

Meeting Minutes

Date	08 December 2022
Time	2.30 pm to 4.00 pm
Venue	Room 617, Level 6 SLEB and via Zoom
Attendees	Zoe Cahill (Chair), Chris Pye, Jennie Trinder, Maria Parnell, Sue Basu, Greg Dale, Trevor Gormley and Natasha Bromilow (Secretary).
Apologies	Bronwyn Diffey, Carol Bell, Leo H Luong and Karen Teitzel.

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. ZC noted this will be JT's last meeting and the HSW Unit will assign another representative to the committee. ZC thanked JT for her contribution to the committee.

Minutes from the previous meeting held 28 September 2022 were accepted.

2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

2.1. Follow up with Jarna Dark on the hazard report for the recent water leak in the internal fire stairs at Queen St.

There has been no response to the email request, however staff are moving out of the building mid-December and this action will be removed.

2.2. 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.

This action is complete. The Terms of Reference don't exclude casual staff, so no update was required.

2.3. Following update in FLT meeting for psychosocial hazards, School Managers to flag if controls are effective or not working well.

Two FLT meetings were cancelled but there are plans to attend the next available meeting.

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

This action is complete.

2.5. Provide update on the outstanding Business School assessment and audit actions.

All outstanding Business School assessment and audit actions are now complete.

2.6. Promote UQ Safe Work Month through the BEL Bulletin (NB) and School communication (KF, CB & KT) channels.

UQ Safe Month was promoted in the BEL Bulletin, which is distributed to all Schools.

2.7. Review the current travel guidelines focussing on the current section for low-risk travel. CP will discuss further with ZC.

ZC and CP met to discuss the current travel guidelines and it was agreed travel guideline support does need to continue to be provided in addition to the UQ travel website by CP.

2.8. 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.

Two FLT meetings were cancelled but there are plans to attend the next available meeting.

3. Items for Discussion

3.1. Updates from Schools/Division

Law School

MP notified CP of new starters commencing in the Law School, in January, who require WHS inductions.

MP reported OHS training compliance has improved.

The lighting issue in the Law School continues and there has not been any follow up from PF after their visit months ago to the Forgan Smith Building. MP will follow up with Jeremy Moynihan, Client Facility Manager, P&F and CP will follow up with Josh.

The repair of a water leak in room 478, Forgan Smith building is waiting on heritage approval. There are also several offices, on the Great Court side of the building, where paint is bubbling from water leaks.

GD advised a window on the HDR rooms in Level 2 is broken. MP will report in Archibus for repair and advised this are ongoing issues with the sun and old heritage glass.

Faculty Office

NB sought advice for the best place to store private scooters of office staff members. There is an increase in staff members using this mode of transport and not wanting to store outside in the weather or in the bike box due to security concerns. CP will discuss with the Traffic Management team and ZC will raise in a P&F meeting. ZC and NB will discuss suitable storage options for Level 5 SLEB.

School of Business

TG was concerned there is no reference to mental health and wellbeing in the Business School Governance Review. ZC is on the Steer Co. for this review and advised governance is built into the leadership roles through accountability for health, safety and wellness. The governance framework is set by UQ and implemented via HSW Committees in the faculties. ZC advised the Business Governance outcomes haven't been finalised and formal consultation hasn't been sought. There will be several reviews and endorsements/approvals before it is finalised. ZC and CP recommend TG raising these concerns during this informal consultation phase and discussing with the Head of School.

HSW Unit

JT provided the following update for the HSW Unit:

- The October and November Wellness update has come out.
- There is a purchasing electrical equipment update.
- The Quarterly update has come out.
- The next HSW update will be in January.
- The updated electrical safety procedure and testing and tagging procedure should be out next week.
- A new interface for UQ Safe will be out on 1 January 2023.
- There is a new EAP service provider.
- Kate Smith, Psychologist is now located within the HSW Unit.

3.2. HSW Goals Report 2022

CP shared the [BEL HSW Operational Management Plan 2023](#) and [BEL 2022 HSW Goals Report](#) following the meeting. The Management Plan contains comments in red for proposals in the 'project' section of the plan, which are the sections where more 'BEL specific' goals can be added. The other 'KPI' sections will likely remain the same as 2022 and review of those will occur within the HSW network separately.

The 2022 Goals Report uses a similar template and is submitted to the HSW Division. This report feeds into the VC Risk and Compliance Committee data. CP recommends referencing the 2022 Goals Report when reflecting on the 2023 plan.

CP has asked committee members to view the Management Plan for 2023 share ideas that could be considered for 2023, or feedback on the proposed projects, to the relevant sections in green text. CP will collate feedback and finalise a version at the start of next year.

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3.3. Psychosocial Hazard Progress

CP is working on the risk register for psychosocial hazards. The "[Managing the risk of psychosocial hazards at work](#)" [Code of Practice from Workplace Health and Safety Queensland](#) has been released and some aspects may be incorporated into the risk register.

The HSW Division and HR are in discussion about implementation of the [People at Work Toolkit across UQ in 2023](#). Several pilots have been held across UQ.

CP reported BEL's dominant risk factor is in the work demand section. This section in the Code of practice will be studied to break down into more specific categories relevant to BEL. Basic guidance can be provided to supervisors on what to do if staff are concerned regarding a high workload.

CP advised UQ Safe can be used as a reporting mechanism for psychosocial hazards but cautioned priority should be for the person to seek appropriate support and then report to their supervisor and/or HR. Feedback can be shared with CP via email or request a catch up. The psychosocial register is available in the HSW Committee share drive.

3.4. Proposed workplace changes

MP reported a confidential proposal for a potential workplace change in the Forgan Smith Building.

Staff from 293 Queen Street are relocating to the new building in 88 Creek St mid-December. ZC will ask Brian Roberts to manage the relationship with the new venue coordinator and invite to be a member of the BEL HSW Committee.

3.5. Proposed significant plant/equipment purchases

MP reported the Multi-Function Device is out of warranty in the Law School and there is budget for the purchase of a new device in 2023.

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:

- A risk assessment was developed for BEL Student Centre staff working in isolation and the Student Manager will develop a procedure with the team members.

4.2. Faculty OHS training compliance

OHS training compliance data was provided in the meeting papers for noting. ZC will raise concerns regarding not removing data for people on long service leave and non-compliant behaviour at the next Vice-Chancellor's Risk and Compliance Committee.

4.3. Incident and Hazard reports

The Incident and Hazard report for the period 21 September to 29 November 2022 was provided in the meeting papers for noting.

4.4. Faculty Employability Assistance Program (EAP) Data

Due to the change in EAP providers the Faculty EAP data for Q3 2022 was not available. This data will be provided when made available.

4.5. Workers Compensation data

Workers Compensation data for 16 September to 30 November 2022 was provided in the meeting papers for noting. There were 26 claims across UQ, 4 claims were rejected across UQ and 2 claims admitted from BEL.

4.6. Reportable/Notifiable incidents

No reportable/notifiable incidents were occurred during 16 September to 30 November 2022.

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4.7. BEL Faculty Top Risks

BEL Faculty Top Risks were provided in the meeting papers for noting.

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 by CP:

- UQ are working on action plans to aid UQ senior management in meeting their duties in the WHS Act 2011. There has been discussion on how far down due diligence and accountability should go and it was agreed to keep it at the executive level and Executive Dean in Faculties.
- CP will email the updated pricing for Testel Test and Tagging and list of equipment required to be tested.

5. Next meeting: TBA

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Action Items

	Action	Person responsible
1	Forgan Smith Lighting: CP will follow up with Josh in P&F and MP will follow up with Jeremy in P&F.	MP & CP
2	Report broken window in HDR Room, Level 2, Forgan Smith building in Archibus.	MP
3	Storage of Private Scooters: CP will discuss with the Traffic Management Team, ZC will raise in a P&F meeting and ZC and NB will discuss suitable storage options for Level 5 SLEB.	CP, ZC & NB
4	Raise concerns regarding the Business School's Governance Review's not including mental health and well-being with the Head of School.	TG
5	Review the BEL HSW Operational Management Plan for 2023 and share ideas that can be considered for 2023, or feedback on the proposed projects to CP.	All
6	Discuss with Brian Roberts at Customs House the BEL HSW Committee and inviting the new venue coordinator of 308 Queen St/88 Creek St to be a member of the committee.	ZC
7	Faculty OHS training compliance: Raise concerns regarding not removing data for people on long service leave and non-compliant behaviour at the next Vice-Chancellor's Risk and Compliance Committee.	ZC
9	Email Testel Test and Tagging pricing update and equipment list required to be tested.	CP