

Meeting Minutes

Date	11 September 2023
Time	11 am–12.30 pm
Venue	BEL Boardroom, Room 522, Level 5 SLEB and via Zoom
Attendees	Zoe Cahill (Chair), Bronwyn Diffey, Cassie Hughes, Chris Pye, Diego Carrasco Novoa, Greg Dale, Kate Smith, Maria Parnell, Sue Basu, Tana Kachornvuthidej, Trevor Gormley and Natasha Bromilow (Secretary).
Apologies	Ash Ranpara, Karen Teitzel and Leo H Luong.

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.

Minutes from the previous meeting held 23 June 2023 were accepted.

2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

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

This action is with TG to raise if required with the Head of School. Action to be removed.

2.2. Follow up with HSW Unit representative on the VCRCC (cc. KS) regarding concerns about not removing data for people on long service leave and non-compliant behaviour in the OHS training compliance data.

CP reported things have changed in this space and ZC would like this to still happen.

2.3. Escalate lengthy delays for jobs logged in Archibus with ZC.

MP reported jobs have been actioned more quickly however, engaging external contractors extends the time frame for completion of works.

2.4. Risk assessment of need for duress alarm in the BEL Careers and Employability Office, Level 1 Colin Clark.

CP reported Sebastian Hagebaum and AR will discuss the risk with the team and then follow up with CP. ZC will review if the risk is high. This action is now complete.

2.5. 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.

CP reported difficulty in obtaining information regarding unwanted student behaviour from academics and has arranged to attend a BEL Teaching and Learning Committee to encourage reporting. ZC suggested the approach of reminding academics through existing channels to log an incident through UQ Safe if a staff member experiences unwanted student behaviour and attending all staff town hall meetings. A segment was included in the BEL Bulletin regarding reporting unwanted student behaviour through UQ Safe.

2.6. Share common risks and things to look out for when considering a new flexible work application from a staff member.

CP reported this item is complete and awaiting approval of the developed guide.

2.7. Promote positive messaging and support systems for the LGBTQIA+ community through local communication networks, including the BEL Bulletin.

A positive message and a guide to support systems available was included in the BEL Bulletin.

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- 2.8. Check with Belinda Bern in the Graduate School (cc. KS) if ethical clearance is required if communication/surveys with HDR students is for HSW purposes based on the HDR student being a 'worker'.**

CP reported that a quick check with the Graduate School prior to the communication was required.

- 2.9. Manage issues reported in 31B for HDR students in the Business School. This includes cold filtered water, removal of excess fridges, cutlery requirements and evacuation awareness protocols.**

All HSW matters have been resolved.

- 2.10. Meet with TK to discuss HSW matters, including visitor induction procedures, after-hours access and risk assessment of newly refurbished kitchen, risk assessment for additional first aiders and ergonomic assessments for HDR students with back issues from sitting in chairs.**

CP reported these actions are complete.

- 2.11. Decide locally on the charging of e-mobility devices until a UQ wide policy is in place.**

UQ released a university-wide safety alert regarding the storage and charging of e-mobility devices. The charging of devices on campus is prohibited. The storage of devices in offices is prohibited and a list of locations to safely store devices was provided.

- 2.12. Increase awareness for tutors on what to do in a security incident. CP is available to assist.**

CP reported tutors weren't sure to call security in an emergency and this information is now included in mandatory tutor training.

3. Items for Discussion

3.1. Updates from Schools/Division

Law School

MP reported the Law School is waiting for the delivery of lights for the room to be used as the prototype for the new lighting. Once everyone agrees this lighting is suitable it will be installed across the school.

HSW Division

KS provided the following updates from the HSW Division:

- Qld Health announced the removal of all COVID 19 requirements.
- Staffing update from the HSW Division was provided.
- Website will be updated to provide updated information on psychosocial hazards and option to report confidentially. KS' role is to receive the confidential reports.
- PeopleSense is the new Employee Assistance Provider for UQ.
- The HSW induction onboarding checklist can be accessed via Unitask. New starter records are to be stored to ensure completion of checklist.
- October is National Safe Work with the theme 'Work safely for a safer UQ'. Information regarding events and speakers will be distributed to all staff.
- A safety alert regarding the storage and charging of e-mobile devices has been distributed to all staff.
- All HSW representatives are encouraged to attend updated training.

School of Economics

The gaseous odour experienced in Levels 5&6 Colin Clark building also impacted the Business School on Level 4. A job was logged with P&F and this has been rectified.

3.2. Psychosocial Hazards for Student Administration teams

CP reported the Student Administration Teams identified several psychosocial hazards, including one on one Progression Improvement Plans and triggering supporting material attached in the applications by the students. Increased awareness and understanding of the impact is needed through consultation, and staff are encouraged to log a job via UQ Safe. ZC requested the student administration leaders in the Schools and Faculty office be included in the consultation. It was suggested to eliminate the hazard and if this can't be done then an administrative control is required. ZC advised grievances and complaints are being looked at under Project 2025 and all Student Administration Managers are involved as a consultation group.

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Psychosocial Hazards – Work Demands

CP and ZC will review work demand psychosocial hazards to see if they have changed or need updating in the risk register. Will consider which ones need to remain on the top risk list. Committee members will then be asked to review the risk register to advise if the risk has decreased or increased.

The [risk register](#) is located in the HSW Committee share drive and has been split with tabs to include schools rather than local areas. Colour indicates the risk level.

3.3. Proposed workplace changes

No proposed workplace changes were reported.

MP reported the sandstone problem identified in Forgan Smith Tower and Level 4 will be rectified this week.

3.4. 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 action items from assessments and audits were provided in the meeting papers for noting and action as required. The School of Economics assessment will be rescheduled for this year.

CP reported a large crack in a stairwell located in the Law School revealed a set of underground stairs that P&F were unaware existed. P&F will review.

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 20 June to 4 September 2023 was provided in the meeting papers for noting. It was noted if the report is for a personal medical issue then check first with the staff member if they want this in the system or if it should be reported without identifying information.

4.4. Faculty Employability Assistance Program (EAP) Data

No data provided yet for the last quarter. This will be provided in the next HSW committee meeting.

4.5. Workers Compensation data

Workers Compensation data for 20 June to 4 September 2023 was provided in the meeting papers for noting. There were 34 claims across UQ and 1 claim admitted from BEL.

4.6. Reportable/Notifiable incidents

No reportable/notifiable incidents were occurred during 20 June to 4 September 2023.

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:

- CP reminded members to check test and tagging reports for failed items and to discontinue use immediately and arrange for the replacement of the failed item.

4.9. Updates to HSW Risk Registers in the last quarter

Updates to the HSW Risk Registers were provided in the meeting papers for noting.

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4.10. List of HSW Goals with low compliance

A list of HSW Goals with low compliance were provided in the meeting papers for noting and action as required.

5. Next meeting: Monday 4 December 2023

Action Items

	Action	Person responsible
1	Follow up with HSW Unit representative on the VCRCC (cc. KS) regarding concerns about not removing data for people on long service leave and non-compliant behaviour in the OHS training compliance data.	CP
2	Consultation of Student Administration teams and managers on identified psychosocial hazards.	CP
3	Review work demand psychosocial hazards for required changes or updates in the risk register	CP & ZC
4	Check test and tagging reports for failed items and discontinue use immediately. Arrange for the replacement of the failed item.	All