

Agenda

BEL Faculty Health, Safety and Wellness Committee

Date 27 March 2023
Time 11am – 12.30pm
Venue Sir Llew Edwards Building, Room 522
Subject Health, Safety and Wellness Committee Meeting
Attendees Zoe Cahill (Chair), Chris Pye, Leo H. Luong, Trevor Gormley, Natasha Bromilow, Kate Smith, Maria Parnell, Sue Basu, Greg Dale, Carol Bell, Karen Teitzel, Ash Ranpara, Bronwyn Diffey.

Apologies

Item.	Time	Agenda Item	Responsible
1		Acknowledgement, Welcome, Apologies, and 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 Psychosocial Hazard progress	Chris Pye
		3.3 Tier 1 Audit 2023	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 Workers Compensation data	Chair
		4.5 Reportable \ Notifiable Incidents	Chair
		4.6 BEL Top Risks	Chair
		4.7 HSW manager written update	Chair
5		Other Business	
6		Close meeting Next meeting date – June 19	Chair

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

We welcome:

- Kate Smith as the HSW Division Advisor for 2023
- Ash Ranpara as the Committee Representative for the BEL Faculty Office workgroup.

Item 2.1 – Review actions from previous minutes (Chair)

	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. C Pye received update from Josh and this is still progressing. Most recent update was that project manager met on site recently with electrical engineer to work out labour costs.	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. C Pye received update on this matter as it was discussed in recent UQ HSW Manager meeting. This concern is increasing along with e-scooter use and HSW manager for P&F is going to raise with UQ traffic management team to identify a UQ wide approach\policy.	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. Feedback received by C Pye was largely in agreement of the proposed plan so this has been finalised and can be found in the HSW Committee shared drive.	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. Z Cahill Discussed with Brian Roberts and he preferred not to take up this opportunity, as they have their own central HSW Committee. BEL staff that work at city campus can raise concerns through BEL HSW Committee, and we can address or redirect as appropriate.	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.	JT
8	Email Testel Test and Tagging pricing update and equipment list required to be tested. C Pye sent email at the start of the year.	CP

Item 3.1 – Update from Schools\Division (ALL)

Item 3.2 – Psychosocial Hazards Progress (C Pye)

Item 3.3 – Tier 1 Audit 2023 (C Pye)

Item 3.4 – Proposed 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	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. Followed up with email reminder 16.3.23.

Actions from Incidents

Area \ Date	Description	Status
Faculty Office (March 2021)	ID 6132. Action to upgrade trolley for hazardous manual tasks still outstanding.	9.3.23 – Quest to find suitable trolley is still ongoing and providing difficult with limited options. Recently requested to consult with teams doing similar work across UQ to understand how they manage this.
Law	ID 9028. Inadequate Zip Tap sink causing slip hazard in Forgan Smith building.	16.2.23. Action to change design assigned to Client Facility Manger.

4. Matters for noting

(October 2022)		No update received from request in January 2023 through system email so will try regular email.
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Actions from Risk Registers

Area	Description	Status
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.	28.9.22 – Methods of consultation discussed further in 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.
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 – Same as above.

4. Matters for noting

Item 4.2 – OHS Training Compliance (casuals omitted)

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%

Data as of 10.3.23	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Aust Inst for Bus & Econ	100%	67%	100%
Faculty Office	100%	94%	100%
Ctr Bus & Econ of Health	100%	100%	100%
Sch Business (UQ Bus Sch)	95%	91%	88%
Sch Economics	99%	99%	95%
Sch Law (TC Beirne)	97%	90%	86%
BEL Faculty Total	97%	92%	90%

4. Matters for noting



Item 4.3 – Incident and Hazard Reports (November 30, 2022 – March 18, 2023)

Job Ref:	Details	Actions	Status
9201	Lost Time Injury HDR student tested positive to COVID while on overseas research trip. Field trip included visits to hospital areas	COVID controls were included in prior risk assessment. Not possible to confirm where COVID transmission occurred.	Closed
9344	Hazard Aggressive crow swooped staff member during lunch at Bookmark café.	Job logged with P&F (already logged by HSW Division following report from another area)	Closed
9352	Lost Time Injury Staff member involved in vehicle incident on journey to work. Received discomfort and strain around shoulders and neck.	Further medical advice sought.	Closed

4. Matters for noting



9369	Near miss Staff member involved in vehicle incident on journey to work. No injuries sustained.	No further action required.	Closed
9430	No Lost Time Injury Staff member swooped by crow outside bookmark café. Sustained knee injury while attempting to escape the swooping.	First aid treatment at UQ Health Centre Email sent to staff to warn off activity and sent to HSW managers in of nearby locations. Café customers advised to sit inside. Followed up job with P&F.	Closed
9451	No Lost Time Injury On journey home, staff member fell from bicycle on footpath, resulting in sprain injuries.	No further follow up.	Closed
9468	No Lost Time Injury Visitor to campus (student parent) aggressively attacked by crow while eating at	First aid provided. Consultant already engaged. Consultant was meeting with	Closed

4. Matters for noting



	bookmark café. Received cut to face, close to eye.	acting HSW manager at the time this incident occurred.	
9479	Near Miss Repeated swooping from crows while walking from building 14 to the Duhig library.	Escalated issue with P&F. Contractor engaged to review.	Closed
9486	No Lost Time Injury Swooped by an aggressive bird while walking to building 14 from Duhig library. Resulted in minor injury to back of head.	P&F already investigating multiple attacks. As of 19.3.23, aggressive male has been trapped and relocated. A female and fledgling have moved on since the male was relocated. Other crows have moved into the area but have so far showed no sign of aggression.	Closed
9495	Lost Time Injury Staff member experienced heart racing and dizziness during a meeting.	First aid treatment provided. Ambulance called and took person to hospital. Incident relates to a medical condition. Follow up occurring	Open Action plan overdue.

4. Matters for noting

		with relative people to support safe return to work.	
9685	No Lost Time Injury Staff member received muscular strain while unloading equipment from a ride share vehicle. Transporting equipment form St Lucia to 308 Queen Street.	Person confirmed only minor injury. Risk assessment and transport process being reviewed.	Open

Faculty EAP Data

Item 4.5 – Workers Compensation Data (December 1, 2022 – March 18, 2023)

- 35 claims admitted across UQ
- 1 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. 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 March 14, 2023

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	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.					
2	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.					
3	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 March 13, 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 – 17.3.23

A proposed schedule for annual HSW assessments in 2023 for BEL is provided below. Assessment reports can be found in the HSW Committee shared folder. UQ Brisbane City has been removed from the schedule as this site is now managed by the customs house team and falls into their inspection schedule.

Month	Area	Status
February	Business	Complete
May	BEL Faculty Office	
July	Law	
July	Economics	

2. Key findings from annual HSW assessments

Some common issues found in recent assessments include lapsed test and tagging schedules and outdated warden information.

3. New training course - Calling out bad behaviour in the workplace.

This course was piloted last year and had great feedback. It is being rolled out in 2023 and can be found through Workday. Currently only three spots left for the one offering in 2023 so far. More offerings are being arranged.

4. Test and Tagging Issues

There are a few repetitive issues that have been experienced with Testel tagging being carried out. All areas are advised to monitor testing that is carried out in their areas for similar issues. They include:

- Next test date being set as 6 monthly instead of annual. This issue is best identified at the very start of testing to reduce the need for tags to be renewed again.
- More items being tested than were requested. If areas have been very clear in what items they want tested then we can request a credit from Testel for anything additional that had been tested.

We will continue to monitor issues as they occur and keep records for future consideration. Similar issues have been experienced by areas that have utilised other suppliers.

4. Matters for noting

5. Unitask HSW Checklist

For several years, supervisors have been able to submit and approve an online version of the 'New Worker Induction Checklist' through Unitask. This is the same checklist which guides our Faculty HSW induction. We did not promote the online version previously since the Faculty HSW induction covered the same topics. However, the onboarding process in Workday has now started to direct people to the online version of the checklist.

If staff complete the online OHS checklist in Unitask, we still request their attendance to the HSW Induction. Completing the online form is similar to staff just ticking through the PDF version, and they still typically miss out on the more relevant and useful information.

6. New Flexible Work process will replace Telecommuting Agreement

A new [Flexible Work policy and procedure](#) has been introduced, resulting in the removal of the UQ Telecommuting PPL. The new process for staff to request a working from home arrangement now relies on supervisors approving everything, including the home workstation setup. The process no longer requires involvement of the HSW Manager or Work Health and Safety Coordinator (WHSC), however they are available to assist supervisors with home workstation assessments.

7. Committee membership update

- Ash Ranpara is joining the committee as Committee Representative for the BEL Faculty Office, which includes the Australian Institute for Business and Economics (AIBE) as well as the Centre for the Business and Economics of Health (CBEH).
- Kate Smith will be joining the committee in the role as Advisor from the HSW Division.

8. 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

9. 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 sent to HSW Division to confirm our final 2022 HSW Goals Report.
- Email sent to HSW Committee members to consult on 2023 HSW Ops Mgmt Plan

4. Matters for noting

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

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

Date	Area	Risk Factor	Details	Risk level impact
19.3.23	Faculty wide	Multiple psychosocial hazards	Update relevant sections with examples provided in the Psychosocial Hazard Code of Practice.	No Change

11. List of HSW Goals with low compliance

A list of HSW goals from our 2023 HSW Ops Mgmt Plan are reviewed each quarter. Goals for which BEL has low compliance will now be listed in this written update on a quarterly basis.

- All goals for 2023 are on track. The lowest compliance area at the moment is completion of required online HSW training for supervisors and managers – currently at 90%, up from 89% in Q4 2022 (target is 95%)

5. Other Business