

AGENDA**Meeting 3 2023**

A meeting of the SET Health, Safety and Wellbeing Committee will be held via Teams at **1:30 pm to 2:30 pm on Friday 11 August 2023.**

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 Waite: Bushfire plan (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 3 (Q2) 2023 (Noted as per Forum discussions)	Y	
4.1.1	Notifiable/Significant incidents (Anthony Parletta) <ul style="list-style-type: none"> INC-0002846 Unguarded plant purchased. INC-0002812 Cat scratch in Veterinary Centre E40. Staff member received antibiotics for inflammation. 	N	
4.1.3	Open overdue Actions (Noted as per Forum discussions)	N	
4.3	* SET Faculty Traffic Light Report Q2, 2023 – Draft for confirmation (Anthony Parletta)	Y	
5.	Other Business		10
6.	Next Meeting		
	The next meeting of SET Faculty HSW Committee is scheduled for 17 November 2023.		

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HEALTH, SAFETY AND WELLBEING COMMITTEE MEETING



Faculty of Sciences Engineering
and Technology

Distribution:

Members:	Proxies:
Management Representatives	
Katrina Falkner – Executive Dean - Chair	Mark Szolga
Mark Szolga – Faculty Executive Director	
Jason Able – Head of School Agriculture, Food and Wine	
Rob Woodgate – Head of School, Animal & Veterinary Science	Rachel Norris
Martin Lambert – Head of School, Architecture & Civil Engineering	
David Lewis – Head of School, Chem Engineering	
Staff Representatives	
Farhid Hemmatzadeh – Staff Rep, Roseworthy	Check with AP re new HSR
Sandy Khor – HSR, Forum Waite	
Hong Gunn Chew – HSR, Forum 3 NT	
Diego Garcia Bellardos – HSR, Forum 2 NT	Lukas Gertsweiler
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 (ex officio):	
Anthony Parletta – Acting HSW Advisory Manager, University HR	
Stacy Fogliano – Acting Senior HSW Advisor, University HR	
Eric He – Acting HSW Advisor (SET), University HR	
Mailys Stirling – Senior Manager Technical Services for new Faculty	
Peter Hallows – Minutes	Louisa Bowes

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