

## Meeting Minutes

<b>Date</b>	04 December 2023
<b>Time</b>	11 am–12.30 pm
<b>Venue</b>	BEL Boardroom, Room 522, Level 5 SLEB and via Zoom
<b>Attendees</b>	Zoe Cahill (Chair), Cassie Hughes, Chris Pye, Greg Dale, Karen Teitzel, Michelle Low, Nicole Scarvelis, Sue Basu, Tana Kachornvuthidej and Natasha Bromilow (Secretary).
<b>Apologies</b>	Ash Ranpara, Bronwyn Diffey, Carol Bell, Diego Carrasco Novoa, Leo H. Luong, Maria Parnell, Maria Somodevilla Torres and Trevor Gormley.

### 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 11 September 2023 were accepted.

### 2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

#### 2.1. **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 reported this action is complete and concerns were raised with the Deputy Director, Health, Safety and Wellness (Governance and Strategy).

#### 2.2. **Consultation with Student Administration team and managers on identified psychosocial hazards.**

CP reported this action is ongoing and a suitable date to meet has been sought.

#### 2.3. **Review work demand psychosocial hazards for required changes or updates in the risk register.**

CP reported this action is ongoing.

#### 2.4. **Check test and tagging reports for failed items and discontinue use immediately. Arrange for replacement of the failed item.**

All areas reported this action as complete.

### 3. Items for Discussion

#### 3.1. **Updates from Schools/Division**

##### *HSW Division*

ML provided the following updates from the HSW Division:

- All COVID-19 and Flu information from the UQ web pages have been removed and staff/students referred to Qld Health web pages for information. Specific enquiries can be sent to the Occupational Health Nurses via [ohna@uq.edu.au](mailto:ohna@uq.edu.au).
- Free booster vaccines for COVID are continuing and the Flu Vaccination program will go ahead in 2024.
- Our central HSW Division representative Kate Smith has left UQ. The role of workplace psychologist has been outsourced for now. Maria Somodevilla Torres will now be our committee representative.
- The PPL on incident and hazard reporting provides more information on psychosocial hazards and complaints management was added. The new ppl links to a website listing all psychosocial hazards.
- The PPL on working off campus and field work procedure has been updated.
- ALTIUS life is the new UQ Wellness platform. Altius have an app and 'uqwellness' is the code.

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- Fatigue management information was released.
- An injury from self-closing doors was reported. Heavy self-closing doors can cause injuries due to the weight of pushing the heavy doors open and closed. Report any concerns to P&F through Archibus as they can change the hinges to make them lighter to push open.

### *School of Economics*

TK is leaving mid-January and CH will take over as the committee representative.

### **3.2. Confirm HSW Operational Management Plan 2024**

CP discussed the 2023 Operational Management Plan report and proposed 2024 Operational Management Plan. UQ established a set of occupational health and safety goals arranged around the five UQ HSW strategic priorities. We are required to monitor performance against the goals by developing a HSW Management Plan at the start of the year and track progress against the goals during the year through the report.

The 2023 HSW KPI Goals Performance report can be found [here](#) in the HSW Committee Share Folder. The following items on goal performance were discussed:

- HSW supervisor training is currently at 90% completion. 95% is the target, which is believed to be unachievable due to high staff turnovers and prolonged absences. There is also no consequence for staff not being compliant with 95%. CP will forward an email to ML to raise with the HSW Division. ZC asked CP to continue tracking, reporting and reminding staff regarding HSW supervisor training for 12 months and review again. ML advised completion data for casuals is not available and it is up to local areas to track and keep these records. ZC advised of changes to come through CAPP with a built-in mechanism for mandatory training to be communicated to casuals and four hours of training to be paid.
- TK and CH advised a staff lunch is held every Friday during teaching weeks relating to the HSW seminar program. CP will add this to the report.
- ZC noted fire training was low at 90% completion. Faculty office completion is 98% so ZC will not need to send a reminder email to staff. CP will run a report and see if there are any repeat offenders who can be reminded.
- The internal tier 1 faculty audit project will carry over to 2024 for teaching staff only.
- CP uses Faculty Leadership Team meetings to highlight and raise awareness of HSW issues in local areas. It was recommended local issues be considered in safety leadership walks. CP will change the schedule of the KPI to immediately after the committee meeting and send HSW performance reports to organisational units.
- ML suggested including the number of HSW audit inspections completed, along with number of actions and actions completed in the commentary section.

### **3.3. Discussion regarding Casuals shared from HASS**

CP shared a discussion from HASS regarding casuals that could impact BEL. The HASS HSW Committee are reviewing the risk level in the risk register on job security. It was deemed the issue a low risk due to casuals being aware of the risk and limitations when taking on casual work. Even though there would still be some anxiety it was not necessarily something that the Faculty can control as there is EAP available and policies on casual work. ZC advised this was more of an issue for HASS as BEL does not have enough casuals and they are asked to do more work. Many casuals will go onto continuing work where there is a teaching demand.

It was noted EAP engagement is low with casuals. ZC recommended CP partner with the schools to establish the best way to communicate with casuals and provide information regarding the EAP.

### **3.4. Proposed workplace changes**

The following workplace changes were discussed:

- The Forgan-Smith lighting project continues, and one room has been set up as a prototype with the new lighting. If this is satisfactory it will be rolled out across the other rooms. ZC advised the update is provisioned for in the 2024 budget and should be completed by the end of Q1. SB reported the prototype room was very nice.

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- Initial investigations are underway to open up the professional staff space on Level 6, Colin Clark building for Economics. Professional staff are currently in single or dual offices. CP will be kept up to date with the proposed changes and floor plans.
- Six additional workstations are currently being installed in the BEL Marketing and Engagement open plan office, East Wing Level 5 SLEB.
- BEL's storage room 525, Level 5 SLEB will be converted into compactus storage by the end of December.
- The new PhD space in the Chamberlain building for Business is being refurbished and will include:
  - Rotted carpet to be replaced and remaining carpet shampooed.
  - UGL will review power.
  - Investigating adding a sink and water to the small room at the back of the space.

KT would be very happy to share the space with Economics PhD students if needed. ZC cautioned against using the room at full capacity due to the air flow and ventilation issues in the building. KT confirmed it will not be used to capacity.

### 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 action 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 4 September to 27 November 2023 was provided in the meeting papers for noting.

### 4.4. Faculty Employability Assistance Program (EAP) Data

University wide data for the Q2 period, April to June 2023, was provided in the meeting papers for noting.

CP advised the presentation of data is different due to the change in provider. ZC found the table more useful.

### 4.5. Workers Compensation data

Workers Compensation data for 5 September to 27 November 2023 was provided in the meeting papers for noting. There were 34 claims across UQ, 1 claim rejected and 1 claim rejected from BEL.

### 4.6. Reportable/Notifiable incidents

No reportable/notifiable incidents were occurred during 5 September to 27 November 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.

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**5. Next meeting: Monday 4 March at 1 pm**

**Action Items**

	<b>Action</b>	<b>Person responsible</b>
<b>1</b>	Consultation of Student Administration teams and managers on identified psychosocial hazards.	CP
<b>2</b>	Review work demand psychosocial hazards for required changes or updates in the risk register	CP
<b>3</b>	Report any heavy self-closing doors to P&F via Archibus so that hinges can be changed to make them lighter and reduce the risk of injury.	All
<b>4</b>	Forward email to ML to raise the mandatory training compliance target of 95% with the HSW Division.	CP
<b>5</b>	Add Economics weekly staff lunches on the HSW Seminar program to the 2023 goals report.	CP
<b>6</b>	Run a report on fire training completion to identify repeat offenders to follow up with.	CP
<b>7</b>	Partner with the schools to establish the best way to communicate with casuals and provide information regarding the EAP.	CP