

**DIVISION OF ACADEMIC AND STUDENT ENGAGEMENT
HEALTH, SAFETY AND WELLBEING COMMITTEE
MEETING 02/22**

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

AGENDA

- 1. Welcome and Apologies**
Updates to membership
New DASE HSW Advisor/s
- 2. Confirmation of Minutes**
Minutes of Meeting 01/22 (3 March 2022)
*Recommendation: That the **Divisional Health, Safety and Wellbeing Committee** approve the minutes of the meeting held on 3 March 2022.*
- 3. Recap of Representative Responsibilities**
- 4. HSW Advisory Report – Q1, 2022** *Attached*
- 5. Opportunity to raise safety concerns**
- 6. Opportunity to discuss changes to Divisional safety processes**
- 7. Other Business**
- 8. Next Meeting**
The next meeting is scheduled for 18 August 2022.

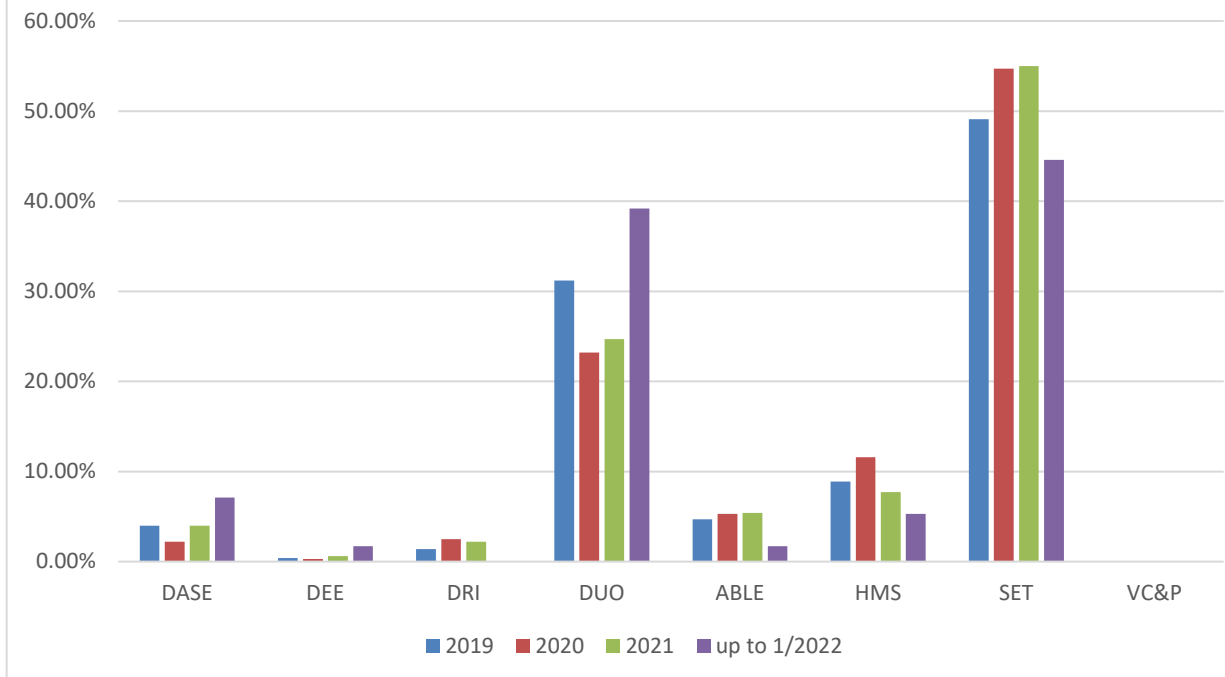
-Ends-

F. RMO file number: 2021/528

Distribution:

| 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 Woochan 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 Yarlū | Wirtu Yarlū | Gary Agius |

Table 2 - Percentage of Safety Reports in UniSafe



HSW Incidents for DASE during Q1 2022.

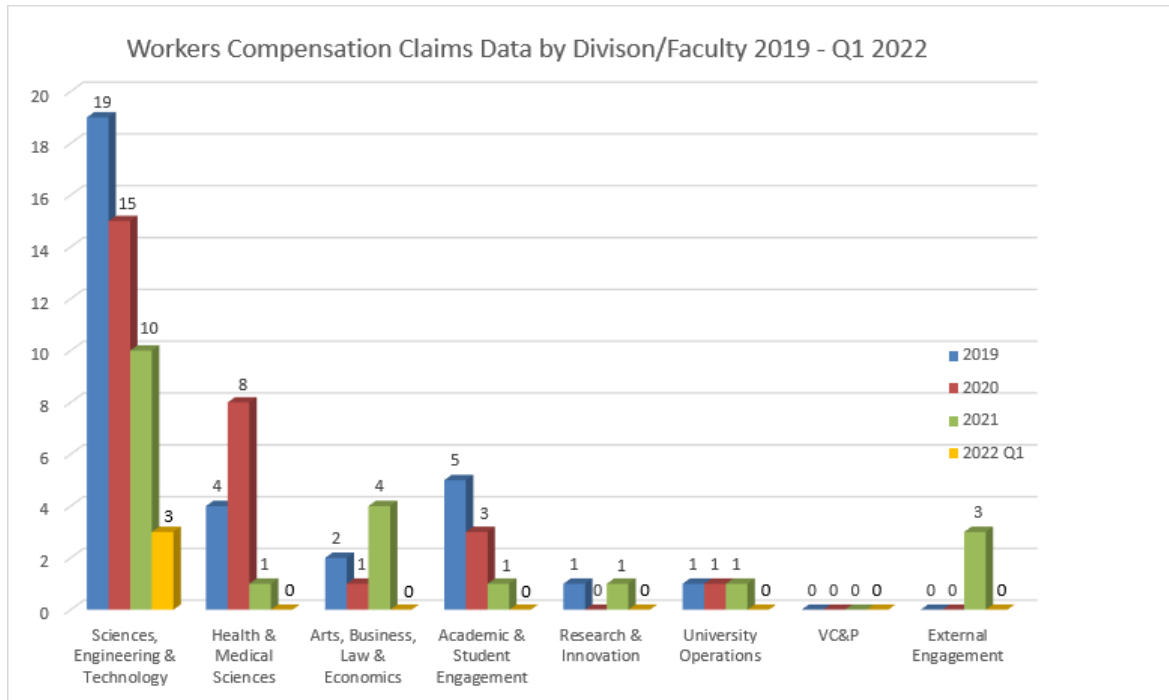
| Incident ID | Area | Date Incident Occurred | Injury | SafeWork Report? | Status |
|-------------|---|------------------------|--------|------------------|--------|
| 2224 | Indigenous Engagement | 35/3/2022 | No | No | Open |
| | The left Western Lift in the Schulz building came to a shuddering, bouncing stop and made a loud metallic screeching noise. The Lift tried to open the door in between floors and screeched again. | | | | |
| 2213 | University Library | 21/3/2022 | Yes | No | Open |
| | Received a sting or bite from an insect | | | | |
| 2204 | Student Experience | 9/3/2022 | Yes | No | Closed |
| | Student stung by bee when getting out of her car, stung on leg. Attended Roseworthy Student Services in G5 Roseworthy College Hall, Roseworthy Campus within a few minutes, taken to hospital in ambulance. First aid response was appropriate. | | | | |
| 2191 | Education Transformation | 34/2/2022 | No | No | Open |
| | Dust Issues (though not visible) on Level 3 RMP, we're believed to trigger a staff members asthma causing them to use their puffers 3 to 4 times. | | | | |

2. UniSafe Overdue Corrective Actions Data

There are no overdue actions in UniSafe for DASE.

3. Workers Compensation Data

There were 5 Workers Compensation Claims to the end of Q1 2022, compared with 8 for the same period in 2021. Within the first quarter of 2022 there were 3 Workers Compensation Claims from the Faculty of Sciences, Engineering and Technology and 2 Workers Compensation Claims from Controlled Entities.



4. HSW Internal Audit Outcomes

There were no internal audits performed in DASE during Q1 of 2022.

5. HSW Handbook chapters revised in the last quarter and items to note

The following table is provided to allow discussion on impending consultation or implementation issues resulting from new procedures or advice.

| Item | Key information summary |
|--|--|
| Clarification of electrical testing and tagging of university equipment at home. | <p>The preferred supplier for electrical testing and tagging at the University has clarified its initial advice for testing University equipment that is being borrowed by staff to work from home.</p> <p>Normally, these devices would only require testing every 3-5 years (depending on the device) if the device is tested together with the cord. However, if it is not practicable to test the device and cord together, the cord can be tested by itself and scheduled for re-testing in 12 months.</p> |
| Reporting of electrical shock incidents to the Office of the Technical Regulator. | <p>Recent incidents in the University reporting electric shock have involved notification to the Office of the Technical Regulator (OTR) in addition to SafeWork SA.</p> <p>Discussions with the OTR confirm that notification of all reports of electrical shock is required. This advice aligns with the requirements of the Electrical Safety Management Chapter of the HSW Handbook (refer section 8.4). The OTR also reinforced that persons receiving any electrical shock should also be advised to seek medical examination.</p> |
| Flu Vaccination Program 2022 | <p>Human Resources is again offering free influenza vaccinations for all University staff and is extending the service to all higher degree students.</p> <p>The University's provider is the Pharmacy Guild through its Corporate Program. Book into one of the Pharmacy Guild's network of over 240 participating local pharmacies, enabling you book at a time, date and location that suits you. Click here to book and view the available pharmacy locations.</p> |

6. Draft DASE Traffic Light Report (Q1 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 Operations | PVC Student Learning | PVC IE | 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 | |
| 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

7.1. First Aiders and Fire Wardens

The online [Warden Register](#) and [First Aid Register](#) have been updated taking into account recent changes due to OSP. Where any local School or Areas has any concerns about their arrangements for emergency evacuations or first aid they should

- Speak to the Chief Warden in their building to determine if new wardens need to be appointed
- Complete the [First Aid Assessment](#) to determine if the provision of first aid in the local area meets requirements.

7.2. HSW Advisory Team

As a result of OSP, a HSW Advisory team has been established with a range of services set out in the [HSW Service Catalogue](#). The HSW Advisor for Divisions is [Stacy Fogliano](#). Should any managers, supervisors and staff have any requests for advice, they should use the hswteam@adelaide.edu.au email address.

Human Resources is in the process of filling several vacancies within the HSW Advisory Team, if there are any questions about accessing HSW support please contact the Manager of HSW Advisory, [Paul Roberts](#).

1.1. Mask Wearing and QR Codes for Buildings on Campus

The Executive Director HR advised on 14th April that in line with announced changes by the Premier of SA, face masks will no longer be required to be worn on campus at the University. They will still be mandatory on public transport and ride share services, and in high-risk settings such as hospitals, aged care, and residential disability facilities.

While this change will be welcomed by many, face masks do provide a level of protection from transmission of COVID-19 and some members of the University community may still choose to wear a mask when they can't physically distance from others. The University will continue to make masks available in some areas and the personal choice to wear a mask should be respected.

QR code check-ins will also no longer be required except in a few specific situations like hospitals and aged care facilities. The QR codes around campus should be removed if they are still displayed.

It is important to note that close contact arrangements currently in place will be maintained, consistent with practices in other states around Australia.

If individuals do test positive to COVID-19 they should advise hswteam@adelaide.edu.au.