

## Agenda

# BEL Faculty Health, Safety and Wellness Committee

**Date** 08 September 2022

**Time** 2.30pm – 4pm

**Venue** Sir Llew Edwards Building, Room 651 and online via Zoom - <https://uqz.zoom.us/j/87896018157?from=addon>

**Subject** Health, Safety and Wellness Committee Meeting

**Attendees** Zoe Cahill (Chair), Chris Pye, Leo H. Luong, Trevor Gormley, Natasha Bromilow, Jennie Trinder, Maria Parnell, Sue Basu, Greg Dale.

**Apologies** Carol Bell, Karen Teitzel

Item.	Time	Agenda Item	Responsible
1		<b>Acknowledgement, Welcome, Apologies, and confirmation of minutes from previous meeting</b>	Chair
2		<b>Matter arising from previous minutes</b>	
		2.1 Review actions from previous minutes	Chair
3		<b>Items for Discussion</b>	
		3.1 Updates from Schools\Division	All
		3.2 HSW Goals Report 2022	Chris Pye
		3.3 HSW Ops Mgmt Plan 2023	Chris Pye
		3.4 Psychosocial Hazard progress	Chris Pye
		3.5 Proposed significant workplace changes	All
		3.6 Proposed significant plant/equipment purchases	All
4		<b>Matters for noting</b>	
		4.1 Outstanding Action Items	Chair
		4.2 Faculty OHS training compliance	Chair
		4.3 Incident and Hazard reports	Chair
		4.4 Workers Compensation data	Chair
		4.5 Reportable \ Notifiable Incidents	Chair
		4.6 BEL Top Risks	Chair
		4.7 HSW manager written update	Chair
5		<b>Other Business</b>	
6		<b>Close meeting</b>	Chair
		<b>Next meeting date – TBC</b>	

**Item 1 – Acknowledgement, Welcome, Apologies, and Confirmation of minutes (Chair)**

**Item 2.1 – Review actions from previous minutes (Chair)**

	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. <b>No response from email request yet but staff are moving out of the building prior to next meeting so action can be removed.</b>	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 (ToR) to include casual staff. <b>Complete. ToR doesn't actually exclude casual staff so didn't require update.</b>	CP
3	Following update in Faculty Leadership Team (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 actions to 'assess first aid requirements through a risk assessment process' to the Business School. <b>Complete</b>	CP
5	Provide update on the outstanding Business School assessment and audit actions. <b>All actions now complete.</b>	BD & CP
6	Promote <u>UQ Safe Work Month</u> 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. <b>Not discussed further yet. Carry over.</b>	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 Zoe. <b>Complete. Two attempts made but meetings were cancelled, and we will both continue to get invited until we are able to attend a meeting.</b>	CP

**Item 3.1 – Update from Schools\Division (ALL)**

**Item 3.2 – HSW Goals Report 2022 (Chris)**

**Item 3.3 – HSW Ops Mgmt Plan for 2023 (Chris)**

**Item 3.4 – Psychosocial Hazard progress (Chris)**

**Item 3.5 – Proposed workplace changes (ALL)**

**Item 3.6 – 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
<b>Faculty office</b> (From 2021 faculty Tier 1 audit)	Develop risk assessment for hazards related to working in isolation for BEL student centre staff	26.10.22 – Met with J Cox and assisted with development of risk assessment. J Cox will liaise with team members to develop procedure and finalise risk assessment.

### Actions from Incidents

Area \ Date	Description	Status
<b>Faculty Office</b> (March 2021)	ID 6132. Action to upgrade trolley for hazardous manual tasks still outstanding.	17.11.22 – Sent email reminder and included team manager following further issues being raised. Team is reviewing trolley options.

### Actions from Risk Registers

# 4. Matters for noting

Area	Description	Status
<b>Faculty Office</b>	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.	28.9.22 – Methods of consultation discussed further in last HSW committee and HR noted as the main team to assist with these issues. Efforts to increase awareness of UQSafe for reporting these issues will continue and more information on previous incidents sought from HR and Heads of Org Units.
<b>Faculty wide (PH)</b>	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.
<b>Faculty wide (PH)</b>	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 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%

Data as of 29.11.22	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Aust Inst for Bus & Econ	100%	90%	100%
Faculty Office	100%	97%	100%
Ctr Bus & Econ of Health	100%	94%	100%
Sch Business (UQ Bus Sch)	92%	85%	86%
Sch Economics	97%	100%	90%
Sch Law (TC Beirne)	100%	91%	86%
BEL Faculty Total	96%	90%	89%

# 4. Matters for noting

## Item 4.3 – Incident and Hazard Reports (September 21 – November 29, 2022)

Job Ref:	Details	Actions	Status
9028	<p>Hazard</p> <p>Zip taps in study areas on level 4 of Forgan Smith being used for washing and taps left running. Small water trap is not designed for this purpose and has resulted in repeated water leaks onto and across the floor.</p>	<p>Hazard report assigned to P&amp;F Client Facility Manager (CFM).</p> <p>CFM has created an action to instal larger sink and drain.</p>	Open
9109	<p>No Lost Time Injury</p> <p>Lift door closed on workers arm while transferring equipment. Resulted in bruising to arm.</p>	<p>Reported to the venue coordinator who confirmed issue would be raised with building manager for appropriate follow up.</p>	Open

# 4. Matters for noting

## Item 4.5 – Workers Compensation Data (September 16 – November 30, 2022)

- 26 claims admitted across UQ
- 4 claims rejected across UQ
- 2 claims admitted from BEL

## Item 4.6 – Reportable \ Notifiable Incidents (September 16 – November 30, 2022)

Nil

# 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. IRL stands for Inherent Risk Level and TRL stands for Target Risk Level. 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 November 29, 2022

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	<b>Hazardous Manual Tasks (Business School)</b> Risk assessment now complete for work tasks carried out by the IT team. This item will be removed in the next report.					
2	<b>Psychosocial Hazards – Work Demands (Faculty wide)</b> 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	<b>Exposure to unwanted behavior - Violent, aggressive, intimidating, harassing, threatening etc. (Faculty Wide)</b> Tier 1 level audit indicated increased risk for student facing staff and travelers. Further consultation required.					
4	<b>Psychosocial Hazards – Performance anxiety (Faculty Wide)</b> Related to fear of performing tasks, particularly speaking to audiences and presentations.					

# 4. Matters for noting

## BEL Faculty HSW Watch List Last updated November 29, 2022

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	<b>Biological \ Pandemic (Faculty Wide)</b> COVID-19 risk management	●	●	●	●	➔
2	<b>Work Off-Campus \ Field Work (Faculty Wide)</b> 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	<b>Slip, trip or fall (Faculty Wide)</b> This risk is relevant across the faculty. Controls indicate it is well managed.	●	●	●	●	➔
4	<b>Working in Isolation (Faculty Wide)</b> Many areas across the faculty have staff working alone and/or outside of standard hours.	●	●	●	●	➔
5	<b>Hazardous Manual Tasks (Faculty wide)</b> Hazard relative to work tasks in org units across the faculty. In particular event management and facility work tasks.	●	●	●	●	➔
6	<b>Exposure to shared traumatic experiences (Law School)</b> Pro Bono students liaise with members of the public about experiences of a serious nature (suicide, assault etc)	●	●	●	●	➔
7	<b>Exposure to unwanted behaviour - Violent, aggressive, intimidating, harassing, threatening etc. (Business School)</b> 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 – 30.11.22

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

No assessments have occurred during this period

### 3. HSW Due Diligence Action Plan for Executive Deans

UQ are currently working on action plans to assist UQ senior management in meeting their duties in the Work Health and Safety Act 2011. These plans will form part of the KPI's for senior management. We have been working with key people to draft a version of the action plan to be used for faculties. Once finalised, a copy of the plan can be found in the HSW Committee shared folder.

### 4. Testel Test and Tagging Price Increase

Testel have informed us they will need to increase pricing from \$1.95 per item to \$2.40 per item as of 2023. This still keeps us well below the \$3.60 per item of the UQ preferred supplier. Please remember that there is a specific item list that we ask Testel to test. Testel did confirm that if they test beyond the items provided\required in that list then we are able to apply for a credit.

### 5. Psychosocial Hazards update

Some areas have communicated to their staff that UQSafe should be used to report psychosocial hazards, near misses and incidents. The front page of the reporting site in UQSafe has also been updated to increase awareness for reporting on psychosocial hazards\incidents. The HSW Division are working together with HR to facilitate broader use of the People At Work tool across UQ in 2023.

# 4. Matters for noting

## 6. Changes to the look of UQSafe

The look of UQSafe will change significantly from the start of 2023. This is an update being made by the system owners. We will look to amend some of our instructions which refers to UQSafe (certainly those with pictures) and ask local org units to do the same. You can review the new look now by switching the view in UQSafe - [Watch how to switch to the new UQSafe interface](#) >

## 7. HSR UQ consultation

UQ held a consultation meeting with Health and Safety Representatives on November 17 which included updates on a broad range of HSW topics. The meeting notes from this meeting can be found in the HSW committee shared folder.

## 8. Committee membership update

- Kathy Hung has seconded to another role, so another representative is currently being sought.
- Sue Basu has expressed interest in the role of Professional Staff Committee Representative for the Law School and has been invited to attend the Q4 meeting. Pending no further interest from staff, Sue will be accepted into the role ongoing.
- Greg Dale has expressed an interest in the role of Academic Staff Representative for the Law School and has been invited to attend the Q4 meeting. Pending no further interest from staff, Greg will be accepted into the role ongoing.

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

- Fire Safety Management and Evacuation Procedure – 19.5.22
- Manual Task Risk Management – 13.09.22
- PPL that has been published recently includes Hearing Conservation Guidelines, Alcohol and Other Drugs Policy.

## 10. 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.

- Email providing updates regarding change to EAP, JEV alert, and reminder on process for event risk assessments.
- Email providing update regarding recently published PPL, Changes to Working Outside Standard Business Hours Guideline, and availability of one-page HSW policy statement.

# 4. Matters for noting

## 11. 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
28.11.22	Faculty wide	Multiple psychosocial hazards	Some definitions from broader Psychosocial Hazard guidance were added to relative sections.	No Change
28.11.22	Faculty Wide	Multiple Psychosocial Hazards	Some definitions from broader Psychosocial Hazard guidance were added to relative sections.	No Change
28.11.22	Business School	Hazardous Manual Tasks	Moved the proposed control for risk assessing IT teamwork tasks into Existing controls as action is now complete.	Medium to Low

## 12. 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 to complete required online HSW training – at 89%, up from 87%, in Q3 (target is 95%)

## 5. Other Business