

## BEL Faculty Health, Safety and Wellness Committee

**Date** 04 December 2023  
**Time** 11am – 12.30pm  
**Venue** BEL Boardroom, Sir Lew Edwards Room 522 or <https://uqz.zoom.us/j/88550508463>  
**Subject** Health, Safety and Wellness Committee Meeting  
**Attendees** Ash Ranpara, Carol Bell, Chris Pye, Diego Carrasco Novoa, Greg Dale, Karen Teitzel, Leo H. Luong, Maria Parnell, Michelle Low, Natasha Bromilow, Sue Basu, Tana Kachornvuthidej, Trevor Gormley, Zoe Cahill (Chair).  
**Apologies** Bronwyn Diffey, Maria Somodevilla Torres

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 Confirm HSW Ops Mgt Plan 2024	Chris Pye
		3.3 Casuals discussion share from HASS.	Chris Pye
		3.4 Proposed significant workplace changes.	All
		3.5 Proposed significant plant/equipment purchases	All
4		<b>Matters for noting.</b>	
		4.1 Outstanding Action Items	Chair
		4.2 Faculty HSW training compliance	Chair
		4.3 Incident and Hazard reports	Chair
		4.4 EAP Data	Chair
		4.5 Workers Compensation data	Chair
		4.6 Reportable \ Notifiable Incidents	Chair
		4.7 BEL Top Risks	Chair
		4.8 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 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. <b>COMPLETE – CP raised concern with Kel Davies (Deputy Director).</b>	CP
2	Consultation with Student Administration teams and managers on identified psychosocial hazards. <b>Still ongoing. CP recently reached out to seek a suitable date.</b>	CP
3	Review work demand psychosocial hazards for required changes or updates in the risk register. <b>Still ongoing but CP has an update.</b>	CP & ZC
4	Check test and tagging reports for failed items and discontinue use immediately. Arrange for the replacement of the failed item.	ALL

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

**Item 3.2 – Confirm HSW Ops Mgmt Plan 2024 – C Pye**

C Pye to run through final 2023 report and proposed plan for 2024.

**Item 3.3 – Casuals discussion share from HASS – C Pye**

C Pye to share findings from review of risk register levels in HASS relating to job security. Relative to both HASS and BEL Faculty.

**Item 3.4 – Proposed workplace changes (ALL)**

Update for Forgan Smith Lighting project (to remain on agenda until completion).

**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

No outstanding actions from assessments or audits.

### Actions from Incidents

Area \ Date	Description	Status
Faculty Office (March 2021)	ID 6132. Action to upgrade trolley for hazardous manual tasks still outstanding.	28/11/23 – Appropriate trolley has been identified and is getting purchased.
Faculty Office (October 2023)	Staff member injured while moving items around storeroom. Design and organisation planned to be improved.	18/10/23 – Action plan confirmed that redesign and refit of storeroom is scheduled.
Business (October 2023)	Anxiety experienced by staff member during consults from student verbal attacks.	27/11/23 – Supervisors to discuss with Director of T&L and PAW steering committee

# 4. Matters for noting

## Actions from Risk Registers

Area	Description	Status
<b>Faculty Office</b> (May 2023)	Ongoing review of controls required for manual handling involved in video production work. Risk assessment in place and controls being reviewed on monthly basis.	27/11/23 – Risk assessment review was due in July. It was reviewed in August but still awaiting re-approval. Approver on leave. Notified team and reviewing action.

# 4. Matters for noting

## Item 4.2 – OHS Training Compliance (casuals omitted)

Data as of 27/11/23	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Aust Inst for Bus & Econ	100%	33%	75%
Faculty Office	100%	98%	100%
Ctr Bus & Econ of Health	94%	94%	86%
Sch Business (UQ Bus Sch)	94%	86%	95%
Sch Economics	97%	93%	100%
Sch Law (TC Beirne)	94%	94%	95%
BEL Faculty Total	96%	90%	96%

Data as of 22.8.23	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Aust Inst for Bus & Econ	100%	67%	75%
Faculty Office	99%	94%	100%
Ctr Bus & Econ of Health	93%	86%	86%
Sch Business (UQ Bus Sch)	93%	89%	97%
Sch Economics	99%	93%	100%
Sch Law (TC Beirne)	92%	89%	100%
BEL Faculty Total	95%	90%	98%

# 4. Matters for noting

## Item 4.3 – Incident and Hazard Reports (September 4 – November 27, 2023)

Job Ref:	Details	Actions	Status
10818	No Lost Time Injury  Fall from bicycle on journey to work. Sustained sprain and cut injuries.	Sought medical treatment.	Closed
10943	No Lost Time Injury  Strain injuries sustained while accessing boxes in storeroom. Poor organisation of storage and overfilling shelves noted as two contributing factors.	Storeroom is getting a refurb, including new shelving system to increase storage potential.	Open
10944	Hazard  Lift doors closed onto trolley and failed to bump open.	Supervisor advised to enter lift backwards to prevent risk of injury. Reports will be monitored to consider escalation.	Closed

# 4. Matters for noting



10952	<p>Near Miss</p> <p>Staff member discovered piece of wire in sandwich purchased from café.</p>	<p>Staff member informed café.</p> <p>P&amp;F notified and requested to share incident with corporate team who manage café service agreements.</p>	Closed
11132	<p>Near Miss</p> <p>Staff member experienced anxiety related to student consult. Students questioned staff members work in a disrespectful manner.</p>	<p>Support provided to staff member. They were ok but noted this is a common experience and will continue to review processes to reduce occurrence.</p> <p>Supervisor will discuss process review with Director of T&amp;L and the Psychosocial Risk Management Steering committee.</p>	Open

# 4. Matters for noting

## Item 4.4 - Faculty EAP Data

### Quarterly (Q2 – Apr – Jun 2023) University wide data

Annualised Utilisation

Category	Jun 2022	Dec 2022	Mar 2023	Jun 2023
The University of Queensland	9.3%	9.3%	7.2%	7.07%
Industry	2.7%	2.7%	5.6%	6.47%
All Customers	2.9%	2.9%	6.4%	5.33%

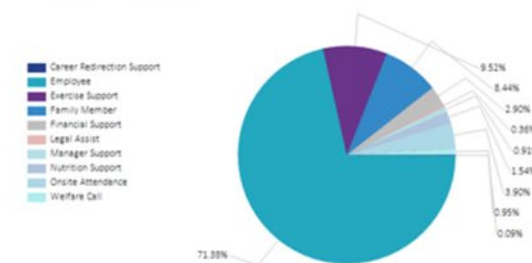
Modality (1<sup>st</sup> Session)

Category	Face to face	Telephone	Digital
	30.82%	18.07%	41.02%
Average Number	Employees	Family	
	2.2	2.3	

Common Presenting Problems	%
Anxiety	28
Stress	13
Depression	13
Career change	10
Conflict with manager- perceived bullying/harassment	8

New Users	Existing users	Family members
239	127	43

All services provided during this period



Presentation Overview

March 2022	June 2022	Dec 2022	Mar 2023	Jun 2023
24.0% work related	28.3% work related		32% work related	33% work-related
31.29% cases had a work impact	34.51% cases had a work impact		33.1% cases had a moderate to severe work impact	29.7% moderate to severe work impact.



# 4. Matters for noting

## Item 4.5 – Workers Compensation Data (September 5 – November 27, 2023)

- 34 claims admitted across UQ.
- 1 claim rejected across UQ.
- 1 claim rejected from BEL.

## Item 4.6 – Reportable \ Notifiable Incidents (September 5 – November 27, 2023)

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 November 15, 2023

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	<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.					
2	<b>Hazardous Manual Tasks (Faculty Office)</b> Video production work includes hazardous manual tasks due to heavy loads, travel, and awkward postures. Risk assessment and review of controls required to reduce risks.					
3	<b>Exposure to unwanted behavior - Violent, aggressive, intimidating, harassing, threatening etc. (Faculty Wide)</b> 2020 audit indicated increased risk for student and public facing staff. Further consultation required and will be actioned in 2023 Audit.					
4	<b>Psychosocial Hazards – Poor organisational justice (Faculty wide)</b> Multiple reports of incidents against LGBTIQ+ community in BEL areas. Controls introduced which appear to be effective. Will be monitored ongoing. Will be removed from this table in next report.					

# 4. Matters for noting

## BEL Faculty HSW Watch List Last updated November 15, 2023

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	<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.	●	●	●	●	➔
2	<b>Slip, trip or fall (Faculty Wide)</b> This risk is relevant across the faculty. Controls indicate it is well managed.	●	●	●	●	➔
3	<b>Working in Isolation (Faculty Wide)</b> Many areas across the faculty have staff working alone and/or outside of standard hours.	●	●	●	●	➔
4	<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.	●	●	●	●	➔
5	<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)	●	●	●	●	➔
6	<b>Biological \ Infectious disease (Faculty Wide)</b> COVID-19 changed to no longer be pandemic status and this item reflects general infectious disease control.	●	●	●	●	➔

# 4. Matters for noting

## Item 4.8 - Written update

### 1. Annual HSW Assessments Update – 28/11/23

A proposed schedule for BEL 2023 annual HSW assessments is provided below. Assessment reports can be found in the HSW Committee shared folder.

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

### 2. Key findings in annual HSW assessments

- First aid kit issues continue to be found.
- Non-compliant power boards continue to be found.

### 3. Psychosocial Hazards Update

The Psychosocial Risk Management steering committee (previously the People At Work steering committee) are continuing work on the UQ 'Psychosocial Risk Management Road Map'. A few updates have been provided to the HSW Network and include:

- Development of new webpage to guide how to report psychosocial hazards ([now live](#))
- Introducing targeted training. Some trauma-informed training is being provided, initially targeted to HSW and HR staff.
- Working on processes and guidance to assist local areas respond and manage psychosocial risks.

### 4. UQ HSW Quarterly Update – Q4

You can access the Q4 HSW Quarterly Update online [here](#). This quarter includes National Safe Work Month events, welcomes, Biosafety updates, increase in leptospirosis cases, update to prohibited use of credit card list, QLD mental health week, wellness events, safety seminars, upcoming training, and safety alerts.

# 4. Matters for noting

## 5. Committee membership update

- Kate Smith resigned from UQ. Maria Somodevilla Torres has volunteered to be our HSW committee rep from the HSW division. Maria was unable to attend this first meeting so Michelle Low will be attending as proxy.

## 6. UQ Policy and Procedures currently under review, in draft, or recently published in the UQ Policy and Procedures library (PPL).

Draft copies can be found in the HSW Committee folder. Feedback can be provided to Chris Pye – [c.pye@uq.edu.au](mailto:c.pye@uq.edu.au) who will consolidate and share with the relative team.

- Fire Safety Management and Evacuation Procedure (Draft)
- Manual Task Risk Management (Draft)
- Laboratory Ergonomics (Draft)
- Work Off-Campus and Fieldwork Procedure (published changes – removed guideline)
- Working Safely with Bats (updated and published)

## 7. 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.

- BEL HSW Update email to school managers and heads of school, which included Bushfire safety alert, Lockable display cabinets as a control, Road vehicle and Pedestrian safety alert, Psychosocial Hazards reporting webpage, Student crisis and welfare guide, and Safety alert for e-mobility devices.
- Email sent to school managers sharing Faculty office communication regarding E-device storage\use, following the safety alert.
- Email to committee members, including school managers, regarding updated Work off-campus PPL and providing updated versions of BEL guideline for travel HSW requirements.

## 8. 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
15/11/23	Faculty wide	Psych Hazard Poor organisational justice	No further reports received in relation to LGBTIQ+ incidents. Controls appear to be effective. Risk levels reduced but will be monitored ongoing.	Medium to Low

# 4. Matters for noting

## 9. List of HSW Goals with low compliance

A list of HSW goals from our current 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.

- **KPI – 95% of staff compliant with ‘Annual Fire Safety’.** We are sitting at 90%
- **KPI – Quarterly HSW report submitted to faculty leadership team.** Q3 report missed.

## 5. Other Business