

Meeting Minutes



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

BEL Faculty Health, Safety and Wellness
Committee

Date	04 March 2024
Time	1.30-3 pm
Venue	Boardroom 617, Level 6 SLEB and via Zoom
Attendees	Katrina Tune (Chair), Dr Annari de Waal, Cassie Hughes, Chris Pye, Iain Munro, Jacqui Dean, Karen Teitzel, Mel Jelliff, Trevor Gormley and Natasha Bromilow (Secretary).
Apologies	Allanah Yu, Ash Ranpara, Bronwyn Diffey, Carol Bell, Dr Greg Dale, Leo H Luong, Maria Somodevilla Torres and Sue Basu.

1. Welcome, Acknowledgement of Country, apologies and confirmation of minutes

KTu welcomed members and provided the Acknowledgement of Country. KTU noted apologies for the meeting. The following new members were welcomed to the committee:

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

Minutes from the previous meeting held 4 December 2023 were accepted.

2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

2.1. Consultation with Student Administration team and managers on identified psychosocial hazards.

CP report this action is ongoing and an email was shared with team leaders providing information and encouraging consultation with teams.

2.2. Review work demand psychosocial hazards for required changes or updates in the risk register.

CP reported this action has been completed and the risk level will remain in place.

2.3. 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.

NB logged a job with P&F for the heavy door in meeting room 651, Level 6 SLEB. The door hinges have been changed. Action item will be removed from the list and staff can log a job for doors at any time when concerned.

2.4. Forward email to ML to raise the mandatory training compliance target of 95% with the HSW division.

CP reported this job is completed and was discussed further with the HSW Deputy Director. The HSW Division advised 95% is the adjusted target and many areas have reached this target. CP advised members the report provides the most accurate training completed data and to avoid using Workday reports.

2.5. Add Economics weekly academic general seminar lunch program to the 2023 goals report as a staff wellness activity.

CP advised this action has been completed and the lunch program added to the 2023 goals report.

2.6. Run a report on fire training completion to identify repeat offenders to follow up with.

CP advised this action has been completed. CP is actioning the list and monitoring through the HSW Operational Management plan quarterly.

2.7. Partner with the schools to establish the best way to communicate with casuals and provide information regarding the EAP.

CP advised this action has been completed and an email sent to casuals on 20 February 2024.

3. Items for Discussion

3.1. Updates from Schools/Division

HSW Division

JD provided the following updates from the HSW Division:

- Psychosocial hazards are a large focus for the division and controls sit well outside of the division. Workload is an identified issue, and the division doesn't have context on what is happening locally in this area. This information needs to come through local channels and managers to the division if unable to be managed locally.
- The next UQ Safety Seminar will be on EAP Awareness on 5 March at 10 am. There will be a seminar in June on understanding compensation and management of physical and psychosocial claims.
- The Flu program will commence on 22 April, and this year will include both students and staff due to the government providing free flu vaccinations to everyone.

Faculty Executive

KTu provided the follow updates from the Faculty Executive:

- KT and the Executive Dean met with the Provost last week to discuss the Faculty business plan. Changes to the plan will be made following feedback and then distributed. The plan contains psychosocial elements, with one looking at the outcomes from the current Pulse survey and if [People at Work](#) should be used to obtain more data and provide measures on what can be done next. Workload allocation teaching targets provide budget challenges, and the executive will look at how to meet these conflicting demands without causing a psychosocial hazard to staff.

The HSW division will investigate psychosocial hazards more and identify controls that are in place as an organisation to see what is work and what isn't working.

CP would like to view the new workload allocation model.

Business School

KT provided the following update from the Business School:

- The search for a Chief Fire Warden for the Joyce Ackroyd building is ongoing. CP reported difficulty in finding volunteers for fire safety roles due to workload concerns and advised security takes on the role as the Chief Warden in buildings without one for any fire alarms.

School of Economics

CH provided the following updates from the School of Economics:

- The zip tap in the kitchen on Level 6 Colin Clark is dripping when turned off and when the normal tap is being used, causing burn injuries to staff. Warning signs have been placed up and multiple jobs have been logged in Archibus without any attendance from P&F to fix the issue. KT recommended contacting Rion Senior, the P&F precinct manager and will provide CH with the contact details.
- AdW advised academics in the school were concerned regarding the changes in support, that were previously low, due to the new workload allocation model. AdW would like to record issues in the risk register. AdW said it was challenging to be more specific at this stage and decide what should academics stop doing now compared to what they did in the past.
- AdW raised the change in the cleaning schedule, where dusting and vacuuming in offices, will be completed fortnightly instead of weekly. AdW has health concerns and is also embarrassed to have students come to the office when it is not clean. CP encouraged staff to report any issues through UQ Safe and KT advised a request could be logged via Archibus for more frequent cleaning in specific offices, however AdW advised this would not help her health situation as she is not only working inside her office. KTU will contact School Managers for a list of issues and contact the P&F Manager.
- AdW raised the issue of ventilation related to COVID and wanted to find out what had changed in terms of ventilation, as there was concern about future issues of bush fires and another environmental or health impacts. CP reported air quality is an ongoing priority for UQ since COVID and UQ will continue to test indoor environments to make sure the ventilation systems are performing as they are designed, and meeting air quality standards. Specific areas can also be tested for CO2 levels.

Minutes

HDR

TGR provided the following update for the HDRs:

- There have been difficulties following the new EBA and temporary or casual staff are suffering. Academics are having difficulty finding support staff and the extra work is causing psychosocial hazards. This will impact the HDRs and academic staff which may be seen through the Pulse survey results. Additional funding may be needed for support.

CP discussed actions relating to job security for casual staff due to the Enterprise agreement conversion process. The main control is the EAP and reporting any issues in UQ Safe. CP sent an email to casual staff regarding the EAP, as awareness of the EAP was low for casuals.

- TG was concerned regarding the speed limits at UQ and noticed uber drivers were not stopping at pedestrian crossings. CP recommended recording the registration of dangerous drivers and report to security. The monitor displaying your speed on Sir Fred Schonell Drive near the child-care centre is broken. NB will report the broken speed display monitor.

3.2. Methods for Anonymous Reporting

The discussion around anonymous reporting was raised as casuals can be scared to report due to lack of job security. JD advised you can provide an anonymous report in UQ Safe and CP will check if the log in details appear in the report.

Anonymous reporting is difficult, as evidence cannot be obtained and direct support cannot be provided, other than a general awareness of support available communicated to everyone. TG advised the Student Union has a process in place, with access to the legal office available as another avenue.

KTu reported that in her previous role at a research centre that included staff from across several universities had a mechanism in place where a member from one university would report an issue to a person from another university. While it wasn't anonymous, the reporter could be confident it would only be dealt with by the two contact officers who had received training and wouldn't be identifiable by anyone other than the two contact officers. CP thought it may not work in the Faculty as sometimes staff didn't know who they could trust. TG discussed a confidential AI option used in the US. The next steps will be for CP to discuss with the HR Senior Manager and Executive Dean.

3.3. Update on Vicarious Trauma Actions

Vicarious trauma hazards have been identified within student academic administration work. Student application processes that seek information from students as well as face to face consultations, include traumatic materials (content related to domestic violence, sexual harassment, suicide etc). This increases risks related to vicarious trauma and emotional demands. Central teams have been engaged to help review this enterprise level risk, and local actions have been taken to provide some immediate controls and gather data to help with psychosocial risk assessment.

MJ reported staff have heard multiple personal distressing stories during the misconduct hearings on 7 March. CP recommended having a debrief with EAP following these hearings.

CP advised there is vicarious trauma training available online in Workday. There is also in person mental health training, but this involves a 12 hour commitment. CP reported there is often a time constraint involved in these cases that don't allow time for it to be viewed centrally and for them to pull out upsetting information and then come back for a decision. This is a systematic organisational issue that should be considered. KTu advised extensions and misconducts are being reviewed centrally and KTu will pass on information to CP.

3.4. Proposed workplace changes

- The Forgan Smith lighting project will remain on the agenda until completion. CP will find out the latest update.
- Planning is underway for the UQ Space Masterplan. Projects have been delayed by three to five years unless it is urgent, a high-level priority or a HSW issue. KT advised space continues to be a high priority for the school, with recent awards received by academics resulting in future team growth.
- The counter/desk in the BEL Student Centre, Level 2 Colin Clark is being modified and height adjustable desks installed to meet the ergonomic needs of users. This work will occur the first two weeks of April.

Minutes

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. The completion percentage for annual fire safety training is dropping. Any fire safety training not completed is being escalated to managers. KT reported the Business School won't approve international travel unless all mandatory training is complete.

CP will check out when the last fire evacuation drill was conducted in the Colin Clark building for CH.

4.3. Incident and Hazard reports

The Incident and Hazard report for the period 28 November 2023 to 22 February 2024 was provided in the meeting papers for noting.

4.4. Faculty Employability Assistance Program (EAP) Data

University wide and local data for the 2023 Employee Assistance Program usage was provided in the meeting papers for noting.

4.5. Workers Compensation data

Workers Compensation data for 28 November 2023 to 22 February 2024 was provided in the meeting papers for noting. There were 19 claims across UQ, 3 claims submitted from BEL and 1 claim rejected from BEL.

4.6. Reportable/Notifiable incidents

No reportable/notifiable incidents were occurred during 28 November 2023 to 22 February 2024.

4.7. BEL Faculty Top Risks

BEL Faculty Top Risks and Watch List 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 or highlighted:

- Please send any local wellness initiatives/activities to CP.
- JD advised there is a list of wellness activities through UQ and these activities are evaluated in terms of changes pre and post intervention and participation rates. The School of Public Health have been engaged to do an evaluation model and this is in process.
- KT reported potential unsafe travel options were recently provided to staff through FCM. FCM reported they recently started to use Expedia for accommodation which accounted for this issue. CP advised if you do have an issue to report through UQ Safe and let CP know.

5. Next meeting: Monday 3 June at 1.30 pm

Minutes
Action Items

	Action	Person responsible
1	Consultation with Student Administration team and managers on identified psychosocial hazards. (Ongoing action)	CP
2	Provide CH with the Rion Senior, Precinct Manager's contact details to discuss the Level 6, Colin Clark, zip tap issue.	KT
3	Report any HSW issues with new cleaning schedule through UQ Safe and log jobs through Archibus if more frequent cleaning is needed. Contact School Managers for a list of cleaning concerns to discuss with the P&F Manager.	All KTu
4	Report the broken speed display monitor on Sir Fred Schonell Drive to P&F.	NB
5	Check if log in details of the person reporting are available in UQ Safe (for advice regarding anonymous reporting).	CP
6	Discuss anonymous reporting with the HR Senior Manager and Executive Dean.	CP
7	Pass on any information regarding the review of student extensions and misconducts centrally to CP. (for Vicarious Trauma Actions)	KTu
8	Provide update on the Forgan Smith lighting project.	CP
9	Provide CH with the date of the last fire evacuation drill in the Colin Clark Building.	CP
10	All staff encouraged to report the following issues through UQ Safe (these particular issues were discussed during the meeting and it should be noted reporting to UQ Safe are not limited to these issues only): <ul style="list-style-type: none"> • Unsafe travel options provided by FCM • Registrations of cars for dangerous driving (report to security) • HSW issues related to change in cleaning schedule • Psychosocial issues relating to workload and conversion of casuals/temporary staff 	All