

BEL Faculty Health, Safety and Wellness Committee

Date 02 September 2024
Time 1.30pm – 3pm
Venue Sir Llew Edwards (14) Room 617 or <https://uqz.zoom.us/j/86041706377>
Subject Health, Safety and Wellness Committee Meeting
Attendees Katrina Tune (Chair), Allanah Yu, Cassie Hughes, Chris Pye, Erin O'Brien, Greg Dale, Karen Teitzel, Mel Jelliff, Natasha Bromilow, Mel Browning.
Apologies Sue Basu, Ash Ranpara, Annari de Waal, Trevor Gormley, Bronwyn Diffey

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 Review of tutor induction content	Chris Pye
		3.3 Review of IRL use for risk assessments in UQSafe	Chris Pye
		3.4 Follow up for work demand issues	Chris Pye
		3.5 Proposed significant workplace changes.	All
		3.6 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
		4.8 HSW Division written update	Chair
5		Other Business	
6		Close meeting	Chair
		Next meeting date – December 2	

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

Apologies: Sue Basu, Ash Ranpara, Annari De Waal, Trevor Gormley

Welcome: Melinda Browning has joined the committee as the HSW Division representative, replacing Peter McGarry.

Item 2.1 – Review actions from previous minutes (Chair)

	Action	Person responsible
1	Provide CP with 31B cleaning concerns for follow up.	KTe
2	Report cleaning issues in Archibus for a formal record. Check in with School Managers regarding the two-week cleaning schedule.	All KTu
3	Remind travellers on international and domestic trips, involving a flight or overnight accommodation, to register through International SOS.	All
4	Follow up on the repair schedule for the cracked fire stairwell in the Forgan Smith Building. COMPLETE. Raised with P&F Directors and confirmed assessed, monitoring and management in place. Longer term project in place to rectify.	CP
5	Provide link to HSW Seminar on Workers Compensation and managing physical and psychological claims by the WIM team COMPLETE. Will be provided in standard HSW invite updates in the future.	CP
6	Discuss supporting HDR students through the recent Graduate School policy change.	KTu & TG
7	Arrange for doors to 31B to be locked 24/7, with swipe access only.	KTe
8	Investigate allocation of offices in rooms 203 and 204 of building 31B for equitable distribution.	KTe & CH
9	Assist AdW raising a form complaint on the EAP due to inadequate advice received.	CP
10	Follow up on live feed issue for parking availability with Traffic and Parking. COMPLETE. Various issues impacting function and unlikely to return to operational state soon. Wording on the web page will be adjusted.	CP

11	Discuss solutions for inappropriate student use of the Business School tutor consultation space located in the BEL Student Base	AP & KTe
12	Log a job in archibus for the disability access issue using the manual door from Level 3 Building 39 into the Bell Top Café. KTU will then escalate the issue higher in P&F.	NB & KTU
13	Encourage Level 1 Colin Clark staff to contact CP to discuss inappropriate behaviour concerns.	KTe
14	Remind School Managers when completing risk register requests there are up to date HSW risks identified in the HSW risk register already that can be added into the HSW section of their request to save time.	All
15	Provide CP with any further concerns regarding the recent bomb scare alert communication for collating. COMPLETE. Feedback collated and further update provided in matters for noting.	All
16	Send Workers Comp claim statistics for burn out to CP for follow up. COMPLETE. Discuss the approved/declined Workers Compensation Audit with the Chief Operating Officer.	AdW KTU

Item 3.1 – Update from Schools\Division (ALL)

Item 3.2 – Review tutor induction content – C Pye

C Pye to raise discussion regarding approach to tutor inductions and HSW related content, relating to proposed actions from risk register update.

Item 3.3 – Review of IRL use for risk assessments in UQSafe – C Pye

C Pye to provide update on review of Inherent Risk Level (IRL) section being ‘turned on’ in UQSafe and required for future risk assessments.

Item 3.4 – Follow up for work demand issues – C Pye

C Pye to share approach to work demand issues and discuss with committee.

Item 3.5 – Proposed workplace changes (ALL)

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

3.6 – 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
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.	Reminder email to request closing or updating sent 26/8/24, 9/7/24, and 28.5.24.

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.	19/08/24 -Risk assessment finalised and proposed controls being implemented. New process to be implemented by local areas by the end of September. Academic Registrar sent some recommendations. Due date adjusted.
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.	19/08/24 – HSW committee to discuss process to update local tutor inductions and determine action. Due date adjusted following lack of engagement for broad risk assessment.
Law School (July)	Multiple staff members raised concerns related to ongoing conflict. Consultative approach may help to understand broader impact of ongoing worker conflict, appropriate behaviour expectations, and help identify if further action required.	18/08/24 – Raised concern with school manager to discuss with head of school and consider approach. Recent pulse survey results may lead to some related action from HR team.

4. Matters for noting



Item 4.2 – OHS Training Compliance (casuals omitted)

Data as of 26/08/24	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Faculty Office	100%	96%	100%
Ctr Bus & Econ of Health	100%	94%	90%
Sch Business (UQ Bus Sch)	96%	92%	97%
Sch Economics	100%	97%	100%
Sch Law (TC Beirne)	97%	85%	100%
BEL Faculty Total	98%	93%	98%

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%

4. Matters for noting



Item 4.3 – Incident and Hazard Reports

(May 29 – August 25, 2024)

Job Ref:	Details	Actions	Status
12757	<p>Lost Time Injury</p> <p>While on a school camp, a student experienced high level of distress related to personal issue.</p>	<p>Staff member assisted with calming student and seeking further support. Student decided to leave the camp and staff ensured further support was arranged.</p> <p>The camp organisers had process in place to respond to this type of event, which worked effectively.</p>	Closed

4. Matters for noting



12760	<p>Lost Time Injury</p> <p>While on a school camp, student was struck in the head by falling shower head, resulting in concussion symptoms.</p>	<p>Student was taken to hospital for check-up. Concussion symptoms correlated with another pre-existing medical condition.</p> <p>The accommodation manager followed up locally to log their own report and have replaced the failing shower head bracket.</p>	Closed
12761	<p>No Lost Time Injury</p> <p>While walking off a field during a school camp, staff member fell when stepping into a hole. Resulted in bruising and swelling of leg, hip and knee.</p>	<p>Staff member applied first aid and planned to seek medical treatment as needed.</p> <p>Several holes that were difficult to see, were identified on one of the walking routes from the field. Job logged with P&F, and they have now filled the holes.</p>	Closed
12827	<p>No Lost Time Injury</p> <p>Staff member fell after stepping on unknown object, bruising their knee.</p>	<p>Area of fall reviewed, and no contributing factors identified. Potential for tree debris to have contributed and there is a regular cleaning schedule for this in place.</p>	Closed

4. Matters for noting



13158	<p>Hazard</p> <p>Staff member reported parked car in no parking zone, is causing peak traffic to swerve suddenly, increasing risk of incident.</p>	<p>Confirmed the area is outside UQ jurisdiction.</p> <p>When car returns, notice will be placed to advise the owner and will be reported to Brisbane City Council.</p>	New
13161	<p>No Lost Time Injury</p> <p>Staff member tripped on kerb while crossing a road on campus on way to tutorial. Resulted in grazing leg, hip, and knee.</p>	<p>Staff member called security and received first aid, and will follow up for further medical advice as needed.</p>	New

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 August 19, 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. Risk assessment has identified proposed actions which are currently being implemented.					
2	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.					
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 – Poor Workplace Relationships (Law) Concerns raised by staff indicate ongoing conflict amongst staff is having broader impact. Actions being reviewed to consider consultative process and clarification of behavior expectations.					
5	Psychosocial Hazard – Workplace Violence and Aggression (Faculty Wide) Information provided by teaching staff indicate that induction content could be updated to provide some information about controls to manage risks in teaching activities and increase awareness for reporting.					

4. Matters for noting



BEL Faculty HSW Watch List Last updated August 19, 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 LGBTIQ+ 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 – 26/08/24

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	Delayed
July	Economics	Delayed
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, expired electrical testing tags, and non-compliant power boards continue to be common findings.

3. Psychosocial Hazards Update

Central HR team have been working on process to utilise Pulse data to identify issues and prioritise follow up for key areas. HSW Division is encouraging local areas to include HSW managers in this process to assist with identifying effective local action.

HR are recognised as the owner for most controls that are in place to manage psychosocial hazards, which is reflected in our risk registers. Further information is being sought locally from HR to ensure our risk register remains accurate and where required, C Pye will work with HR to review those controls. There are some psychosocial hazards which indicate the need to ensure HSW team are involved with review and implementation of controls, which include Occupational Violence, Traumatic events and materials, and Remote or isolated work.

4. Vicarious Trauma risk assessment update.

The risk assessment for vicarious trauma risks related to work tasks for Student and Academic Admin teams, has been finalised and approved. Local actions have been communicated to org unit managers to follow up for implementation and have been asked to otherwise state if the controls will not be implemented. Due to the time of the year, a **deadline for implementation was set as September 30**, when a final reminder will be sent and risk register updated.

Recommendations to review the work design of processes that impact this risk, have been communicated to the Academic Registrar. HR are reviewing the process to add information to the Position Description of these roles across UQ, and to review mandatory training requirements in Workday.

4. Matters for noting

5. Changes to health and safety legislation

The Work Health and Safety and Other Legislation Amendment Act 2024, proposed a number of changes to work health and safety legislation, some of which has now come into effect. Many of the changes will not have significant impact to us directly but the more notable changes, effective from July 29, include:

- The timeframe for HSRs to undergo initial training will change from 3 months to 28 days.
- The requirement for HSRs to complete refresher training will change from every 3 years to every year.
- Assistance can be provided to HSRs by a 'suitable entity'.
- Negotiations about the number and composition of work groups must be completed within 14 days after a request is made by a worker to elect a HSR.

We have followed up as required locally. More information and links to details can be found [here](#).

6. Update on follow up from bomb threat evacuations.

Feedback regarding impacts from the recent bomb threat evacuation in buildings around the Great Court, have been collated and shared with relative central teams. They stated all feedback will be carefully considered, and some updates have been received about actions currently being implemented, which include:

- Review capability for reduced delay in broad messaging.
- Review messaging to assist with specific instruction as needed.
- Change to wording of Tannoy message to reduce confusion.
- Review training needs for staff who may be able to assist.
- Review process to seek optional support from other key staff in large scale emergency response (wardens in other areas, safety staff etc.). This would incorporate a special two-way, secure communication method.
- Installation of outdoor PA system in the Great Court.
- Reviewing capabilities for remote lockdown of doors.
- Review of evacuation assembly locations.
- Provision of 'loud hailer' for security and potentially for Chief Wardens.

4. Matters for noting

7. Update on test and tagging for local areas.

A previous update this year, noted that TESTEL had been advised that Purchase Order would now be required to enable payment of invoices. Therefore, when engaging TESTEL to undertake test and tagging, areas will need to request a quote so that a purchase order can be generated prior to test and tagging being implemented. TESTEL did understand this presents some additional barriers for some of our areas and the UQ preferred process can also be used, which is to log a job through Archibus and UGL will undertake testing (however that will cost an additional \$1.20 per item).

8. Committee membership update

Leo H. Luong has resigned from the position of Health and Safety Representative for Business School Academic Staff.

Trevor Gormley has resigned as Committee Representative for BEL HDR's.

Melinda Browning is joining the committee as the HSW Division Representative.

9. 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.

- The Fire Safety Management and Evacuation Procedure has now been published and supersedes previous fire safety PPL.
- Manual Task Risk Management (Draft)

10. 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](#).

- No relative safety alerts received during the last quarter.

11. 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, heads of org units, and org unit managers to share Supervisor psychosocial guidance from EAIT, Mpox update for travellers, Review of portable heater use, and reminder to heads of org units about use of proxies.
- BEL Bulletin updates included reminder to refrain work attendance when sick, Highlighting EAP Service seminar recording, and What's on Wellness newsletters\initiatives.

4. Matters for noting

12. 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
19/08/24	Law	Poor workplace relationships	Added section following multiple staff raising ongoing concerns.	N/A
19/08/24	Faculty wide	Exposure to traumatic events and materials	Updated proposed controls following risk assessment.	No change
19/08/24	Faculty wide	Work related violence or aggression	Updated proposed control to improve content of tutor inductions to encourage reporting and provide some controls.	Medium to Low

13. 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 – Heads of Org Units complete a Leadership Safety Walk each quarter.** No walks reported from Andrew Griffiths or Brent Ritchie.

4.8 Written update from HSW Division

PPL updates

- Nil
- Currently making some minor revisions to PPL Health and Safety Consultative mechanisms Procedure (primarily due to recent legislative amendments)

Significant incidents since last meeting

14/5 - Livestock gate rebounded and fractured workers thumb (serious injury)

29/7 - Noncompliant LED driver generated heat causing an electrical fire (dangerous electrical event)

4. Matters for noting

Safety alerts since last meeting

- Safety alert - [Diving Safety Procedures \(PDF, 134.1 KB\)](#)
- Safety alert - [Switchboard Safety Awareness](#)
- Safety alert - [Pressure Vessel Failure Prosecution \(PDF, 280.1 KB\)](#)
- Safety alert - [Annual Workplace Health and Safety Inspections – frequently occurring issues](#)

HSW Internal Audit program – status update

Closed audits:

- QBI OHSMS Audit
- Risk Factor Lasers in Dentistry Audit (HABS)
- UQ Res OHSMS Audit
- UQ Skills CAP Audit
- Risk Factor Audit - Manual Handling for Health Students (NMSV, HaBS)

2024 HSW Internal Audit program update:

- Corrective Action Plan (CAP) - UQ Sport report drafted.
- Mould Audit – report pending.
- Risk Factor - Events (large) draft report completed
- Risk Factor - Pressure Vessels external audit at EAIT, AIBN & SCMB draft completed.
- Risk Factor - Biosecurity audit at Gatton in progress
- Risk Factor - Mobile plant and equipment at ODGC in progress
- OHSMS audits at Customs House in progress
- OHSMS AGFS in progress
- OHSMS UQ College planned for October
- OHSMS SBMS planned for November
- Risk Factor - Medicines and Poisons Substance Management Plan for UQBR planned for September.

5. Other Business