBC notified.</p> <p>Affected plant and equipment was identified and tagged out to be test and tagged prior to use. Lab users from previous day that used the equipment were identified.</p> | | | | |
| Actions | <p>One lab user had used the MilliQ the night prior to the incident but it was not leaking at the time and it was shut off correctly. It was confirmed that there was a fault with MilliQ with the Technician and this is being repaired.</p> <p>Plumber believes the flooring in the PC2 wash area is not sealed properly around the pipes of the sinks and repair work required to resolve and notification of the repairs works completed to be sent to the IBC (Institutional Biosafety Committee).</p> | | | | |

| Incident ID | Area | Date Incident Occurred | Injury | SafeWork Report? | Status |
|----------------|--|------------------------|--------|------------------|--------|
| 2742 | School of Animal and Veterinary Sciences | 6/3/2023 | Yes | No | Open |
| Summary | <p>When leaving class a student slipped and fell on the tiles outside the G11 Anatomy Lab resulting in a suspected head concussion. The student was taken by ambulance to hospital, a CT scan was done which was all normal however the hospital decided to keep them in overnight to monitor for symptoms.</p> <p>Upon investigation it was identified that the lab users wear boots and the floor is wet in the area and there was matting provided to ensure boots are wiped prior to exiting the lab. In this instance it was determined that the student didn't wipe their boots.</p> | | | | |
| Actions | <ul style="list-style-type: none"> • It was confirmed that the IP had received an induction which includes the requirement to wipe feet on the mat provided outside of the lab. • Requested slip test on flooring. | | | | |

3. Overdue Corrective Actions currently in UniSafe

| Action ID | Area | Due Date | Action Source | Assigned to | Status |
|-----------------|---|------------|-------------------|---------------------|--------|
| ACT-0001846 | Veterinary Teaching Hospital | 31/01/23 | Internal Audit R1 | Olivier Simon | Open |
| Action | Review the Equine health & performance centre S8 process instruction to ensure that audit findings are captured and update as required. | | | | |
| Progress | HSW met with Olivier 7/11/2023 prior to raising action. HSW has followed up again in March and no further updates received to date. | | | | |
| Action ID | Area | Due Date | Action Source | Assigned to | Status |
| ACT-0001876 | School of Electrical and Mechanical Engineering | 28/02/2023 | Safety Review | Navid Freidoonimehr | Open |
| Action | S 115 Microfluid Mechanics Laboratory #6 - review, assess and control the slip and trip hazards throughout S115 | | | | |
| Progress | Awaiting quote and approval for funding (04/04/23). | | | | |
| Action ID | Area | Due Date | Action Source | Assigned to | Status |
| ACT-0001960 | School of Chemical Engineering | 10/03/2023 | Incident | Lukas Gerstweiler | Open |
| Action | INC-2720-Elimination of Fire Hazard, relocate cardboard boxes from office area in lab to a safe location. | | | | |
| Progress | HSWO attended the lab 20/4/2023 Almost all of the cardboard boxes have being removed. Only two boxes left the last time HSWO visited the site. 95% flammable materials have been removed from the area as required. | | | | |
| Action ID | Area | Due Date | Action Source | Assigned to | Status |
| ACT-0001847 | School of Animal and Veterinary Sciences | 17/03/2023 | Internal Audit R1 | Wayne Boardman | Open |
| Action | Identify what records are required for future darting activities and ensure the records are maintained as per the IIT records requirements. | | | | |
| Progress | HSW met with Wayne 2/3/23 to discuss the close out and evidence required. HSW provided information to assist the close out. No further updates. | | | | |
| Action ID | Area | Due Date | Action Source | Assigned to | Status |
| ACT-0001848 | School of Animal and Veterinary Sciences | 17/3/2023 | Internal Audit R1 | Wayne Boardman | Open |
| Action | Implement a process to ensure off campus assessment is required. Including the required Personal Protective Equipment (PPE). | | | | |
| Progress | HSW met with Wayne 2/3/23 to discuss the close out and evidence required. HSW provided information to assist the close out. No further updates. | | | | |

4. Workplace Inspection & Assurance Program

Inspections Overdue

| Group | Faculty | School | Supervisor Name | Notification | Reminder | Status |
|----------|---------|-------------------------------|----------------------|--------------|------------|---------|
| March | SET | Sch of Chemical Engineering | Abel Santos | 3/3/23 | 17/03/2023 | Overdue |
| February | SET | Sch of Chemical Engineering | Bo Jin | 1/2/23 | 15/02/2023 | Overdue |
| March | SET | Sch of Phys, Chem & Earth Sci | Christian Doonan | 3/3/23 | 17/03/2023 | Overdue |
| March | SET | Sch of Arch & Civil Eng | Chunxia Zhao | 3/3/23 | 17/03/2023 | Overdue |
| March | SET | Sch of Comp & Math Sciences | Damith Ranasinghe | 3/3/23 | 17/03/2023 | Overdue |
| March | SET | Sch of Phys, Chem & Earth Sci | David Ottaway | 3/3/23 | 17/03/2023 | Overdue |
| March | SET | Sch of Agricult, Food & Wine | Michelle Wirthensohn | 3/3/23 | 17/03/2023 | Overdue |
| March | SET | Sch of Phys, Chem & Earth Sci | Tony Hall | 3/3/23 | 17/03/2023 | Overdue |

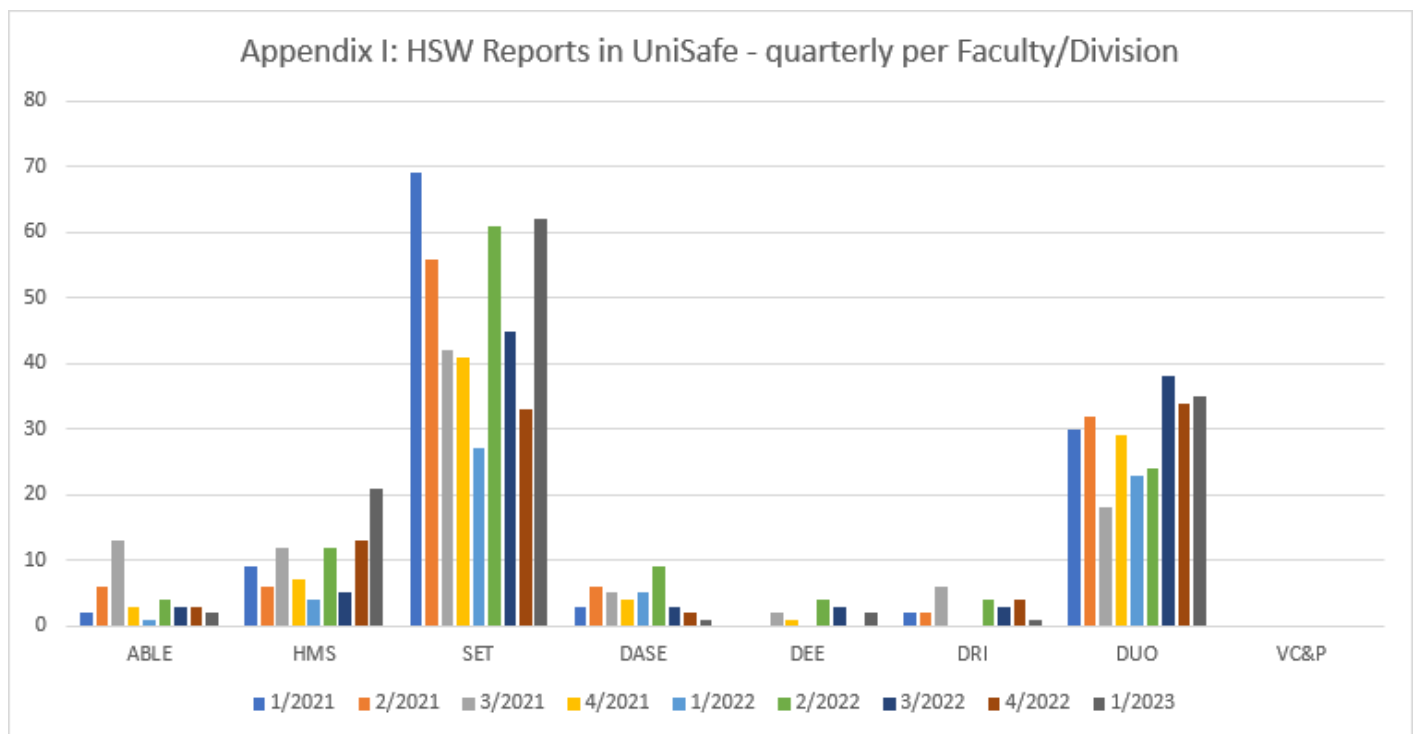
5. Traffic Light Report (Q1 – 2023) DRAFT

The traffic light report (TLR) is based on information recorded in UniSafe as a result of HSW Investigations, internal audits and Safety Reviews. Where actions are required 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 recommended that outstanding actions affecting the TLR are discussed within the HSW committee meeting, to ensure its accuracy.

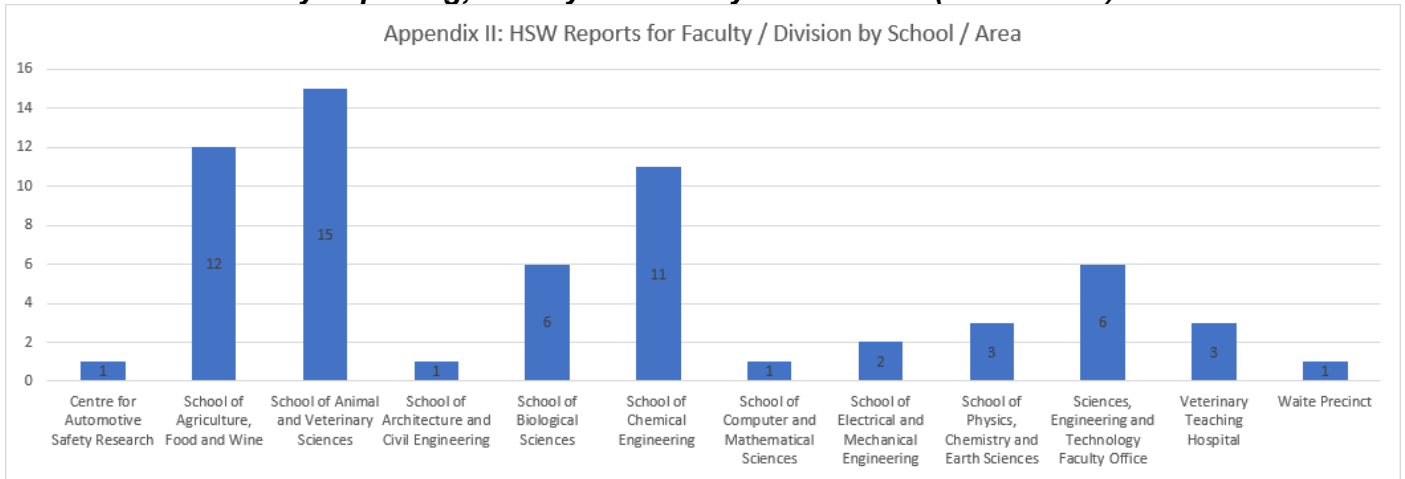
Please refer to separate attachment SET TLR Q1 2023 DRAFT for confirmation.

Appendix - Safety Performance Indicators

I. UniSafe Safety Reporting, whole of university



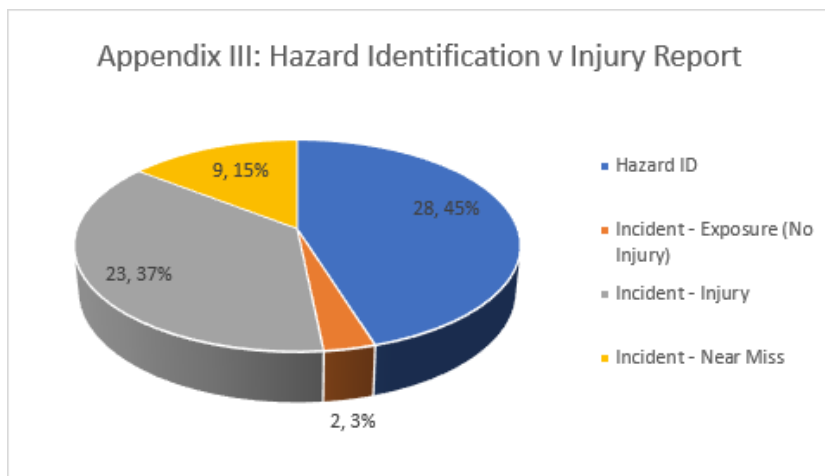
II. UniSafe Safety Reporting, Faculty/Division by School/Area (Table/Chart)



III. UniSafe Safety Reporting, Hazard ID v Injury

During the First quarter of 2023, SET had sixty-two (62) safety reports in UniSafe as shown in the diagram below.

- Of the twenty three (23) injury reports,
 - Three (3) were no treatment reports,
 - Eleven (11) were first aid only treatment reports,
 - Seven (7) were medical treatment - clinic reports
 - One (1) hospital in-patient
 - One (1) hospital out-patient reports.



IV. Percentage of planned workplace inspections completed for 2023

Data to be included in Q3 Reporting period

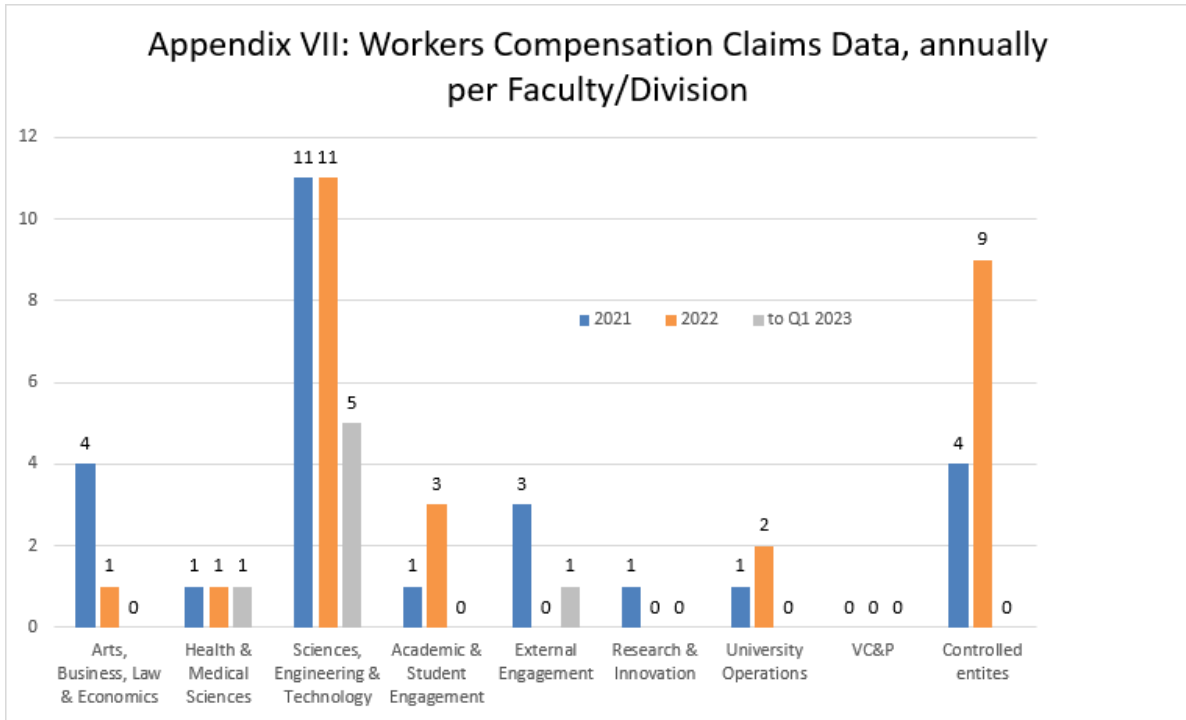
V. Level of compliance found by supervisors during workplace inspections.

Data to be included in Q3 Reporting period

Trends identified from actions taken during workplace inspections.

Data to be included in Q3 Reporting period

VI. Workers' compensation



There were 7 workers compensations claims submitted up to Q1 2023, compared with 5 for the same period in 2022. In Q1 2023, there were 5 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology.

Monthly SET Open Unisafe Actions Report 18 April 2023

Overdue at the time of the report

As approaching within 2 weeks of report date

| Due Date Open | Action Number | Assigned To | Action Summary | School/Branch | Action Source | Priority | Does this affect the traffic light report? |
|---------------|---------------|--------------------------------|---|---|------------------------|----------|--|
| 31/01/2023 | ACT-0001846 | Simon, Olivier, a1222717 | Internal Audit R1 - Review the Equine health & performance centre S8 process instruction to ensure that audit findings are captured and update as required | Veterinary Teaching Hospital | Audit | High | No |
| 21/02/2023 | ACT-0001842 | Peaston, Anne, a1602304 | Internal Audit R1 - Review procedure to ensure that audit findings are captured and update as required. | Veterinary Teaching Hospital | Audit | High | No |
| 28/02/2023 | ACT-0001876 | Freidoonimehr, Navid, a1713262 | HSW Safety Review - SPS - S 115 Microfluid Mechanics Laboratory #6 - review, assess and control the slip and trip hazards throughout s115 | School of Electrical and Mechanical Engineering | Safety Review | Medium | No |
| 10/03/2023 | ACT-0001960 | Gerstweiler, Lukas, a1769255 | INC-2720-Elimination of Fire Hazard | School of Chemical Engineering | Incident Investigation | Medium | No |
| 17/03/2023 | ACT-0001847 | Boardman, Wayne, a1181060 | Internal Audit R1 - Identify what records are required for future darting activities and ensure the records are maintained as per the IIT records requirements. | School of Animal and Veterinary Sciences | Audit | High | Yes |
| 17/03/2023 | ACT-0001848 | Boardman, Wayne, a1181060 | Internal Audit R1 - Implement a process to ensure off campus assessment is required. Including the required Personal Protective Equipment (PPE). | School of Animal and Veterinary Sciences | Audit | High | Yes |
| 31/03/2023 | ACT-0001954 | Branson, Mark, a1676645 | INC 2701 - coordinate mould treatment for storeroom / fridge | School of Agriculture, Food and Wine | Incident Investigation | Medium | No |
| 31/03/2023 | ACT-0001905 | Farries, Kevin, a1635864 | Develop a Schedule of Programmable Events (SPE) (or equivalent) for Exterres Lab. | School of Architecture and Civil Engineering | Safety Review | Medium | Yes |
| 31/03/2023 | ACT-0001906 | Farries, Kevin, a1635864 | Utilise the 5 step Hazard Management process to ensure hazards from the sandpit are managed. | School of Architecture and Civil Engineering | Safety Review | Medium | No |
| 31/03/2023 | ACT-0001908 | Farries, Kevin, a1635864 | Implement a process to ensure hazard management is being applied to equipment installed in the Exterres Lab. | School of Architecture and Civil Engineering | Safety Review | Medium | Yes |

| | | | | | | | |
|------------|-------------|---------------------------------------|--|---|----------------------|--------|-----|
| 31/03/2023 | ACT-0001909 | Farries, Kevin, a1635864 | Update simulant library with Safety Data Sheets. | School of Architecture and Civil Engineering | Safety Review | Medium | No |
| 31/03/2023 | ACT-0001907 | Farries, Kevin, a1635864 | Develop instruction and training records for plant. | School of Architecture and Civil Engineering | Safety Review | Medium | Yes |
| 31/05/2023 | ACT-0001680 | McLeod, Lachlan, a1688568 | HSW internal audit R2 2021 Diving - Opportunities for Improvement | School of Biological Sciences | Audit | Low | No |
| 31/05/2023 | ACT-0001688 | McLeod, Lachlan, a1688568 | HSW internal audit R2 2021 Boating - Issues with Instruction | School of Biological Sciences | Audit | Low | No |
| 31/05/2023 | ACT-0001681 | McLeod, Lachlan, a1688568 | HSW internal audit R2 2021 Boating - Non-compliance with The Marine Safety (Domestic Commercial Vessel) National Law Act 2012 documentation requirements | School of Biological Sciences | Audit | Low | No |
| 31/05/2023 | ACT-0001685 | McLeod, Lachlan, a1688568 | HSW internal audit R2 2021 Boating - Schedule of Programmable Events (SPE) | School of Biological Sciences | Audit | Low | No |
| 31/05/2023 | ACT-0001682 | McLeod, Lachlan, a1688568 | HSW internal audit R2 2021 Boating - Issues with emergency information | School of Biological Sciences | Audit | Low | No |
| 31/05/2023 | ACT-0001686 | McLeod, Lachlan, a1688568 | HSW internal audit R2 2021 Boating - Lack of knowledge of the incident reporting system | School of Biological Sciences | Audit | Low | No |
| 31/05/2023 | ACT-0001683 | McLeod, Lachlan, a1688568 | HSW internal audit R2 2021 Boating - Risk assessment and Safe Operating Procedures | School of Biological Sciences | Audit | Low | No |
| 31/05/2023 | ACT-0001687 | McLeod, Lachlan, a1688568 | HSW internal audit R2 2021 Boating - Issues with Information | School of Biological Sciences | Audit | Low | No |
| 31/05/2023 | ACT-0001690 | McLeod, Lachlan, a1688568 | HSW internal audit R2 2021 Boating - Opportunities for Improvement | School of Biological Sciences | Audit | Low | No |
| 31/03/2023 | ACT-0001983 | O'Neill, Sally, a1677214 | TERN to install chemical storage limit signage where appropriate | School of Biological Sciences | Workplace Inspection | Low | Yes |
| 31/03/2023 | ACT-0001981 | O'Neill, Sally, a1677214 | TERN to review controls required once SOP review is completed | School of Biological Sciences | Workplace Inspection | Low | No |
| 31/03/2023 | ACT-0001982 | O'Neill, Sally, a1677214 | TERN to complete review of chemical segregation and purchase (if necessary) chemical storage cupboards. | School of Biological Sciences | Workplace Inspection | Low | Yes |
| 31/03/2023 | ACT-0001980 | O'Neill, Sally, a1677214 | TERN to create maintenance and inspection schedule, set shared calendar reminders, and noticeboard schedules for plant and equipment (drying oven, soil grinder, forklift, power tools). | School of Biological Sciences | Workplace Inspection | Low | Yes |
| 31/03/2023 | ACT-0001984 | O'Neill, Sally, a1677214 | TERN to install PPE signage requirements where required (forklift use, soil drying oven, soil grinder, soil chemical analyses) | School of Biological Sciences | Workplace Inspection | Low | Yes |
| 31/03/2023 | ACT-0001763 | Scharfbillig, Ilse, a1065823 | Review and update RA and SOP for rock crusher | School of Physics, Chemistry and Earth Sciences | Standalone | Low | No |
| 31/03/2023 | ACT-0001918 | Withayachumnankul, Withawat, a1112063 | Provision of one-to-one instruction to be documented | School of Electrical and Mechanical Engineering | Safety Review | Medium | No |

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|------------|-------------|--------------------------------|--|---|------------------------|--------|-----|
| 07/04/2023 | ACT-0001785 | Solomon, Glenn, a1228845 | To review, finalise and share with collaboration partners the HSW Collaboration agreement. | School of Physics, Chemistry and Earth Sciences | Standalone | Medium | No |
| 07/04/2023 | ACT-0001787 | Solomon, Glenn, a1228845 | Contact records management to facilitate archiving confidential health monitoring records in line with the University Records Management. | School of Physics, Chemistry and Earth Sciences | Standalone | High | No |
| 14/04/2023 | ACT-0001977 | Badalyan, Alexander, a1003379 | Workplace Inspection 2023_Chemical Register Update | School of Chemical Engineering | Workplace Inspection | Medium | No |
| 14/04/2023 | ACT-0001993 | Badalyan, Alexander, a1003379 | Workplace Inspection 2023_Chemical Register Update | School of Chemical Engineering | Workplace Inspection | Low | No |
| 30/04/2023 | ACT-0001836 | Ayoub, Jon, a1183653 | Update Chemical Register | Sciences, Engineering and Technology Faculty Office | Workplace Inspection | Low | No |
| 30/04/2023 | ACT-0002002 | Fogliano, Stacy, a1226137 | Follow up Sump maintenance with infrastructure | School of Physics, Chemistry and Earth Sciences | Incident Investigation | Medium | No |
| 30/04/2023 | ACT-0002003 | Fogliano, Stacy, a1226137 | Faculty to explore the replacement of the fume cupboard for a more suitable one. | School of Physics, Chemistry and Earth Sciences | Incident Investigation | Medium | No |
| 30/04/2023 | ACT-0002001 | Fogliano, Stacy, a1226137 | Follow up maintenance of fume cupboard with infrastructure | School of Physics, Chemistry and Earth Sciences | Incident Investigation | Medium | No |
| 01/05/2023 | ACT-0001985 | Talavera, Nancy, a1079622 | INC-0002733 Training to technical staff on gas cylinder handling and changeover. TLR - Chem Safety Mgt | School of Chemical Engineering | Incident Investigation | High | Yes |
| 01/05/2023 | ACT-0001986 | Talavera, Nancy, a1079622 | INC-0002733 Risk Assessments / SOP for gas cylinder handling and changeover to be developed/or reviewed by a person who is proficient in the activity and task | School of Chemical Engineering | Incident Investigation | High | Yes |
| 01/05/2023 | ACT-0001988 | Talavera, Nancy, a1079622 | INC-0002733 Gas alarms to be tested in consultation with BST /security to ensure they are operating as designed. | School of Chemical Engineering | Incident Investigation | High | Yes |
| 01/05/2023 | ACT-0001989 | Talavera, Nancy, a1079622 | INC-0002733 Review of gas store room access. | School of Chemical Engineering | Incident Investigation | High | Yes |
| 08/05/2023 | ACT-0001874 | Freidoonimehr, Navid, a1713262 | HSW Safety Review - SPS - S 115 Microfluid Mechanics Laboratory #4 - Relocate or review storage for Acetone | School of Electrical and Mechanical Engineering | Safety Review | Medium | No |
| 12/05/2023 | ACT-0001997 | Berry, Julie, a1654740 | Coordinate filling the vacant chief warden roles for Eastick and Williams Buildings for Roseworthy Campus. Liaise with Anthony Wilkes and Alex Edwards to confirm nominations. | Sciences, Engineering and Technology Faculty Office | Incident Investigation | Low | No |

| | | | | | | | |
|------------|-------------|-------------------------------|--|---|------------------------|--------|-----|
| 12/05/2023 | ACT-0002000 | Edwards, Alexander, a1231162 | Develop signage for buildings cleared for shelter in place alert. | Sciences, Engineering and Technology Faculty Office | Incident Investigation | Low | No |
| 12/05/2023 | ACT-0001996 | Woodgate, Robert, a1231088 | Seek an update on the approval of the business decisions impacting the Roseworthy Campus Priority Actions from the Faculty Executive Director for the Faculty of Sciences, Engineering and Technology FED. | School of Animal and Veterinary Sciences | Incident Investigation | Low | No |
| 15/05/2023 | ACT-0001987 | Talavera, Nancy, a1079622 | INC-0002733 Develop process for responding to a gas alarm within the gas store rooms and communicate to relevant staff. | School of Chemical Engineering | Incident Investigation | High | Yes |
| 19/05/2023 | ACT-0002005 | Fogliano, Stacy, a1226137 | Follow up on lab users having used the MilliQ | School of Chemical Engineering | Incident Investigation | Medium | No |
| 19/05/2023 | ACT-0002006 | Fogliano, Stacy, a1226137 | Follow up on suspected fault with MilliQ | School of Chemical Engineering | Incident Investigation | Medium | No |
| 19/05/2023 | ACT-0002007 | Fogliano, Stacy, a1226137 | Follow up on PC2 compliance regarding the leaking through to the labs lower. | School of Chemical Engineering | Incident Investigation | Medium | No |
| 19/05/2023 | ACT-0002008 | Fogliano, Stacy, a1226137 | Recirculate the hazard Alert on Hand Sanitiser units becoming blocked. | School of Animal and Veterinary Sciences | Incident Investigation | Medium | No |
| 19/05/2023 | ACT-0001968 | Van Eyk, Philip, a1062463 | INC-0002730-Provision of safe working condition and fit for purpose equipment. | School of Chemical Engineering | Incident Investigation | Medium | No |
| 26/05/2023 | ACT-0001929 | Heathershaw, Andrew, a1197179 | Develop a business process for goods receiving for the stores | Sciences, Engineering and Technology Faculty Office | Incident Investigation | Medium | No |
| 31/05/2023 | ACT-0001880 | Baum, Suzanne, a1221123 | INC - 0002468 - review current animal handling SOPs in CAHC | School of Animal and Veterinary Sciences | Incident Investigation | Low | No |
| 31/05/2023 | ACT-0001952 | Chew, Hong, a1067065 | Consult with TS teams to identify labs that would benefit from a unified lab rules. | School of Electrical and Mechanical Engineering | Workplace Inspection | Low | No |
| 31/05/2023 | ACT-0002004 | Fogliano, Stacy, a1226137 | Assist the Faculty and Infrastructure work a solution for maintenance of sumps or alternative HF disposal to sewer system. | School of Physics, Chemistry and Earth Sciences | Incident Investigation | Medium | No |
| 31/05/2023 | ACT-0001850 | Woodgate, Robert, a1231088 | Internal Audit R1 - Establish a system to ensure that Veterinary Surgeons undertaking research which involves the use of an S8 drug have obtained the necessary personal permit. Disseminate the information under 11.3.1 to staff | School of Animal and Veterinary Sciences | Audit | High | No |
| 31/05/2023 | ACT-0001715 | Heathershaw, Andrew, a1197179 | Get jet engine inspected by a competent person | School of Electrical and Mechanical Engineering | Incident Investigation | Medium | No |

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|------------|-------------|---------------------------------------|--|---|---------------------------------------|--------|-----|
| 01/06/2023 | ACT-0001879 | Freidoonimehr, Navid, a1713262 | HSW Safety Review - SPS - S 115 Microfluid Mechanics Laboratory #9 - laser safety PPE | School of Electrical and Mechanical Engineering | Safety Review | Low | No |
| 15/06/2023 | ACT-0001962 | Solomon, Glenn, a1228845 | Schedule and complete arsenic testing for those requiring it in the group. | School of Physics, Chemistry and Earth Sciences | Schedule of Programmable Events (SPE) | Low | No |
| 30/06/2023 | ACT-0001917 | Withayachumnankul, Withawat, a1112063 | Upgrade laser action training | School of Electrical and Mechanical Engineering | Workplace Inspection | Medium | Yes |
| 31/08/2023 | ACT-0001837 | Ayoub, Jon, a1183653 | Update all Maintenance Schedules | Sciences, Engineering and Technology Faculty Office | Workplace Inspection | Low | No |
| 29/12/2023 | ACT-0001863 | Knipe, Jane, a1065344 | RTWSA validation 2021 Observation Standard 2.3: Appropriate training requirements have been identified / training plans have been developed (AVS docs) | Veterinary Teaching Hospital | Audit | Medium | No |

| Priority | Timeframe guide | Description |
|----------|--|--|
| Urgent | As soon as can be achieved (1-2 weeks) | Action needs to be taken to prevent a serious risk of injury or harm to operators or others. Task or activity should be ceased or access restricted while action is being completed |
| High | As soon as is practicable (3-6 weeks) | Action is needed to address WHS legislative compliance of compliance with HSW Handbook requirements. While there is no immediate risk to an individual continuing failure to complete the action will undermine the objectives of University HSW Policy and procedures |
| Medium | When planning permits (7-16 weeks) | Action is required to address industry standards or best practice norms in order to reduce the risk of injury or harm to as low as can be achieved |
| Low | Longer than 4 months | Action is required to address systems or processes in order to achieve continuous improvement. |

SET Traffic Light Report (Q1 2023) DRAFT

The SET HSW Traffic Light Report is a three colour Traffic Light with the key below, that identifies the requirement to take action/s due to a non-compliance with HSW Handbook Chapters. The report is used by the Faculty Health and Safety Committees to monitor compliance with 13 chapters of the HSW Handbook.

| Ref | Requirement | SET Faculty Office | Chemical Engineering | Electrical & Mechanical Engineering | School of Architecture & Civil Engineering | School of Computer & Mathematical Sciences | Centre for Automotive Safety Research | School of Agriculture, Food & Wine | Animal & Veterinary Science | School of Biological Sciences | School of Physics, Chemistry & Earth Sciences | Waite Precinct | Centre for STEM Education & Innovation (CSEI) |
|-----|---|--------------------|----------------------|-------------------------------------|--|--|---------------------------------------|------------------------------------|-----------------------------|-------------------------------|---|----------------|---|
| 1 | Schedule of Programmable Events | Green | Green | Green | Amber | Green | Green A | Green | Green | Green | Green | Green | Green |
| 2 | Training Plan | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green |
| 3 | Biological | N/A | Green | Green | Green | N/A | N/A | Green | Green | Green | Green | Green | N/A |
| 4 | Chemical | Green | Green | Green | Green | N/A | Green | Green | Green | Green | Green | Green | N/A |
| 5 | Contractor | Green | Green | Green | Green | N/A | Green | Green | Green | Green | Green | Green | Green |
| 6 | Emergency Management | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green |
| 7 | First Aid | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green |
| 8 | Hazard Management | Green | Green | Green | Amber | Green | Green | Green | Amber | Green | Green | Green | Green |
| 9 | Incident Reporting & Investigation | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green |
| 10 | Noise and Sound | Green | N/A | Green | Green | N/A | Green | Green | Green | Green | Green | Green | N/A |
| 11 | Plant/Equipment | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green | Green |
| 12 | Radiation | Green | Green | Green | Green | N/A | N/A | Green | Green | Green | Green | Green | NA |
| 13 | HSW Information, Instruction & Training | Green | Green | Amber | Amber | Green | Green | Green | Amber | Green | Green | Green | Green |

Note: Australian Institute of Machine Learning ML is reflected in the School of Computer & Mathematical Sciences
Vet Teaching Hospital is reflected in School of Animal Veterinary Science

The data in the University Traffic Light Report covers the period up to the end of Q1 (31 March 2023). Note below all exceptions to “Green” appearing in the Traffic Light report

Amber on the report relates to:

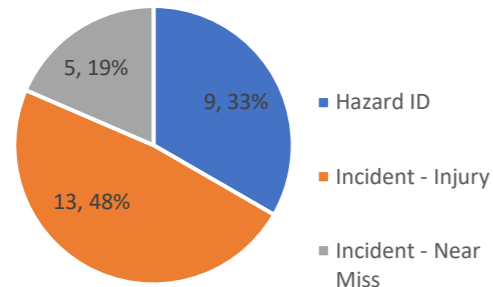
SACE Action 1905 Schedule of Programmable Events, Action 1908 Hazard Management and 1907 Information, Instruction & Training from the Safety Review

AVS Action 1847 Information, Instruction & Training. AVS Action 1848 –Haz Man Audit from Internal Audit Round 1 2022.

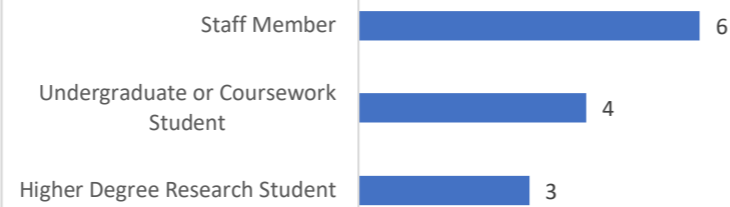
EME Action 1917 Information, Instruction & Training from the workplace Inspection activity.

| | |
|-----------|---|
| 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 |

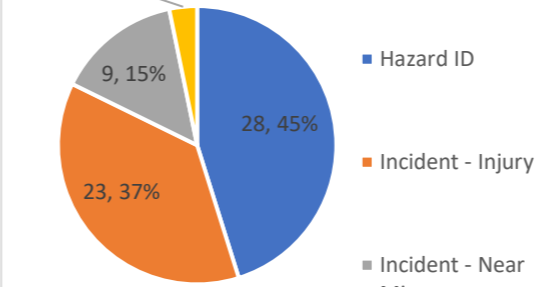
SET Q1 2022
Unisafe Reports



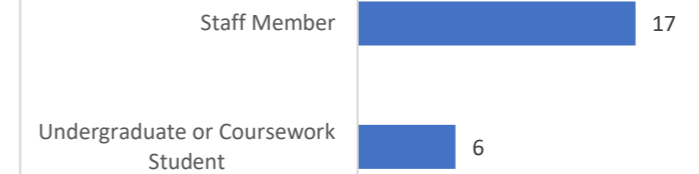
SET Q1 2022
Incident / Injury by Person
Type



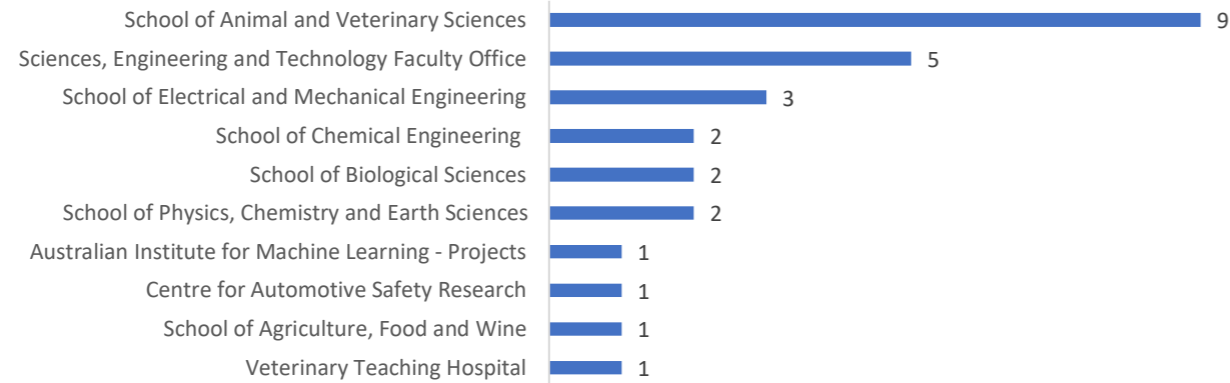
SET Q1 2023
Unisafe Reports



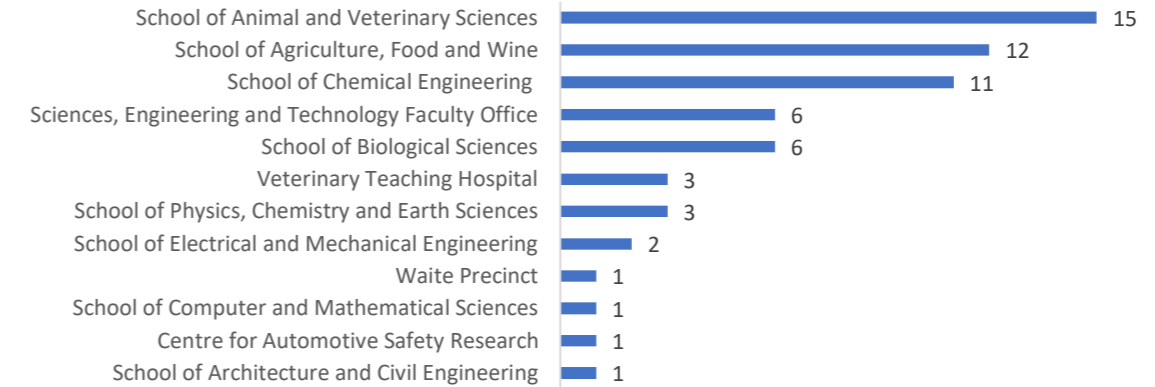
SET Q1 2023
Incident / Injury by Person
Type



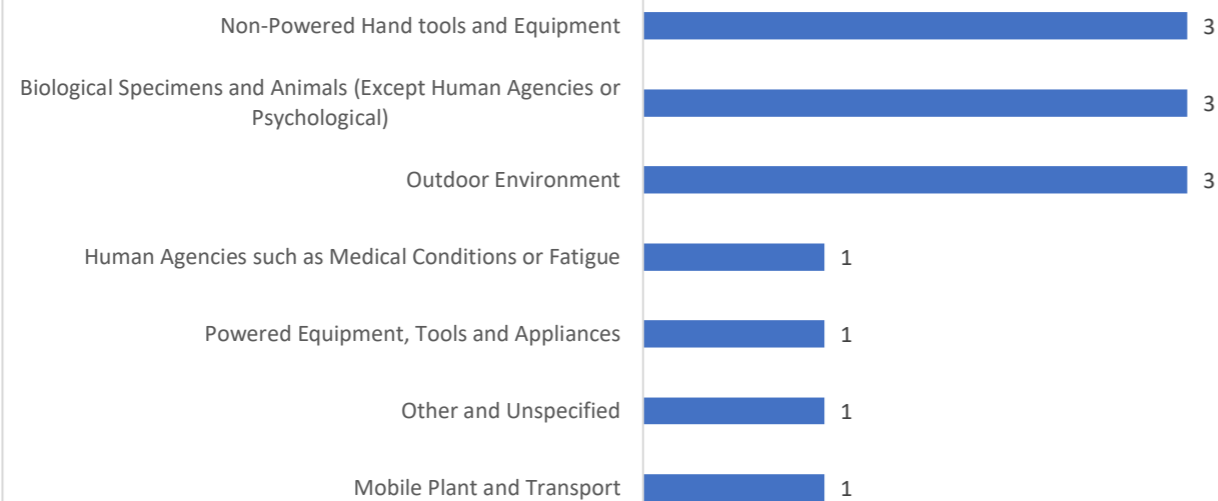
SET Q1 2022 Unisafe Report by School



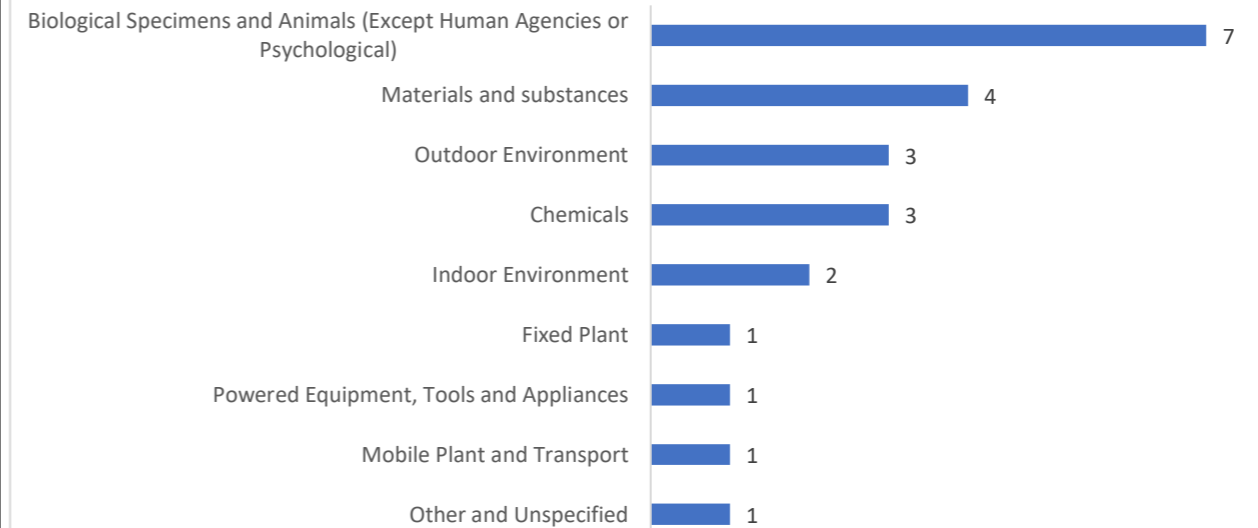
SET Q1 2023 Unisafe Report by School



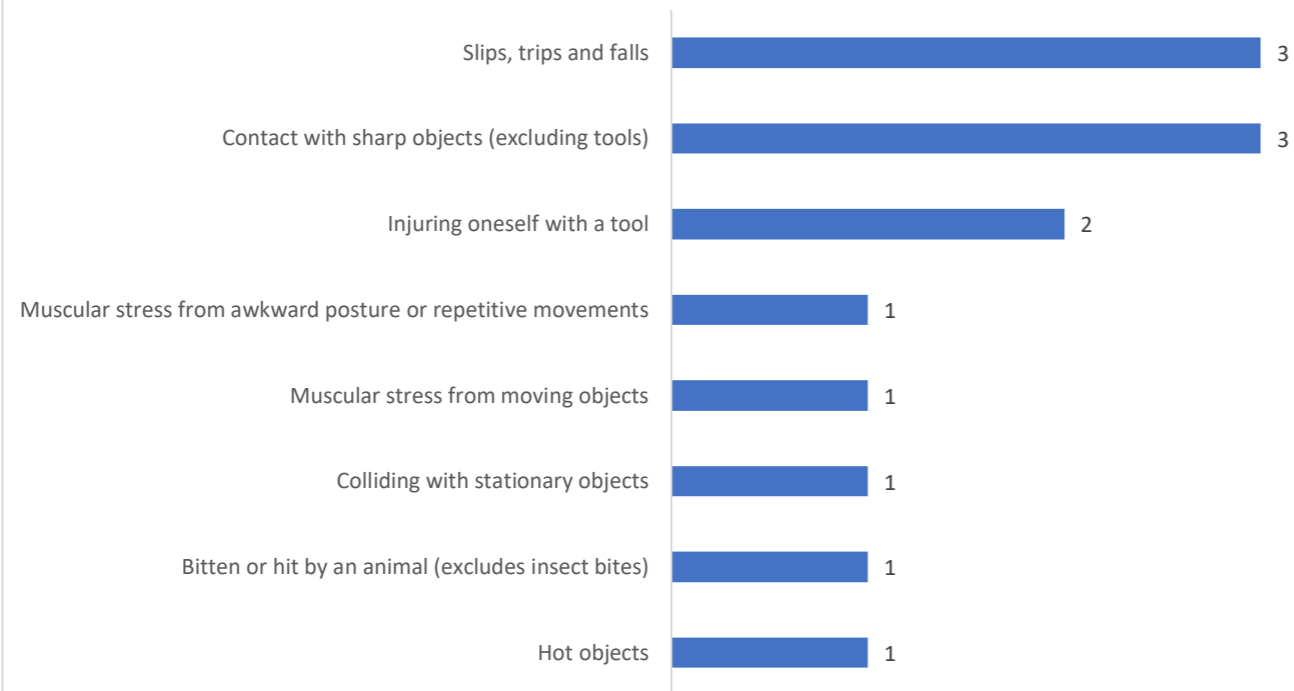
SET Q1 2022 Agency of Injury



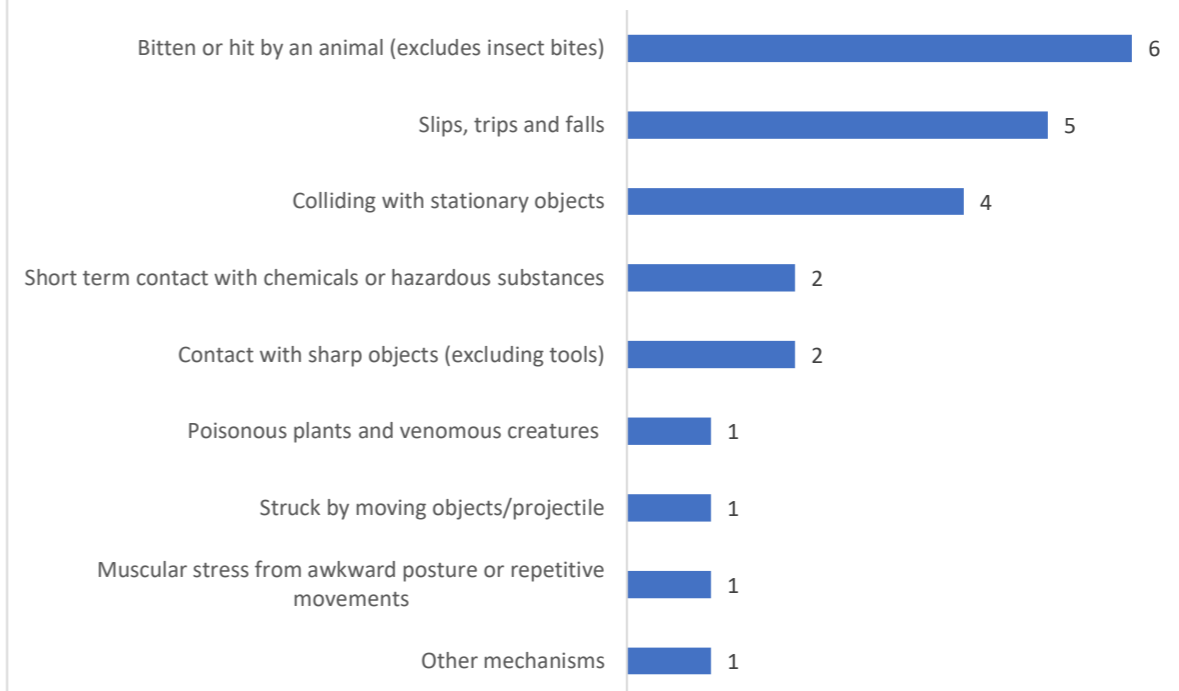
SET Q1 2023 Agency of Injury



SET Q1 2022 Mechanism of Injury



SET Q1 2023 Mechanism of Injury



SET Q1 2022 Identified Areas Requiring Improvement



SET Q4 2022 Identified Areas Requiring Improvement

