

Entry Permit Holder Report

SafeWork SA

Application ID 23806359

Entry Permit Holder	
Full Name:	Caitlin Che Feehan
Permit Number:	ET-25-02130
Union Represented:	South Australian Salaried Medical Association SASMOA
Worksite Entered	
Business Name:	Drug and Alcohol Services SA DASSA
Industry:	Other Health
Address:	91 Magill Road, Stepney SA 5069
Date workplace entered:	29/06/2026

I Caitlin Che Feehan am of the opinion that the PCBU has contravened the WHS legislation relating to:

	Suspected Contravention	More information	Was the contravention rectified?
PCBU Alleged Contravention 1	Not maintaining safe systems of work	Workers reported that the PCBU changed the license for Microsoft operating system from E3 Desktop app to F3 web based Microsoft. Workers reported that the change from E3 to F3 was not communicated to all workers. This resulted in some workers saving documents to web F3, and some saving to desktop E3, creating a risk of version control, impacting on communication amongst workers and impacting on patient care. Workers report that the PCBU does not use the Sunrise operating system and is fully	No

		based on CME software and Microsoft Suite. Workers report that because they are using older software, the change from E3 Desktop to F3 Web based has had a significant impact. Workers reported that the change from E3 Desktop app to F3 Web based app has increased the time it takes for them to complete simple word based tasks, such as writing referrals, letters and drafting supporting documents.	
PCBU Alleged Contravention 2	Not maintaining safe systems of work	Workers report that Excel files do not function appropriately, this impacts on processes for script checking, prescription quantities and Buvidal orders. Full functionality of pre formatted suite of documents is not available. This makes care plans, initial assessments and termination of engagement forms difficult to complete in a timely manner. Workers report that they are unable to add patients to case meeting agendas, as meeting agendas and meeting minutes are not available on F3 web based Microsoft. The files have either been moved to a different location or deleted. Workers reported that they are unable to refer to meeting minutes, whereby discussions of critical patient care and treatment plans have been recorded. Workers reported that there have been instances where old versions of team meeting lists are printed, ahead of meetings, and new versions are not accessible. Workers reported feeling deeply concerned about the impacts to patient care, and about their safety at work.	No
PCBU Alleged Contravention 3	Not maintaining safe systems of work	Workers advised that they were not consulted about the change to Microsoft license and usage. Senior doctors were advised of the changes 6 weeks after their colleagues were already using the new file management system. Workers reported feeling deeply distressed about not being consulted, and that all staff weren't advised of the changes that were made in May 2026.	No
PCBU Alleged Contravention 4	Not maintaining a safe work environment	At the time of the EPH Inspection workers reported that all Medical Leads	No

		are on leave simultaneously. Workers report that with no medical leadership on site it is difficult for them to know who they can report workplace issues to.	
PCBU Alleged Contravention 5	Not maintaining a safe work environment	Workers reported that the change from E3 to F3 has caused significant disruptions to the way they work.	No
PCBU Alleged Contravention 6	Not maintaining safe systems of work	Workers reported feely deeply concerned about the lack of transparency on processes and lack of engagement following a significant change to their working conditions.	No