

BEL Faculty Health, Safety and Wellness Committee

Date 03 June 2024
Time 1.30pm – 3pm
Venue Sir Llew Edwards (14) Room 617 or <https://uqz.zoom.us/j/89762204126>
Subject Health, Safety and Wellness Committee Meeting
Attendees Katrina Tune (Chair), Allanah Yu, Annari de Waal, Ash Ranpara, Chris Pye, Erin O'Brien, Greg Dale, Karen Teitzel, Leo H. Luong, Mel Jelliff, Natasha Bromilow, Peter McGarry, Sue Basu, Trevor Gormley.
Apologies Carol Bell, Bronwyn Diffey, Cassie Hughes

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 Update on BEL level 1 Audit	Chris Pye
		3.3 UQ Risk Register 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 and Notifiable Incident data	Chair
		4.6 BEL Top Risks	Chair
		4.7 HSW manager written update	Chair
5		Other Business	
6		Close meeting	Chair
		Next meeting date – September 2	

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

Apologies: Carol Bell, Cassie Hughes, Bronwyn Diffey

Welcome:

- Erin O'Brien joins the committee as Work Health and Safety Coordinator

Item 2.1 – Review actions from previous minutes (Chair)

	Action	Person responsible
1	Consultation with Student Administration team and managers on identified psychosocial hazards. <i>(Ongoing action)</i> COMPLETE. Consulted with groups across the faculty and controls currently being reviewed.	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). COMPLETE. Yes, UQSafe reports record all interactions in an audit trail. Even if confidential, the person managing the report can see this.	CP
6	Discuss anonymous reporting with the HR Senior Manager and Executive Dean. Still outstanding.	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. COMPLETE. Levels 2 and 3 complete. Level 4 in progress and planned to complete by next week.	CP
9	Provide CH with the date of the last fire evacuation drill in the Colin Clark Building. COMPLETE. An evacuation occurred prior to me actioning!	CP

10	<p>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):</p> <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
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Item 3.1 – Update from Schools\Division (ALL)

Item 3.2 – Update on BEL level 1 audit – C Pye

C Pye to update committee regarding BEL level 1 audit.

Item 3.3 – UQ Risk Register Updates – C Pye

C Pye to provide reminder about updating org unit risk registers.

Item 3.4 – Proposed workplace changes (ALL)

- Update for Forgan Smith Lighting project (to remain on agenda until completion).
- **Marketing and Communications Review – local change management**



The Toolkit is outlined in order of activity.

1. Change scope checklist (docx)
2. Change characteristics (docx)
3. Organisational attributes (docx)
4. Stakeholder change impact assessment (xlsx)
5. Primary sponsor assessment (docx)
6. Change management strategy template (docx)
7. ADKAR assessment worksheet (docx)
8. Essential change plan (pptx)
9. Primary sponsor plan template (docx)
10. Communications plan template (dotx)
11. Resistance management plan template (docx)
12. Training needs analysis template (docx)
13. Change readiness survey (docx)
14. Corrective action plan (docx)
15. Embedding change checklist (docx)

Other helpful resources

- Leading Change as a Senior Responsible Owner (or Project Sponsor)

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
Business (May 2024)	ID 12389. Lecture attended by non-enrolled students who are part of the protest camp groups. Security unable to confirm increased patrols for classes. Action to raise reduced security availability as a concern.	14.5.24 – incident and actions shared with Executive. Concerns have been escalated to COO, Provost and CIM team.
Economics (February 2024)	ID 11903. Staff member raised health concerns related to reduced cleaning at UQ. Requested medical advice to guide actions to reduce their health risks. School also considering providing local vacuum cleaner for staff to use as needed and considering provision of air purifier.	28.5.24 – Emailed school manager to confirm if any actions are complete.

4. Matters for noting



Actions from Risk Registers

Area	Description	Status
Faculty wide (February 2024)	Vicarious trauma hazards identified in student application processes. Risk assessment to be developed.	21/05/24 – Risk assessment draft developed and proposed controls shared for feedback.
Faculty wide (February 2024)	Perception of impact from reporting, may be reducing issues being share by casual staff. Methods to allow anonymous feedback from staff, relating to HSW issues across the faculty, is being investigated.	4/3/24 –Discussed in HSW committee. HSW Manager to follow up and investigate options.
Faculty wide (May 2024)	BEL 2023 audit focussed on this but received minimal engagement. Risk assessment approach will be implemented. Limited reporting is occurring.	7/5/24 – Met with staff member who teaches to get data for risk assessment. Data is limited due to reduced engagement. Some potential action will be raised through HSW committee.

4. Matters for noting



Item 4.2 – OHS Training Compliance (casuals omitted)

Data as of 28/05/24	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Aust Inst for Bus & Econ	100%	0%	100%
Faculty Office	99%	98%	100%
Ctr Bus & Econ of Health	100%	100%	100%
Sch Business (UQ Bus Sch)	96%	93%	95%
Sch Economics	100%	99%	100%
Sch Law (TC Beirne)	92%	91%	94%
BEL Faculty Total	97%	94%	96%

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%

4. Matters for noting



Item 4.3 – Incident and Hazard Reports

(February 23 – May 28, 2024)

Job Ref:	Details	Actions	Status
11772	No Lost Time Injury Burn injury to hand from ZIP tap spitting water sideways.	First aid provided. P&F engaged to review and either repair or provide some guarding. Sign placed to warn users of potential hazard.	Closed
11861	Lost Time Injury Staff member fell on wet footpath while walking to car park on campus. Resulted in broken ankle.	Return to work plan reviewed to provide support. Area reviewed while wet and no contributing factors identified.	Closed
11903	Hazard Reduced cleaning schedule has increased dust and dirt,	Identifying medical conditions to guide action to improve cleaning.	Open

4. Matters for noting



	impacting health conditions of staff member.	Vacuum cleaner option being reviewed to provide staff with option to increase cleaning. School reviewing air purifier capability to reduce issues.	
11951	No Lost Time Injury Staff member involved in vehicle incident, on Fred Schonell drive, while driving home. Resulted in sprains.	Medical treatment sought.	Closed
11956	No Lost Time Injury Staff member injured toe after striking an events trolley.	Trolley moved location as it was in a walkway.	Closed
12112	No Lost Time Injury	First aid provided.	Closed

4. Matters for noting



	Staff member fell on external step during evacuation, during rain. Resulted in cut to fingers.	Area reviewed while wet and no further contributing factors identified. First aid officer changed procedure to collect\carry first aid kit during evacuations.	
12389	<p>Near Miss</p> <p>Three students identified in lecture who were not enrolled in the course. Some were recognised as members of the Palestine protest camp.</p> <p>Students claimed they were enrolled but further challenge revealed they were not, and they left the class after repeated requests.</p>	<p>Security was requested to include that class in their patrols to check student do not return but were unable to confirm they could provide that support.</p> <p>Concerns raised regarding reduced support from security, and these were escalated to Exec Dean, COO, Provost.</p>	Open

4. Matters for noting



4. Matters for noting



Item 4.6 – 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 May 27, 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) Further consultation required. Was the 2023 Audit focus but limited engagement.					
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 medium, but action taken has decreased this back to Low.					
4	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 May 27, 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	Psychosocial Hazard – Poor organisational justice (Faculty wide) Multiple reports of incidents against LGBTIQA+ community in BEL areas. Controls introduced which appear to be effective. Will be monitored ongoing.					
7	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 – 28/05/24

A 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'. Some additional resources have been developed in relation to psychosocial hazards which include:

- Posters for areas to use to highlight [respect in the workplace](#) (option in [purple background](#)).
- Trauma Informed Practice Workshops added to Workday.

4. Vicarious Trauma risk assessment progression

Following consultation with members of the Student Academic and Admin Teams across the faculty, the risk assessment for exposure to traumatic content has been updated, local controls were shared, and further feedback sought prior to finalising the risk assessment. Some consultation is still occurring to help provide well informed recommendations to central teams that own the processes that contribute to this risk. Further information can be found in the Communications folder for this HSW Committee meeting.

4. Matters for noting

5. Update on Mould management.

UQ have established a mould committee to bring together stakeholders and review mould issues across UQ campuses. There have been significant increases in mould issues being reported across UQ buildings and this committee will review the mould issues more broadly to understand preventative design, more effective system changes, and review data to help prioritise building wide solutions. It is recommended that staff log MOULD jobs in Archibus even if they have resolved the issues locally (like cleaning) as this help to build data for buildings that can assist teams to find effective solutions.

6. Reminder for E-mobility device safety.

There has been some informal reporting of staff bringing in E-mobility devices to office spaces. If you see this, please remind them of the information in this [safety alert](#). The batteries in these devices can ignite, even while disconnected and not charging. There is currently no effective, reliable, method for extinguishing the battery which is burning. This increases risks for safety of building occupants as well risks of significant property damage. UQ recently had an incident on campus when a discharged and disconnected battery (solar) ignited. It took QFES an hour to extinguish it, using various methods. A reminder will be sent through the BEL Bulletin.

7. Committee membership update

Peter McGarry joins the committee as the HSW Division Advisor. Peter's role in the division is Senior Manager, Occupational Hygiene and Specialist Services.

8. UQ Policy and Procedures currently under review, in draft, or recently published in the UQ Policy and Procedure 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)

9. 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](#).

- Switchboard Safety Awareness
Safety issues have been identified with isolating power at switchboards. P&F are reviewing and actioning as required but request that only P&F be engaged to isolate power. Some areas have been historically provided access to do this and need to stop that practice immediately. Just for awareness in case you become aware of staff who have capability to isolate power in your areas.

4. Matters for noting

10. 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.

- Update email to committee members and org unit managers to share Safety alert for switchboard safety, UQ mould committee information, update for test and tagging process, information about risk register survey, information about PF712 event risk assessment form, and information about cleaning schedule impacts.
- Email sent to consultation group for vicarious trauma risks.
- BEL Bulletin updated included psychosocial risk management webpage and What's on Wellness newsletters\initiatives.

11. 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
27/5/24	Faculty Office	Occupational Violence	Updated proposed action to review inappropriate behaviour from students towards teaching staff. Audit unable to be completed. Now running through risk assessment process.	No change

12. 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. Only a few goals have some minor non-conformance.

- **KPI – 95% of staff compliant with 'Annual Fire Safety'.** We are sitting at 89%.
- **KPI – Heads of Org Units complete a Leadership Safety Walk each quarter.** No walks reported from the Business School.

5. Other Business