

BEL Faculty Health, Safety and Wellness Committee

Date 04 March 2024
Time 1.30pm – 3pm
Venue Sir Llew Edwards (14) Room 617 or <https://uqz.zoom.us/j/83479455270>
Subject Health, Safety and Wellness Committee Meeting
Attendees Katrina Tune (Chair), Allanah Yu, Annari de Waal, Ash Ranpara, Cassie Hughes (Proxy for C Bell), Chris Pye, Greg Dale, Karen Teitzel, Leo H. Luong, Jacqui Dean (proxy for MS Torres), Mel Jelliff, Natasha Bromilow, Trevor Gormley.
Apologies Sue Basu, Maria Somodevilla Torres, Bronwyn Diffey, Carol Bell.

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 Methods for anonymous reporting	Chris Pye
		3.3 HSW Committee Rep role updates	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 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		Other Business	
6		Close meeting	Chair
		Next meeting date – June 3	

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

Apologies: Sue Basu, Maria Somodevilla Torres, Bronwyn Diffey, Carol Bell.

Welcomes:

- Katrina Tune, Committee Chair
- Mel Jelliff, Economics Professional Staff Committee Representative
- Annari de Waal, Economics Academic Staff Committee Representative

Item 2.1 – Review actions from previous minutes (Chair)

	Action	Person responsible
1	Consultation of Student Administration teams and managers on identified psychosocial hazards. Ongoing. Update will be provided in meeting.	CP
2	Review work demand psychosocial hazards for required changes or updates in the risk register. COMPLETE. Risk level will remain unchanged.	CP
3	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
4	Forward email to ML to raise the mandatory training compliance target of 95% with the HSW Division. COMPLETE. Discussed further with Deputy Director. Update can be provided in meeting.	CP
5	Add Economics weekly academic general seminar lunch program to the 2023 goals report as a staff wellness activity. COMPLETE.	CP
6	Run a report on fire training completion to identify repeat offenders to follow up with. COMPLETE. This is being actioned and monitored through the HSW Ops Mgmt plan quarterly.	CP
7	Partner with the schools to establish the best way to communicate with casuals and provide information regarding the EAP. COMPLETE. Email sent to casuals February 20.	CP

Item 3.1 – Update from Schools\Division (ALL)

Item 3.2 – Methods for anonymous reporting – C Pye

C Pye to update committee and discuss options for anonymous reporting

Item 3.3 – Update on vicarious trauma actions – C Pye

C Pye to provide update on vicarious trauma hazard and progress of actions.

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
(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. 23/02/24 – asked supervisor if there was an update.

Actions from Risk Registers

Area	Description	Status
Faculty wide (February 2024)	Vicarious trauma hazards identified in student application processes. Risk assessment to be developed.	6/02/24 – Key controls and recommendations provided to team leaders. Risk assessment yet to be developed.
Faculty wide (February 2024)	Perception of impact from reporting, may be reducing issues being shared by casual staff. Methods to allow anonymous feedback from staff, relating to HSW issues across the faculty, is being investigated.	16/02/24 – Plan to discuss options in upcoming HSW committee.

4. Matters for noting

Item 4.2 – OHS Training Compliance (casuals omitted)

Data as of 23/02/24	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Aust Inst for Bus & Econ	100%	25%	100%
Faculty Office	98%	93%	100%
Ctr Bus & Econ of Health	94%	94%	100%
Sch Business (UQ Bus Sch)	94%	88%	95%
Sch Economics	97%	93%	100%
Sch Law (TC Beirne)	92%	84%	95%
BEL Faculty Total	95%	89%	97%

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%

4. Matters for noting

Item 4.3 – Incident and Hazard Reports (November 28, 2023 – February 22, 2024)

Job Ref:	Details	Actions	Status
11415	No Lost Time Injury Attacked by crow outside building 14.	Added to ongoing report. Flagged to central team who are managing this issue.	Closed
11558	No Lost Time Injury Staff member fell on stairs, after stepping on loose tactile dot.	Reviewed stairwell and found many loose tactile dots which had broken from floor and covered stairwell. Logged job with P&F to clean and check dots are secure.	Closed
11732	Near Miss Removal of approved UQ Ally items from school reception area and drop in local controls in place to reduce psychosocial risks.	School management provided initial response and will review further actions as necessary.	Open

4. Matters for noting

Item 4.4 - Faculty EAP Data

Utilisation Rate	Q1 2023	Q2 2023	Q3 2023	Q4 2023
BEL Faculty	3.07%	2.4%	3.77%	3.87%
The University of Queensland	7.2%	7.07%	9.4%	11.56%
University Industry	5.6%	6.47%	8.68%	9.44%
All Industries	6.4%	5.33%	5.49%	5.61%

BEL Faculty Data	Users: 37 Sessions: 119
Percentage of Work-Related Issues	24%
Percentage of Little or No Impact on Work	41%
Work Related Issues:	
Career change	3 (6.52%)
Role Overload - Workload	2 (4.35%)
Absenteeism	1 (2.17%)
Acute Workplace Stress	1 (2.17%)
Conflict with Manager/s - Workload	1 (2.17%)
Conflict with Peer/s – Interpersonal conflict	1 (2.17%)
Other	1 (2.17%)
Workers Compensation Process	1 (2.17%)

Item 4.5 – Workers Compensation Data (November 28, 2023 – February 22, 2024)

- 19 claims admitted across UQ.
- 3 claims submitted from BEL.
- 1 claim rejected from BEL.

Item 4.6 – Reportable \ Notifiable Incidents (November 28, 2023 – February 22, 2024)


























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 February 23, 2024

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	Psychosocial Hazard - Exposure to Traumatic Events and Materials (Faculty wide) Vicarious trauma risk identified in the student application process. Student admin staff exposed to this hazard. Initial investigation identified further training is required. Further investigation required to identify actions.					
2	Psychosocial Hazard – Workplace Violence and Aggression (Faculty Wide) 2020 audit indicated increased risk for student and public facing staff. Further consultation required and will be actioned in 2023 Audit (rolled over to 2024).					
3	Psychosocial Hazard - Low Job Control (Faculty wide) Hazards specific to casual staff recently identified. They include potential reduced awareness of EAP availability and UQSafe reporting and need for anonymous reporting options. Proposed actions in progress. Originally this increased the MRL risk level to <u>medium</u> but action taken has decreased this back to Low.					
4	Psychosocial Hazard – Poor organisational justice (Faculty wide) 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.					
5	Psychosocial Hazard – 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.					

4. Matters for noting

BEL Faculty HSW Watch List Last updated February 23, 2024

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	Work Off-Campus \ Field Work (Faculty Wide) Faculty guidance developed and available to supervisors or workers to assist with identifying HSW requirements for travel.	●	●	●	●	➡
2	Slip, trip or fall (Faculty Wide) This risk is relevant across the faculty. Controls indicate it is well managed.	●	●	●	●	➡
3	Working in Isolation (Faculty Wide) Many areas across the faculty have staff working alone and/or outside of standard hours.	●	●	●	●	➡
4	Hazardous Manual Tasks (Faculty wide) Hazard relative to work tasks in org units across the faculty. In particular event management and facility work tasks.	●	●	●	●	➡
5	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)	●	●	●	●	➡
6	Biological \ Infectious disease (Faculty Wide) 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 – 23/02/24

A proposed schedule for BEL 2024 annual HSW assessments is provided below. Assessment reports can be found in the HSW Committee shared folder.

Month	Area	Status
July	Law	
July	Economics	
September	Business (inc. UQBC)	
December	BEL Faculty Office (inc. CBEH, AIBE and computer labs).	

2. Key findings in annual HSW assessments

First aid kit issues and non-compliant power boards were common findings in 2023.

3. Psychosocial Hazards Update

The Psychosocial Risk Management steering committee are continuing work on the UQ 'Psychosocial Risk Management Road Map'. There is a currently a focus on developing clear guidance to completed psychosocial risk assessment. They are encouraging local areas to undertake these risk assessments when identifying 'role based' hazards and provided an example (the vicarious trauma for student application processes we have identified).

The psychosocial risk management webpage had been updated with some resources, including:

- One page quick guides for each hazard, for example [Job demands](#)
- Guidance material for Managers
- Tip sheet on Psychosocial Risk assessment
- Risk assessment supporting tool.
- Brief risk assessment example

4. Update on Mould response.

Information on the [UQ Mould webpage](#) has been reviewed and updated recently. A UQ mould committee is also being established by P&F (will include other key stakeholders) to oversee mould management across UQ sites. This committee will review processes, design, response and communications to identify actions to reduce mould issues occurring, improve response to mould issues and improve communications at higher risk periods.

4. Matters for noting

5. Committee membership update

Due to staff leaving the faculty, there have been a few changes to some roles in the committee in 2024.

- The role of Chair has changed from Zoe Cahill to Katrina Tune.
- The role of Economics Professional Staff Representative has changed from Tana Kachornvuthidej to Mel Jelliff.
- The role of Economics Academic Staff Representative has changed from Diego Novoa to Annari de Waal.

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 who will consolidate and share with the relative team.

- Fire Safety Management and Evacuation Procedure (Draft)
- Manual Task Risk Management (Draft)

7. Safety alerts

A list of relative safety alerts since the last meeting, will be provided in this section. The safety alert communications can all be found on [this site](#).

- Fatigue management guidance.
Clean up work, following severe storm damage at Gatton campus, resulted in increase of fatigue risks. This safety alert provides guidance for all areas, on managing fatigue.
- Risk of falling light fittings.
Multiple incidents of falling light fittings have occurred over the last year. The safety alert provides information to help identify fittings with increased risk and action to rectify these, to reduce the risk of a fall occurring. This consideration has been added to the BEL Faculty inspection schedule.
- Annual workplace health and safety inspections – frequently occurring issues.
Alert to highlight recurring issues during annual inspection across UQ. Our annual inspections regularly pick up the same issues and action accordingly.

8. 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 Senior Management HSW update email to share PPL in draft for remote\isolated research work, Safety alert regarding risk of falling lights, safety alert regarding fatigue management, home workstation review guide for managers, 2023 HSW Goals Report, and 2024 draft for EL HSW Ops Mgmt plan.

4. Matters for noting

- Email sent to team leaders of student academic admin teams across the faculty, to provide advice and resources to help manage risk of vicarious trauma for their staff.
- Email to all casual staff across BEL Faculty, to provide information about UQ support services, Psychosocial risk management, and reporting incidents\near misses\hazards in UQSafe.
- [HSW Division Quarterly update Q1 2024](#) and the [Wellness update February 2024](#).

9. 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
2/2/24	Faculty wide	PH - Low Job control	Added detail for action to increase awareness of EAP and UQSafe reporting amongst casual staff, and investigate anonymous reporting methods.	Low to medium
2/2/24	Faculty wide	PH - Exposure to unwanted behaviour	Updated with action to share key controls with relative teams in relation to vicarious trauma hazard in student application processes.	No change
2/2/24	Faculty office	Hazardous Manual Tasks	Removed the only specific item for Faculty Office. The work task this related to are no longer being undertaken in the faculty so has been eliminated.	Medium to Low
15/2/24	Faculty office	PH - Exposure to unwanted behaviour	Split into two categories to align with Psychosocial COP. One for Exposure to Traumatic events and another for Workplace Violence and Aggression.	N/A
15/2/24	Faculty office	PH - Exposure to traumatic events and materials	Moved action to share controls with team leaders into existing controls as now complete. Added action to develop a risk assessment.	N/A
15/2/24	Faculty office	PH - Low job control	Moved action from 'proposed' to 'existing' for emailing casual staff to increase awareness of supports and reporting.	Medium to Low

4. Matters for noting

10. 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 89%

Reminder to all areas to share initiatives which can be considered as local wellness initiatives. We include initiatives that help decrease anxiety and stress for staff, such as workshops\training to assist teaching staff or research staff with challenges.

5. Other Business