

Meeting Minutes

Date	28 September 2022
Time	9.30 am to 11.00 am
Venue	Room 651, Level 6 SLEB and via Zoom
Attendees	Zoe Cahill (Chair), Chris Pye, Kathy Hung, Karen Teitzel, Kirsty Fraser (as proxy for Carol Bell), Melinda Browning, Carmen Buttery (as proxy for Maria Parnell), Trevor Gormley and Natasha Bromilow (Secretary).
Apologies	Bronwyn Diffey, Carol Bell, Leo H Luong and Maria Parnell.

1. Welcome, Acknowledgement of Country, apologies and confirmation of minutes

ZC welcomed members and provided the Acknowledgement of Country. ZC noted apologies received prior to the meeting. Melinda Browning is a Health and Safety Representative from the Library and is attending the meeting as an observer.

Minutes from the previous meeting held 22 June 2022 were accepted.

2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

2.1. Promote risk registers in the BEL Bulletin after psychosocial hazards section are updated

This action will be postponed until the People at Work tool has been implemented across the faculty. CP will attend the October FLT meeting to present psychosocial hazard risk management details. This action will be closed.

2.2. Follow up on the hazard report for the recent water leak in the internal fire stairs at Queen St.

CP requested an update from Jarna Dark at UQ Brisbane City.

2.3. Circulate updates and progress report for the cultural improvement plan in the Business School.

The Cultural Improvement plan for the School of Business has been shared. This action is complete.

2.4. Promote EAP to Casual Staff - School of Economics.

KH reported this action is underway and tabled at the recent casual committee. Posters have been distributed containing details of the EAP for casual staff. KF advised a new handbook for staff is under development and will include this information.

2.5. Clarify CB's role within the HSW Committee with CB.

CP has provided details to CB regarding the role. This action is complete.

2.6. Follow up with P&F on the incorrect installation of the zip tap. The issue was shared with P&F. Flag zip tap issue during design phase of the Level 6 kitchen refurbishment in the Colin Clark Building.

CP advised no response has been received from P&F but this general issue will be referenced later in the committee meeting. This action is complete.

The zip tap issue was discussed with the project manager for the Level 6 kitchen refurbishment in the Colin Clark Building and will be raised again during the design phase.

2.7. Raise the tradesman speeding issue on Campbell Road with the Project Management Team for the Façade Replacement works on SLEB.

CP advised traffic management is now in place. This action is complete. Car registration and company details can be provided to CP for any future issues for follow up with P&F.

2.8. Follow up why Safe Zone is not used for reporting of maintenance issues on campus.

CP advised maintenance issues can be reported in the Safe Zone app. We have been asked to refrain from using iAuditor to report issues while it is under review. There are current issues with assigning the tasks to correct areas due the back-end setup and licensing. CP will continue to update the committee as this changes. This action is complete.

2.9. 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.

CP reported this action is in progress.

2.10. Provide psychosocial hazards update and actions to School Managers for awareness and to flag if controls are effective or not working well.

CP will attend the October FLT meeting to present psychosocial hazard risk management details with ZC. This action will be held over until the next meeting when School Managers can attend for an update.

2.11. Send details on wellness initiatives in your areas to CP. Consider nomination staff in your local areas for the VC's Excellence Awards for achievements in well-being and mental health.

The nomination date for the VC's Excellence Awards has passed. This action is complete.

2.12. Discuss HDR student wellness activities

TG advised a HDR session for all BEL schools will be held 14 November. TG would like to use this opportunity to promote HDR well initiatives. TG suggested creating a HDR survey and ZC confirmed results from the recent HDR Wellbeing project were distributed 30 August, with a response rate of 30%.

2.13. Engage the HSW Manager in the design process for the Economics kitchen and breakout space refurbishment and the Level 5 SLEB feasibility study.

ZC and NB will share design briefs for the Economics kitchen and breakout space refurbishment project and Level 5 SLEB feasibility study with CP to review before proceeding.

2.14. Update the ownership of the assess first aid requirements through a risk assessment process to the Business School.

This action will be held over to next meeting and assigned to CP.

2.15. Escalate outstanding Business School assessment and audit actions to BD for follow up.

CP has escalated outstanding Business School assessment and audit actions to BD. This action remains in progress.

2.16. Advise CP if additional online assessment support staff have been recruited in SoE.

CP has confirmed this action is now complete.

2.17. Discuss concerns on the lack of consultation for change management processes and proposed checklist with HSW Manager.

CP and ZC have discussed the lack of consultation for change management processes and the proposed checklist. ZC advised a current process is in place and used by HR. The action has been removed from the risk register but will be monitored. This action is now complete.

2.18. Discuss support for staff in identifying goals through the APD process with the HR Senior Manager.

ZC discussed support for staff in the APD process with the HR Senior Manager. A series of 3 Professional Staff Development workshops are being delivered to help with individual goal setting and working in high performing teams. An additional workshop for senior professional staff managers will be held 14 October. This action is now complete.

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2.19. Run the OHS training compliance data report again to see it if is different. Discuss the target percentage being reduced from 95-90% with HSW unit for online mandatory safety training.

ZC proposed the training compliance percentage for OHS training be changed to 90-95%, as this recognises there is some issues with data and a staff high turnover, making 100% compliance unachievable. The proposed target considers staff who have left and staff who are onboarding for a period time. ZC is concerned there are no consequences for staff not completing the mandatory training and has been raised this through the Vice-Chancellor's Risk and Compliance Committee.

JT advised they are working with HR on the training through onboarding in WorkDay and trying to link through the performance review process. ZC received Executive Dean approval during the last APD round for Professional staff that they won't get a satisfactory rating if they haven't completed the mandatory training. This will also be considered for Academics once they have transitioned fully to WorkDay for the APD process. This will be a large manual task for the school managers, particularly for the Business school with over 200 staff. There was also concern the reminders to complete training are coming through as a notification in WorkDay which are easily dismissed.

There is currently no place to tick in the APD process saying that mandatory training is complete. Reports are needed for supervisors, and supervisors should be notified when an action is overdue for a staff member.

3. Items for Discussion

3.1. Updates from Schools/Division

School of Economics

KH advised there was a foul smell due to the air conditioning unit in Level 5 Colin Clark resulting in some staff members becoming nauseous. P&F and an Occupational hygienist were consulted. The air conditioning is now circulating and filtering, without warming or cooling over a 24-hour cycle eliminating the strong punch of air in the morning when it would normally start. Windows are open in offices and staff can be relocated if they are experiencing issues and staff will advise if they feel unwell. The new unit will arrive mid to late November. KT reported the smell was found on Level 4 approximately 3 weeks ago.

KF reported the new staff handbook is being updated with HSW information.

School of Business

KT reported no issues, with the team focussing on the new building at 308 Queen St.

One staff member is going through the WIM team after receiving a severe tendon injury in the arm.

KT reported hiring of new staff and lack of space for the Business School continues to be an issue. ZC recommended talking to MP on return from leave, who is negotiating with academic staff, who have individual offices but aren't using them full time, to share. CB reported this hasn't progressed and a space committee has been set up to work through this. ZC requested this be discussed further offline.

KT will be on LSL for November and December.

TG provided positive feedback on KT helping HDRs experiencing back issues due to seating.

Law School

CB reported MP is currently on LSL. The design team will be visiting on Friday to discuss lighting alternatives for the poor lighting on Level 4 Forgan Smith.

Heather Lam is now the First Aid Officer for the Law School.

HSW Unit

JT reported October is Safe Work Month and UQ will be holding several activities for the month including:

- Webinar on 7 October titled Evaluation of mechanical ventilation to indoor spaces at UQ as part of COVID-19 risk management.
- Wellbeing Festival on 12 October.
- HSW Safe Work Month Forum on 19 October to be opened by the VC.
- Webinar on 24 October titled SARS-CoV-2, Where Are We Now?

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- HSW network appreciation BBQ on 27 October.

Action: Promote [UQ Safe Work Month](#) through the BEL Bulletin (NB) and School communication (KF, CB & KT) channels.

3.2. Feedback to enterprise teams

CP advised psychosocial hazard and risk registers will now form part of discussed actions. There are risk levels for some hazards that can only be reduced by through actions at the enterprise level, e.g. high work demands impacted by TARC process. Feedback needs to be provided, with issues escalated to the enterprise level as we are limited due to central decisions impacting some risks. ZC is looking at way to share through USET and VCC Risk and Compliance Committee etc. ZC there may be an enterprise system for governance and risk that could provide a way for interconnection in the future.

3.3. Changes to Low-Risk Travel process

CP advised travellers in previous years to a safe country were required to read a general risk assessment and sign they have read this document. CP would like to develop a guidance document for staff travelling to replace this risk assessment. ZC didn't want to overcomplicate an already complicated process governed centrally by adding something local. ZC recommended CP contact Katrina Green regarding the document to see if it can be built into what is already available. JT advised campus procedure is being redone and this could be added as an attachment. CP advised he will still consider alternatives as staff don't always understand or read the information available centrally.

Action: CP will review the current travel guidelines focussing on the current section for low-risk travel. CP will discuss further with ZC (CP).

KF was concerned there could be ambiguity for HDR students when they travel and if they sit under the staff travel policy and procedures or the student policy. ZC advised it should be clear and there were no FBT implications for student travel so this was preferred.

3.4. Proposed significant workplace changes

ZC reported 308 Queen is going well and Business school staff will be moving over during the Christmas period in December. There may be a delay in the moving of AV equipment due to the summer semester using the AV in 295 Queen St. From 31 December staffing of the venue will be managed by Customs House. The team will still require a HSW representative for the workgroup but will not be responsible for building issues. These issues can be referred to Customs House.

3.5. Proposed significant plant/equipment purchases

There were no proposed significant plant/equipment purchases to report.

4. Matters for Noting

The following items were noted at the meeting:

4.1. Outstanding Action Items from Assessments and Audits

The outstanding actions items from assessments and audits were provided in the meeting papers for noting. The following matters were discussed further:

- CP would like to arrange consultation with academic staff to understand more details and/or patterns of academics experiencing intimidating and harassing behaviour from students. CP proposed having consult sessions in HaSS but it wasn't well received due to the sensitive topic and trauma raising potential. It was proposed to instead share information with School Managers and HoS to touch base directly to see if they would like to discuss further with CP.

CP consulted with HR on the best way forward and ZC believed academic staff need to know how to deal with these situations and should be work through by HR. CP will continue to liaise with professional staff teams as the areas of risk are known e.g., reception.

4.2. Faculty OHS training compliance

OHS training compliance data was provided in the meeting papers for noting.

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4.3. Incident and Hazard reports

The Incident and Hazard report for the period 21 June to 20 September 2022 was provided in the meeting papers for noting.

ZC questioned why an incident report was submitted for a pre-existing health issue. CP advised there were other factors involved that can't be discussed at the meeting. It was agreed if you are unwell from pre-existing condition an incident report is not required unless it is Work related

4.4. Faculty Employability Assistance Program (EAP) Data

The Faculty EAP data for Q2 2022 was provided in the meeting papers for noting.

4.5. Workers Compensation data

Workers Compensation data for 21 June to 15 September 2022 was provided in the meeting papers for noting. There were 26 claims across UQ, with no claims admitted from BEL.

4.6. Reportable/Notifiable incidents

No reportable/notifiable incidents were occurred during 21 June to 15 September 2022.

4.7. BEL Faculty Top Risks

BEL Faculty Top Risks were provided in the meeting papers for noting. C Pye asked members to consider at what point we might remove COVID-19 from the watch list.

4.8. HSW Manager written update

The written update from the HSW Manager was provided in the meeting papers for noting. The following matters were discussed further:

- Findings from annual HSW assessments will form a regular part of the report moving forward.
- CP confirmed new staff details should continue to be sent through to CP for the Faculty HSW inductions.
- CP met with HR to discuss psychosocial hazard risk management. UQ are looking to combine People at Work with the Pulse survey. CP will arrange for Bec Dorman in HR to be invited to the FLT meeting when this is discussed.

Action: *Arrange for Bec Dorman in HR to be invited to the FLT meeting when psychosocial hazard risk management will be discussed by CP and ZC. (CP)*

5. Next meeting: Thursday 8 December 2022

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Action Items

	Action	Person responsible
1	Follow up with Jarna Dark on the hazard report for the recent water leak in the internal fire stairs at Queen St	CP
2	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.	CP
3	Following update in FLT meeting for psychosocial hazards, School Managers to flag if controls are effective or not working well.	School Managers
4	Update the ownership of the assess first aid requirements through a risk assessment process to the Business School.	CP
5	Provide update on the outstanding Business School assessment and audit actions.	BD & CP
6	Promote UQ Safe Work Month through the BEL Bulletin (NB) and School communication (KF, CB & KT) channels.	NB, KF, CB & KT
7	Review the current travel guidelines focussing on the current section for low-risk travel. CP will discuss further with ZC.	CP
8	Arrange for Bec Dorman in HR to be invited to the FLT meeting when psychosocial hazard risk management will be discussed by CP and ZC.	CP