

Meeting Minutes

Date	27 March 2023
Time	11.00 am to 12.30 pm
Venue	Room 522, Level 5 SLEB and via Zoom
Attendees	Chris Pye (Chair), Ash Ranpara, Cassie Hughes (proxy for C Bell), Greg Dale, Karen Teitzel, Sue Basu, Trevor Gormley and Natasha Bromilow (Secretary).
Apologies	Bronwyn Diffey, Carol Bell, Kate Smith, Leo H. Luong, Maria Parnell and Zoe Cahill.

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

CP welcomed members and provided the Acknowledgement of Country. CP noted apologies received prior to the meeting. KS joins the committee as the HSW Division Advisor for 2023. AR joins the committee as a Committee Representative for the BEL Faculty Office workgroup and CH, Acting Manager, Project and Operations joins the committee from Economics as the representative for the School Manager.

Minutes from the previous meeting held 8 December 2022 were accepted.

2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

2.1. Forgan Smith Lighting: CP will follow up with Josh in P&F and MP will follow up with Jeremy in P&F.

CP received an update from Josh in P&F and this is still progressing. The most recent update was the project manager met on site recently with an electrical engineer to work out labour costs.

2.2. Report broken window in HDR Room, Level 2, Forgan Smith building in Archibus

MP reported the broken window in Archibus.

2.3. 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 received an update on storage of private scooters, as it was discussed in the recent UQ HSW Manager meeting. This concern is increasing, along with e-scooter use, and the HSW manager for P&F will raise the issue with the UQ traffic management team to identify a UQ wide approach/policy.

2.4. Raise concerns regarding the Business School's Governance Review's not including mental health and well-being with the Head of School.

No report provided – held over for the next meeting.

2.5. 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.

Feedback received by C Pye was largely in agreement of the proposed plan so this has been finalised and available in the HSW Committee share drive.

2.6. 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 discussed with Brian Roberts, who preferred not to take up this opportunity, as they have their own central HSW Committee. Business school staff working at the city campus can raise concerns through the BEL HSW Committee, which can be addressed or redirected as appropriate.

- 2.7. 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 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.**

No report provided – held over for the next meeting.

- 2.8. Email Testel Test and Tagging pricing update and equipment list required to be tested.**

CP distributed the test and tagging pricing update and equipment list at the start of 2023. Test and tagging is complete for Law and Economics. Business and Faculty will be completed in May.

3. Items for Discussion

3.1. Updates from Schools/Division

Law School

SB provided the following update from MP:

- Leaks and Repairs to W478 Forgan Smith Building: Zak Williams reported on 3 March 2023 that Queensland Heritage Masonry (QHM) has now attended the site and does not consider the sandstone to be at fault. They advised there is no issue with jointing, despite a prior report from another consultant that considered this to be the issue. QHM maintain a large percentage of the sandstone buildings of importance in Brisbane and would consider their opinion to stand. As a result, the school is back looking for other issues.
- Martin Meredith (MM) from Martin Meredith Construction believes the flashing is the main issue, and Zak is developing an understanding of how P&F might replace this. Zak has reached out to a Heritage Consultant to understand what process needs to be undertaken in a maintenance situation. There have been no further reports since then.
- The water coolers and cabinetry on Level 4 Forgan Smith Building, outside the academic lounge and in the Library, have been out of action since late 2022. There has been no update on this matter.

GD asked for advice on who manages teaching rooms, as there is a broken door handle in W332 Forgan Smith and the room only has one door to exit and enter. CP advised GD to follow up with MP to see if a job has been logged in Archibus.

SB asked for advice on pest control as cockroaches have been found in a room where students often have lunch. CP advised SB follow up with MP to log a job in Archibus for pest control.

BEL Faculty Office Workgroup

AR discussed the possibility of a duress alarm for the BEL Careers and Employability Office, Level 1 Colin Clark due to the area being of high use by students. CP will conduct a risk assessment with the team to see if a duress alarm is required.

Business School

KT reported the school is going through a restructure due to the recent Governance Review.

The undercroft storage room, located Level 1, Colin Clark building is being partially cleared out by P&F.

Economics School

CH is working through space issues and logging jobs in Archibus for room and furniture issues found as staff leave. Maintenance of space will be added to risk registers for central, as funding is required before it becomes a reputational issue.

3.2. Psychosocial Hazard Progress

CP shared a summary of the [Managing the risk of psychosocial hazards at work Code of Practice 2022](#) coming into effect 1 April 2023. The code is an approved code of practice under the Work Health and Safety Act 2011 and provides information on how psychosocial hazards and risks can be controlled or managed, and can be used

Minutes

to help decide what's reasonably practicable to reduce risk. CP discussed the following document [PH COP Presentation sections.pdf](#) during the meeting.

Consultation, cooperation and coordination is an important part of the code and our BEL Faculty HSW committee is the consultative mechanism for all org unit in the Faculty. The code provides details on when consultation with workers must occur e.g., when identifying psychosocial hazards and assessing risks and making decisions to minimise risk. Other methods of consultation can be focus groups, worker surveys, HSW committee meetings and consultative committees. Reasonably foreseeable psychosocial hazards must be identified in relation to the design and management of work, work environment, and interactions and behaviours in the work place.

Collecting and reviewing available information includes:

- Records of leave
- Hours of work
- Worker compensation claims
- Grievance information
- Pulse survey data – the HSW division are reviewing Pulse Survey data for areas that may need more support and using the People at Work toolkit.

Reporting is encouraged through UQ Safe. A resolution is not required but the report needs to be actioned in order to be investigated and managed appropriately.

TG raised concerns about ensuring we consult with the First Nations community before imposing our processes on them. CP advised the wording is very careful and it only needs to be reported when the person is comfortable to do so. CP advised other ways of capturing this is being considered and this concern could be discussed with HR in the future.

The code includes details on how to identify hazards and provides detail that can assist review of the risk register. A previous issue raised in an audit is unwanted student behaviour towards academics. KT reported issues of tutors refusing to go to class as they feel physically unsafe and tutors have been swapped to accommodate these concerns. CP encourages tutors to talk to him when an issue is experienced. A new training program is available for tutors from 1 March and provides information for course coordinators on what is expected of tutors and boundaries between supervisor, course coordinator and tutors. GD reported difficulty with students who have a Student Access Plan and push the boundaries. GD finds SECAT comments debilitating and has avoided reading the last set of SECAT comments due to a previous bad experience. SB raised a concern for professional staff with students who have unrealistic expectations for response times.

CP was concerned as consulting with academics regarding this issue has been difficult. Following discussion, it was agreed committee members will raise the issue with work groups, committees and school managers to see if they will discuss with CP. KT will invite CP to discipline meetings to talk to academic groups. TG suggested consulting with the Indigenisation Committee in the business school to gather their input into this hazard and also understand considerations to be taken into account for future methods of consultation as noted above.

3.3. Tier 1 Audit 2023

CP reported all local areas, in our case at the Faculty level, are to run their own inhouse audit on a specific relevant topic on the risk register. It was agreed to focus on psychosocial hazards, particularly unwanted student behaviours towards academics. The audit will look at policy, procedure and code and how it has been applied in our workplace.

AR suggested workplace flexibility and how it affects physical workspaces and psychosocial health. It was agreed this would be a good topic for the future once we see how the code will be implemented.

3.4. Proposed workplace changes

Business School staff have finished moving from 293 Queen Street to 88 Creek St. The new venue is managed by Customs House and as a result hazardous manual tasks risk for managing events has been removed as a hazard for the school.

There is a security concern for all floors as the lift opens straight out onto each floor on arrival, without need to swipe an auto door on the floor. While a swipe is needed in the lift, a person could get out on any floor.

Minutes

TG reported Professor Victor Callan is having issues with access and will get locked into an area requiring a swipe card to exit and as a result becomes stuck. There is no security onsite to assist with this issue. TG also reported there is no cleaning of the bathrooms over weekends and KT will follow up on these matters.

It was suggested to hold a future HSW Committee meeting at 88 Creek St. NB will discuss this with ZC.

3.5. Proposed significant plant/equipment purchases

No significant plant/equipment purchases were reported.

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 and action as required.

4.2. Faculty OHS training compliance

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

4.3. Incident and Hazard reports

The Incident and Hazard report for the period 30 November 2022 to 18 March 2023 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 Q4 2022 was not available. This data will be provided when available.

4.5. Workers Compensation data

Workers Compensation data for 1 December 2022 to 18 March 2023 was provided in the meeting papers for noting. There were 35 claims across UQ, 1 claim was 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.

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:

- Testing and Tagging: Be aware of issues with Testel tagging and ensure only items on the provided list are tested, that the next test date is 12 months from test date and the correct price is charged.
- Unitask HSW Checklist online: the onboarding process in Workday now directs new staff to the online version of the HSW checklist to complete. Staff still need to attend the Faculty HSW Induction to receive the relevant information.
- Flexible Work Process: there is a new Flexible Work process in Workday to replace the Telecommuting Agreement. The staff member will self-assess their workspace and it is sent to the supervising manager to approve. The HSW Manager is not involved in the process, however CP would like to share common risks and things to look at for.

5. Next meeting: Monday 19 June 2023

	Action	Person responsible
1	Raise concerns regarding the Business School's Governance Review's not including mental health and well-being with the Head of School.	TG
2	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.	KS (Was JT)
3	Raise maintenance issue with teaching room door handle and pest control for student space in Forgan Smith building with MP.	GD & SB
4	Risk assessment of need for duress alarm in the BEL Careers and Employability Office, Level 1 Colin Clark.	CP & AR
5	Raise unwanted student behaviour towards Academics with work groups, committees, and school managers to see if they will discuss with CP. KT will invite CP to discipline meetings to talk to academic groups. TG suggested consulting with the Indigenisation Committee in the business school.	All KT CP
6	88 Creek St: Follow up on swipe card issue for VC and cleaning of bathrooms over weekend.	KT
7	Share common risks and things to look out for when considering a new flexible work application from a staff member.	CP