

**MINUTES OF Q2 HSW COMMITTEE MEETING 2023**  
**HELD ON Wednesday 12 May 2023**

Committee Role	Name	Attendance
Chair	Bronwyn Gillanders	Present
Faculty Executive Director Forum 1 Convenor	Mark Szolga	Present
Management Representative, School of Chemical Engineering Forum 2 Convenor	David Lewis	Apology
Management Representative, School of Agriculture, Food & Wine Waite Forum Convenor	Jason Able	Apology
Management Representative, School of Animal & Vet Sciences Roseworthy Forum Convenor	Rachel Norris	Apology
Management Representative, School of CEME	Phil Visintin	Present
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	Apology
Faculty HSR – HSR, Forum 3 NT	Hong Gunn Chew	Present
Faculty HSR, Forum Waite	Sandy Khor	Apology
Faculty Staff Representative, Forum 2 NT	Lucas Gerstweiler	Present
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	Maily Stirling	Present
Acting Manager HSW Advisory	Anthony Parletta	Present
Acting Senior Advisor Health Safety and Wellbeing	Stacy Fogliano	Present
Acting Health Safety and Wellbeing Advisor	Jacki Rushby	Present

**WELCOME**

**1.1 - Apologies**

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

Action: All Management Representatives unable to send a representative on their behalf. Flag this at the Forums as a reminder.

**1.2 - Conflicts of interest and other business items**

Conflicts of interest

- No conflicts of interest were declared.

Other business

- Nothing raised.

**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**

- Release a message through the SET newsletter on induction. Completed, sent out via SET Newsletter 31 March 2023.
- Raise the faculty leadership's desire for a formalised off-campus activity process with the HSW leadership team. Completed, OCA working group established comprising Senior Operations Managers and HSW and will bring back to the Faculty the proposed process for a University wide OCA process.

Follow up with security in relation to the engineering EWIS panel incident. Completed, Engineering North and Ingkarni Wardli went into alarm early hours of the 7<sup>th</sup> 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.

Spoke with security and they advised: they reviewed footage 3 days prior and could not identify any issues and so assumed it was done by chubb as part of the last test and the system was left in manual and not re set. Security was unsure if it was followed up with Chubb but the original incident report was Cc'd to Mark Cook from Chubb. As Mark is on leave we are not sure if Mark responded to the warden as yet.

- Follow up with Paul Roberts on the direction The University would like to take on a central framework for risk assessment management and retention. Completed - HR has ensured that a Hazard Management System - A risk assessment system to deliver visibility and accountability for the completion, updating and filing of risk assessments for hazardous processes across the University – is part of the HR Technology Initiative Integrated Work Plan 2023.

The HSW Due Diligence report template is being reviewed so that compliance risks are more visible.

Guidance has been updated on HSW records management and made available on the HSW webpage - [See here](#).

ITDS have recently updated their knowledge articles for Box – [see here](#)

Action: Paul Roberts or nominee to attend next meeting to provide more context around the hazard management system HR has included as part of the HR Technology Initiative Integrated Work Plan 2023.

## **FACULTY HSW FORUM ISSUES TO DISCUSS**

### **3.1 – Forums**

Nil raised. Noted the actions from the Forum meetings attached.

### **3.2 – HSR/Staff Rep**

Query was raised by Ulrike regarding the impact the staff moves in the Santos building have had on the first aider and warden structure. Anthony advised the process for the updating of first aid registers by completing the online change request form located on the first aid page. Anthony also discussed the Chief Warden process for identifying and filling of fire warden vacancies.

HSW provided an update on the key items in the report noting workplace inspection and the updating of the sipass information following the recent CO incident to ensure security contacts are up to date for responding to gas alarms. HSW is working with the Faculties to ensure this information is updated and that all alarms are on the list.

Bronwyn asked about the workplace monitoring process for the monitoring of completion of inspections, HSW advised that they are sending out emails to HoS to flag overdue inspections. Emails are sent to the HoS to follow up and cc'd to the individual responsible.

The identification of supervisors included in the inspection program was queried by the committee, HSW advised that limited information was available at the time and old Sciences and ECMS lab lists were used to collate the data. HSW advised that the lists are available on the web and that HoS will be asked to review. It was also discussed the process for removing supervisors/areas from the program if it doesn't fit the defined criteria of an inherently high risk activity or area and adding where required or rescheduling the inspection if needed.

Action: Information on the re scheduling, re assigning and how to remove a location that does not fit the criteria of an inherently high risk activity or area to be sent out. Template email for notification of workplace inspection, consider with HSW team can the email be tweaked to include the above information.

Lukas raised the possibility of running safety training for RA's and SOP's. HSW advised they are happy to facilitate this but the faculty/school will need to ensure staff attend the sessions. It was also noted that the HSW online information sessions can be used by Supervisors to run sessions themselves.

Action: Take back to Forums to see if there is appetite to run some sessions.

## **HSW ADVISORY REPORT – FACULTY HSW PERFORMANCE**

### **4.1 – HSW Advisory Report (Jacki Rushby)**

Report taken as read.

**4.1.1 – Notifiable Incidents (Jacki Rushby)**

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

Notifiable incident – CO exposure - 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.

- 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 asdesigned.
- 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

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

- Noted, follow up on overdue actions as discussed at the Forum meetings and actions report as part of the papers.

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

Stacy Fogliano informed the committee that one action out of Animal Veterinary Sciences has been closed. Other It was noted that 2 items to be updated to Green A.

**OTHER BUSINESS**

**5 – Topics**

Nil raised

**6 – Next meeting**

The next meeting of SET Faculty HSW Committee is scheduled for the 11<sup>th</sup> of August 2023.

The meeting concluded at 15:30

-Ends-

CONFIRMED:

Day Month Year  
Date

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CONVENOR

Actions Arising		
No.	Action	Responsible

1	All Management Representatives unable to send a representative on their behalf. Flag this at the Forums as a reminder.	Stacy Fogliano / Jacki Rushby
2	Paul Roberts or nominee to attend next meeting to provide more context around the hazard management system HR has included as part of the HR Technology Initiative Integrated Work Plan 2023.	Paul Roberts / Anthony Parletta
3	Information on the re scheduling, re assigning and how to remove a location that does not fit the criteria of an inherently high risk activity or area to be sent out. Template email for notification of workplace inspection, consider with HSW team can the email be tweaked to include the above information.	Anthony Parletta / Jacki Rushby
4	Take back to Forums to see if there is appetite to run some sessions.	Lukas Gertsweiler / Jacki Rushby

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. <b>Completed</b>	Jacki Rushby
	Q2 - Legal and Risk contact name regarding students injured in the workplace – send to David McPhail. <b>Completed</b>	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. <b>Completed.</b>	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. <b>Completed.</b>	Anthony Parletta
	Q2 - Follow-up Workplace Inspection email and reminder for Tony Hall. <b>Completed.</b>	Anthony Parletta
	Q2 - Disseminate Workplace Inspection program – Emailed forum. <b>Completed</b>	Anthony Parletta
	Q2 - Query re Covid Vaccination Reminder. <b>Completed</b>	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