

BEL Faculty Health, Safety and Wellness Committee

Date 28 September 2022

Time 9.30am – 11am

Venue Sir Llew Edwards Building, Room 651 and online via Zoom - <https://uqz.zoom.us/j/89998109003?from=addon>

Subject Health, Safety and Wellness Committee Meeting

Attendees Zoe Cahill (Chair), Chris Pye, Karen Teitzel, Leo H.Luong Trevor Gormley, Kirsty Fraser (proxy for Carol Bell), Kathy Hung, Natasha Bromilow, Jennie Trinder, Carmen Buttery (proxy for Maria Parnell), Melinda Browning.

Apologies Bronwyn Diffey, Maria Parnell, Carol Bell

Item.	Time	Agenda Item	Responsible
1		Welcome/ Apologies/ Confirmation of minutes from previous meeting	Chair
2		Matter arising from previous minutes	
		2.1 Review actions from previous minutes	Chair
3		Items for Discussion	
		3.1 Updates from Schools\Division	All
		3.2 Feedback to enterprise teams	Chris Pye
		3.3 Changes to Low-Risk Travel process	Chris Pye
		3.4 Proposed significant workplace changes	All
		3.5 Proposed significant plant/equipment purchases	All
4		Matters for noting	
		4.1 Outstanding Action Items	Chair
		4.2 Faculty OHS training compliance	Chair
		4.3 Incident and Hazard reports	Chair
		4.4 Faculty EAP Data	Chair
		4.5 Workers Compensation data	Chair
		4.6 Reportable \ Notifiable Incidents	Chair
		4.7 BEL Top Risks	Chair
		4.8 HSW manager written update	Chair
5		Other Business	
6		Close meeting	Chair
		Next meeting date – December 8, 2022	

Item 1 – Welcome\Apologies\Confirmation of minutes (Chair)

Item 2.1 – Review actions from previous minutes (Chair)

	Action	Person responsible
1	Promote the risk registers at the FLT meeting and within Schools and Faculty. C Pye requested attendance of FLT to present psychosocial hazard risk management details. Complete.	CP
2	Follow up on the water leak in the internal fire stairs at Queen St hazard report with Jarna Dark, Venue Coordinator. C Pye requested an update from Jarna.	CP
3	Share the final report from the School of Business Staff Inclusion Project once complete. This has been shared with C Pye. Complete.	BD
4	Confirm if School of Economics has promoted the EAP to casual staff.	KH
5	Clarify CB's role within the HSW Committee with CB. C Pye sent details to clarify. Complete.	CP
6	Follow up with P&F on the incorrect installation of the zip tap. The issue was shared with P&F. No response received. There will be some reference to this general issue in the next committee meeting. Complete. Provide the work request number for the zip tap job in Archibus to LW. No longer relevant and can be removed. Complete. Flag zip tap issue during design phase of the Level 6 kitchen refurbishment in the Colin Clark building.	CP KH NB & ZC
7	Raise the tradesman speeding issue on Campbell Road with the Project Management Team for the Façade Replacement works on SLEB. Traffic management now in place. Complete. Provide LW with car registration and company names, when possible, to LW for follow up with P&F. Ongoing consideration and now can be provided to C Pye.	NB TG
8	Follow up why Safe Zone is not used for reporting of maintenance issues on campus. It turns out that these can be reported in Safe Zone. The other system being investigated which we discussed was iAuditor. Areas have been asked to refrain from using this to report at the moment while the process is reviewed. There are currently issues with assigning the tasks to correct areas due the back-end setup and licensing. C Pye will continue to update the committee as this changes. Complete	CP

9	Distribute a request for HSW committee representative to all Schools and Faculty, including casual staff members. Update the HSW Committee Terms of Reference to include casual staff. In progress	CP
10	Provide psychosocial hazards update and actions to School Managers for awareness and to flag if controls are effective or not working well.	KT & KH
11	Send details on wellness initiatives in your areas to C Pye. Consider nominating staff in your local areas for the VC's Excellence awards for achievements in well-being and mental health. Nomination data has passed. Complete.	All
12	Discuss HDR student wellness activities.	TG & LW
13	Engage the HSW Manager in the design process for the Economics kitchen and breakout space refurbishment and the Level 5 SLEB workspace enhancement projects.	NB & ZC
14	Update the ownership of the assess first aid requirements through a risk assessment process to the Business School. Not completed? Carry over and assign to C Pye.	LW
15	Escalate outstanding Business School assessment and audit actions to BD for follow up. C Pye escalated and followed up. Some complete and one in progress.	CP
16	Advise CP if additional online assessment support staff have been recruited. This has been confirmed. Complete.	KH
17	Discuss concerns on the lack of consultation for change management processes and proposed checklist with HSW Manager. Discussed. A process is in place and used by HR and not been raised as an issue to HSW Manager for long time. Action removed from risk register but to be monitored ongoing. Complete.	ZC
18	Discuss support for staff in identifying goals through the APD process with the HR Senior Manager.	ZC
19	Run the OHS training compliance data report again to see if it is different. It is much better. Complete. Discuss the target percentage being reduced from 95% to 90 % with HSW Unit for online mandatory safety training. C Pye didn't get to this, but J Trinder will be in the next meeting so can discuss again there.	CP

Item 3.1 – Update from Schools\Division (ALL)

Item 3.2 – Feedback to enterprise teams (Chris Pye)

Item 3.3 – Changes to Low-Risk Travel process (Chris Pye)

Item 3.4 – Proposed significant workplace changes (ALL)

Item 3.5 – Proposed significant plant/equipment purchases (ALL)

4. Matters for noting

Item 4.1 - Outstanding action items

Risk level indicated in colour code **High**, **Medium** or **Low**

Actions from Assessments and Audits

Area	Description	Status
Faculty office (From 2021 faculty Tier 1 audit)	Develop risk assessment for hazards related to working in isolation for BEL student centre staff	21.9.22 – Sent email to J Cox to find time to create risk assessment.

Actions from Incidents

Area \ Date	Description	Status
Faculty Office (March 2021)	ID 6132. Action to upgrade trolley for hazardous manual tasks still outstanding.	25.7.22 – Met with new supervisor, Emma Bell, to update on history of the manual task hazards and actions outstanding. Asked for an update on 21.9.22.

4. Matters for noting

Actions from Risk Registers

Area	Description	Status
Business School	Hazards identified for IT teamwork including tasks involving manual hazardous work such as transporting and setting up equipment. Recent incident indicated that a risk assessment is required.	16.9.22 – J Weller developed a risk assessment and submitted. A system issue is causing issues with keeping information that has been entered
Faculty Office	Audits and feedback from academics indicate they are experiencing intimidating and harassing behaviour from students (with no specific controls in place for this hazard). Arrange consultation with academic staff to understand more details and/or patterns.	17.8.22 – C Pye secondment interrupted action. Consultation plan to be discussed on Q3 HSW committee. Nomination date changed to September 2022.
Faculty wide (PH)	A number of local org units raised the issue with increased stress in staff related to job security (for example for fixed term/casual staff). Identify and share support/wellness resources.	14.9.22 – C Pye held meeting with HR about Psychosocial Hazards. Some support options were identified, and this will be investigated further.
Faculty wide (PH)	Performance anxiety was a concern raised during consultation on psychosocial hazards as staff often have need to present as part of their work activities. Identify any training or resources that can help reduce performance anxiety and increase awareness. Add any relevant information to the faculty staff support services guide.	14.9.22 – C Pye held meeting with HR about Psychosocial Hazards. Some support options were identified, and this will be investigated further.

4. Matters for noting

Item 4.2 – OHS Training Compliance (casuals omitted)

Data as of 20.6.22	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibility
Aust Inst for Bus & Econ	88%	75%	33%
Faculty Office	97%	88%	89%
Ctr Bus & Econ of Health	100%	93%	100%
Sch Business (UQ Bus Sch)	91%	71%	86%
Sch Economics	97%	89%	87%
Sch Law (TC Beirne)	94%	73%	73%
BEL Faculty Total	97%	97%	89%

Data as of 18.9.22	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Aust Inst for Bus & Econ	100%	90%	75%
Faculty Office	99%	96%	100%
Ctr Bus & Econ of Health	93%	87%	86%
Sch Business (UQ Bus Sch)	92%	79%	86%
Sch Economics	98%	98%	90%
Sch Law (TC Beirne)	100%	87%	78%
BEL Faculty Total	95%	86%	87%

4. Matters for noting

Item 4.3 – Incident and Hazard Reports (June 21 – September 20, 2022)

Job Ref:	Details	Actions	Status
8504	No Lost Time Injury Walking up internal fire stairs and fell down one full flight after losing balance. Resulted in head, knee, back, hip and foot bruising\swelling.	First aid provided (Ice pack). Follow up check on staff member. Investigated contributing factors. One possible contributing factor identified was carrying a lot of items while using stairs. Recommended that lift be used when carrying items with both hands.	Closed
8526	Near miss Staff member swooped by birds near entrance to building.	Followed up with other staff in the building to understand if it was repeated behaviour or isolated. No other reports so likely isolated and no further actions taken.	Closed

4. Matters for noting



8739	<p>No Lost Time Injury</p> <p>Staff member experienced pain in shoulders while working across multiple screens.</p>	<p>Supervisor assisted worker to go through workstation assessment and adjust setup.</p> <p>HSW manager recommended that an ergonomic assessment be considered if pain continues or gets worse and asked supervisor to closely monitor.</p>	Closed
8777	<p>Lost Time Injury</p> <p>Severe abdomen cramping experienced while teaching.</p>	<p>Known medical issue for staff member with similar incidents previously. Follow up is occurring to help support staff member and manage associated causes.</p>	Open
8812	<p>Lost Time Injury</p> <p>Inflammation and tear in wrist from overuse (typing).</p>	<p>Ergonomic assessment undertaken by UQ Ergonomic and Rehabilitation advisor.</p> <p>Voice activation software provided to allow injury recovery.</p> <p>Will continue to be reviewed.</p>	Closed

4. Matters for noting

Item 4.4 – Faculty EAP Data (Q2 2022 data)

Quarterly (Q2 – Apr – Jun 2022) Business, Economics & Law Faculty

Category	Mar 2021	Jun 2021	Sep 2021	Dec 2021	Mar 2022	Jun 2022
BEL	12.3%	17.0%	19.9%	17.0%	16.1%	7.6%
The University of Queensland	10.6%	11.3%	11.0%	9.4%	9.9%	9.3%
Industry	2.6%	3.1%	3.1%	2.5%	2.4%	2.7%
All Customers	3.3%	3.6%	4.0%	3.6%	3.3%	2.9%

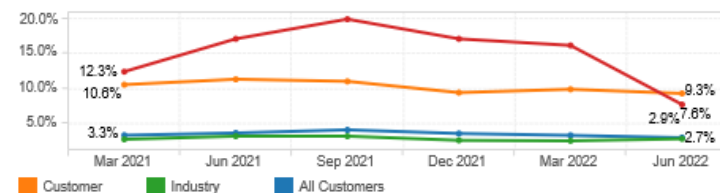
Modality (1st Session)

Category	Face to face	Telephone	Digital
BEL	12.5%	37.5%	50.0%
The University of Queensland	29.1%	49.3%	21.6%
Industry	16.0%	59.5%	24.5%
All Customers	16.4%	67.3%	16.3%

Top 5 Access Reasons

April – June 2022	%	April – June 2021	%
Mental Health	50.0	Mental Health	35.3
Discrimination/Harassment/Bullying	12.5	Work Satisfaction	11.8
Partner Relationships	12.5	Partner Relationships	5.9
Self Esteem	12.5	Self Esteem	5.9
Work Satisfaction	12.5	Staff	5.9

QUARTERLY UTILISATION (Apr– Jun 2022)



Presentation Overview

March 2021	June 2021	September 2021	December 2021	March 2022	March 2022
9.1% work related presentations	35.3% work related presentations	38.9% work related presentations	33.3% work related presentations	46.7% work related presentations	25.0% work related presentations
19.3% cases had a work impact	23% cases had a work impact	28.49% cases had a work impact	24.32% cases had a work impact	35.71% cases had a work impact	25% cases had a work impact

Areas of note are:

- Reduction in work related presentations and workplace impact.
- Utilisation dropped significantly from being higher than UQ wide to below.
- Mental Health has now moved to top presenting concern, previous quarter was work satisfaction.⁶

Item 4.5 – Workers Compensation Data (June 21 – September 15, 2022)

- 26 claims admitted across UQ
- 0 claims admitted from BEL

Item 4.6 – Reportable \ Notifiable Incidents (June 21 – September 15, 2022)

No incidents reported

4. Matters for noting

Item 4.7 – BEL Faculty Top Risks

The following two tables indicate the current 'Top Risk' and 'Watch List' priorities for BEL in order of highest to lowest managed risk level (MRL). These have been identified through the current risk register. More details can be found in the BEL HSW Top Risk Report, in the HSW Management Plan Document folder

BEL Faculty HSW Top Risks Last updated September 16, 2022

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	Hazardous Manual Tasks (Business School) Recent incident identified that a risk assessment is required for the IT team.	●	●	●	●	➡
2	Psychosocial Hazards – Work Demands (Faculty wide) Reduction towards the target risk level not expected without change at enterprise level. All local areas encouraged to report on issues with effectiveness of existing controls. Enterprise level concerns are escalated for consideration.	●	●	●	●	➡
3	Psychosocial Hazards – Poor Support (Faculty wide) Reduction towards the target risk level not expected without change at enterprise level. Specific to reduced 'admin' support from reduction in staff. Ongoing action for all areas to share their learnings for time saving.	●	●	●	●	➡
4	Exposure to unwanted behavior - Violent, aggressive, intimidating, harassing, threatening etc. (Faculty Wide) Tier 1 level audit indicated increased risk for student facing staff and travelers. Further consultation required.	●	●	●	●	➡
5	Working in isolation (Business School) UQBC requires risk assessment for working outside of standard hours and working in isolation. Risk level now reduced to target level. This item will be removed in next report	●	●	●	●	⬇
6	Psychosocial Hazards – Performance anxiety (Faculty Wide) Related to fear of performing tasks, particularly speaking to audiences and presentations.	●	●	●	●	➡

4. Matters for noting

BEL Faculty HSW Watch List Last updated September 16, 2022

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	Biological \ Pandemic (Faculty Wide) COVID-19 risk management	●	●	●	●	➔
2	Work Off-Campus \ Field Work (Faculty Wide) Faculty guidance developed and available to supervisors or workers to assist with identifying HSW requirements for travel. Risk level reduced from medium to low. This item will be moved to the Watch List in next report.	●	●	●	●	➔
3	Slip, trip or fall (Faculty Wide) This risk is relevant across the faculty. Controls indicate it is well managed.	●	●	●	●	➔
4	Working in Isolation (Faculty Wide) Many areas across the faculty have staff working alone and/or outside of standard hours.	●	●	●	●	➔
5	Hazardous Manual Tasks (Faculty wide) Hazard relative to work tasks in org units across the faculty. In particular event management and facility work tasks.	●	●	●	●	➔
6	Exposure to shared traumatic experiences (Law School) Pro Bono students liaise with members of the public about experiences of a serious nature (suicide, assault etc)	●	●	●	●	➔
7	Exposure to unwanted behaviour - Violent, aggressive, intimidating, harassing, threatening etc. (Business School) Controls are in place in the UQ Brisbane City location (293 Queen Street) for appropriate emergency response in the event members of the public enter work areas displaying unwanted behaviours.	●	●	●	●	➔

4. Matters for noting

Item 4.8 - Written update

1. Annual HSW Assessments Update

A proposed schedule for annual HSW assessments in 2022 for BEL is provided below. Assessment reports can be found in the HSW Committee shared folder.

Month	Area	Status
March	Law	Complete
April	Economics	Complete
August	Business	Delayed (secondment impact)
December	BEL FO (inc UQBC)	

2. Key findings from annual HSW assessments

Findings from assessments that are relevant to other areas will be shared here and considered for discussion in committee meetings.

- Zip tap hot water connected to hand washing basin (HaSS)
- Loose items stored in evacuation route (HaSS)

3. HSW induction changes

There is an existing online induction checklist in Unitask. The Workday onboarding process is being updated to point staff to this online version rather than the PDF\paper version. Workday still has intermittent issues with different types of staff so all org units are encouraged to continue sending new staff to the faculty induction.

This is also a reminder to org units that the key way to ensure staff are inducted is by sending details to the HSW manager to include them in the faculty induction.

4. Psychosocial Hazard Risk Management Update

The HSW manager had a recent meeting with HR team to introduce the method that has been used to capture psychosocial hazard information in our HSW risk register and provide information about the forthcoming Code of Practice. HR are going to review all sections to add their considerations.

Central HR and HSW teams are currently discussing how efforts can be combined to reduce duplication of efforts from the pulse survey and use of People at Work toolkit.

5. Workday issues with supervisor online training

It has been identified that Workday has issues recognising staff that supervise HDR's. These supervisors are recognised in Reportal so are included in reporting but may be missed in Workday so will not be requested to complete the online supervisors training. This is not expected to impact a large number of staff since many HDR supervisors are also supervisors of others.

4. Matters for noting

6. Committee membership update

An email was sent to staff at UQBC to seek a representative to fill the vacancy from the departure of Wendy Parley.

7. PPL\Procedures currently under review or in draft and seeking HSW network feedback

- Fire Safety Management and Evacuation Procedure draft – 19.5.22
- Alcohol and Other Drugs – 14.2.22
- Fire Safety Management and Evacuation Procedure – 19.5.22
- Health and Safety Risk Management Procedure – 18.12.20
- Hearing Conservation Guideline – 16.7.22
- Manual Tasks Risk Management Guideline – 13.9.22
- PPL that has been published recently includes First aid, HSW Governance Procedure and Exposure to Vibration.

8. HSW Communications in the last quarter

A list of key HSW communications will now be provided in this written update to increase awareness. A copy of the communications can be found in the HSW Committee folder.

- Safety alert shared for Overhead Cupboards with Failing Brackets.
- Fire Safety Management and Evacuation Procedure draft shared with committee members.
- HSW Quarterly update shared with committee members.
- Draft of Manual Task Risk Management Guideline shared for feedback.
- Email sent to school managers and committee members to share information and resources including a Safety alert for non-compliant power boards, Research poster request for Persons with Disabilities, UQSafe poster with QR code for reporting, Updated COVID-19 poster designs, BUPA health fact sheets, and a talent search for the UQ wellness festival.

9. Updates to the HSW Risk Registers in the last quarter

A list of updates to Faculty and local risk registers will now be provided in this written update on a quarterly basis.

Date	Area	Risk Factor	Details	Risk level impact
10.8.22	Faculty Wide	Work Demands	Updated proposed action - 'Escalating identified issues through enterprise framework' following discussion on HSW committee.	No change

4. Matters for noting

			Updated existing control to reflect that local org units will raise any issues with effectiveness of controls.	
10.8.22	Faculty Wide	Poor workplace relationships	Moved the proposed action into existing controls for the item to 'Discuss issues related to low staff numbers'. This was discussed in HSW committee and local org units will continue to monitor and report issues if they arise.	No Change
10.8.22	Faculty wide	Poor support	Moved proposed control for 'Sharing productivity tips' to existing control following discussion on HSW committee and agreement local org units will share as relevant. Noted reliance on enterprise level processes to reduce risk level.	No Change
10.8.22	Faculty wide	Poor change management	Removed proposed control to 'review checklist for small work changes'. The reported issues are historic, and most areas confirmed they had effective informal processes in place.	Low 5 to Low 4
10.8.22	Faculty wide	Poor organisational justice	Moved proposed control into existing control section for 'communicating locally to clarify perception issues and encourage staff to identify if they reported a poor behaviour issue that did not get followed up'.	No change
11.8.22	Faculty wide	Poor change management	Added existing control to note that initiatives are being developed by the learning design team to assist with change to hybrid teaching style.	No change
11.8.22	All	N/A	Added new tabs to spreadsheet to provide some background detail and add some tips for navigating the spread sheet.	N/A
11.8.22	Business	Poor workplace relationships	Added existing control to reflect the extensive work being done through the cultural improvement plan to increase avenues for staff to raise issues and improve consultation\collaboration.	No change

4. Matters for noting

			Removed propose action for 'consultation with discipline leaders' as this falls under the above control.	
11.8.22	Economics	Work demands	Moved control to 'Recruit an additional staff member to the support team' into existing controls as now complete as of July 2022	No change
17.8.22	Business	Working in isolation	Moved proposed control into existing control for action to 'develop guideline for working out of hours for UQBC'. The key consideration for UQBC have now been included in an updated faculty version. The proposed control was amended to reflect the need for risk assessment to determine all controls are in place.	No change
16.9.22	Business	Working in isolation	Moved proposed control to existing controls for development of risk assessment as this is now in place.	No change

10. List of HSW Goals with low compliance

A list of HSW Goals for which BEL has low compliance will now be listed in this written update on a quarterly basis.

- Managers and Supervisors complete required HSW training – at 87%, up from 84%, in Q2 (target is 95%)
- All workers complete online Fire Safety Training module – at 86%, up from 78% in Q2 (target is 95%)
- Faculty Leadership Report for Q2 was not completed. This also impacted the action to update local org unit heads about local issues.

5. Other Business