

## BEL Faculty Health, Safety and Wellness Committee

**Date** 09 December 2024  
**Time** 10am – 11.30am  
**Venue** Sir Llew Edwards (14) Room 522 or <https://uqz.zoom.us/j/86446957597>  
**Subject** Health, Safety and Wellness Committee Meeting  
**Attendees** Katrina Tune (Chair), Allanah Yu, Arka Basu, Ash Ranpara, Carol Bell, Chris Pye, Eric Tan, Erin O'Brien, Greg Dale, Karen Teitzel, Mel Jelliff, Natasha Bromilow, Mel Browning, Ryan Webb, Sue Basu  
**Apologies** Annari de Waal

Item.	Time	Agenda Item	Responsible
1		<b>Acknowledgement, Welcome, Apologies, and confirmation of minutes from previous meeting</b>	Chair
2		<b>Matter arising from previous minutes.</b>	
		2.1 Review actions from previous minutes	Chair
3		<b>Items for Discussion</b>	
		3.1 Updates from Schools\Division	All
		3.2 Review Ops Mgmt Plan 2025	Chris Pye
		3.3 Psych Hazard information on intranet	Chris Pye
		3.5 Proposed significant workplace changes.	Chris Pye
		3.6 Proposed significant plant/equipment purchases	All
4		<b>Matters for noting.</b>	
		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		<b>Other Business</b>	
6		<b>Close meeting</b>	Chair
		<b>Next meeting date – TBC</b>	

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

**Apologies:** Annari De Waal, Bronwyn Diffey

**Welcome:**

- Eric Tan as the Health and Safety Representative for academics in the Business School.
- Ryan Webb as the Committee Representative for professional staff in the Business School.
- Arka Basu as Work Health and Safety Coordinator for BEL\HASS Faculty. Parental leave cover for Erin O'Brien.

We also farewell Ash Ranpara who is taking extended leave in 2025.

### Item 2.1 – Review actions from previous minutes (Chair)

	Action	Person responsible
1	Discuss recent Graduate School policy change with KTe and Bronwyn Diffey before contacting the Graduate School.	KTu
2	Investigation of offices in rooms 203 and 204 of Building 31B for equitable distribution as concern raised that one office had 4 occupants and the other had 1	CH
3	Discuss solutions for inappropriate student use of the Business School tutor consultation space located in the BEL Student Base with AR.	KTu
4	Follow up with P&F on logged job to review the disability access issue using the manual door from Level 3 Colin Clark building offices to the Bell Top Café.	NB
5	Provide CP with recommendations on what needs to be included in Tutor Inductions related to inappropriate student behaviours.	School Reps
6	Send the Pulse Survey Action Plan to CP.	KTu
7	Provide presentation materials and discuss a potential session for the committee on managing burn out and work life balance with Stacey Parker.	KTu
8	Discuss the dark lighting in the Forgan Smith teaching spaces with the BEL ADA.	CP
9	Send email regarding the Test and Tagging change and contact details to School representatives. <b>PPL is being updated again so will roll over action.</b>	CP

### **Item 3.1 – Update from Schools\Division (ALL)**

### **Item 3.2 – Review Ops Mgmt Plan 2025 – C Pye**

Committee to review 2024 report and update plan for 2025.

### **Item 3.3 – Psychosocial Hazard information on intranet – C Pye**

C Pye to provide update regarding proposal to provide updates and key awareness information regarding psychosocial hazards on the intranet.

### **Item 3.5 – Proposed workplace changes (ALL)**

- Update for Forgan Smith Lighting project (to remain on agenda until completion.
- Some renovation and moves around BEL Faculty Office in Sir Llew Edwards

### **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
<b>Economics</b> (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, 28/5/24, and 4/12/24

## 4. Matters for noting



### Actions from Risk Registers

Area	Description	Status
<b>Faculty wide</b> (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.	4/12/24 – HASS consultation identified use of Qualtrics survey as one option and draft being developed. <b>Will discuss in Q4 BEL HSW Committee meeting.</b>
<b>Faculty wide</b> (May 2024)	BEL 2023 audit focussed on this but received minimal engagement. Risk assessment attempt also had limited engagement. Limited reporting is occurring.	27.11.24 – Consultation occurring with school management. Waiting to hear feedback in Q4 2024 HSW Committee.
<b>Law School</b> (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.	27.11.24 – Consultative process was implemented for the professional staff team. Findings\recommendations have been shared with the professional staff team, senior management, and 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%

Q4 2024 Data as of 3/12/24	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Faculty Office	100%	97%	100%
Ctr Bus & Econ of Health	94%	94%	90%
Sch Business (UQ Bus Sch)	96%	94%	97%
Sch Economics	99%	97%	100%
Sch Law (TC Beirne)	99%	96%	97%
BEL Faculty Total	97%	95%	98%

## 4. Matters for noting



### Item 4.3 – Incident and Hazard Reports (August 25 – December 3, 2024)

Job Ref:	Details	Actions	Status
13585	<p>Hazard</p> <p>Cleaners vacuum cord pulled on sharp edging of an office door and tore through insulation, resulted in sparks. Local RCD activated to isolate power.</p>	<p>Spotless manager completed an investigation. P&amp;F reviewed incident and followed up to review similar sharp edges in that area. HSW Division notified to consider if notifiable.</p>	<p>Open</p> <p>One action outstanding for P&amp;F to consider similar hazard on other levels.</p>
13610	<p>Hazard</p> <p>Student observed broken glass sitting in car park for long period.</p>	<p>Changed original supervisor assignment from Vice Chancellor to School Manager.</p> <p>Logged P&amp;F job to review and clean.</p>	<p>Closed</p>

## 4. Matters for noting



13717 HiPo	No Lost Time Injury  Staff member suffered significant anaphylactic reaction at an event in UQ Brisbane City	First aid provided. Ambulance attended and taken to hospital.  ICAM Investigation initiated and identified a number of actions to reduce risks of occurrence in the future. (final draft pending review from P&F).  UQ Venues provided the catering and also investigated the incident.	Open
13728	No Lost Time Injury  Staff member swooped by bird near union building, resulted in scratches.	Report shared with environmental team and P&F, who responded to previous aggressive bird escalation.	Closed



# 4. Matters for noting



## Item 4.4 - Faculty EAP Data

*\*Faculty data has been removed for distributed version of agenda.*

The top five work-related issues across UQ in Q3 were:

- Excessive/ongoing stress or burnout 11%
- Conflict with Managers – bullying/harassment 8%
- Conflict with peer's – interpersonal conflict 8%
- Conflict with Managers – Other 7%
- Role overload – workload 7%

## 4. Matters for noting



### Item 4.5 – Workers Compensation Data

Workers Compensation and Notifiable Incidents	Q4 2024	Q3 2024	Q2 2024	Q1 2024
Claims submitted across UQ	33 (7 Psych)	17	39	19
Claims submitted from BEL	0	0	2	3
Claims rejected from BEL	0	0	0	1
BEL Reportable\Notifiable Incidents	0	0	0	0

# 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 November 27, 2024

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	<b>Psychosocial Hazard - Exposure to Traumatic Events and Materials (Faculty wide)</b> Vicarious trauma risks identified for work tasks undertaken by Student and Academic Admin teams. Risk assessment developed in consultation with impacted staff. Actions identified and implemented. Will be removed by next meeting.					
2	<b>Psychosocial Hazard – Work Demands (Faculty wide)</b> 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	<b>Psychosocial Hazard - Low Job Control (Faculty wide)</b> 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	<b>Psychosocial Hazard – Poor Workplace Relationships (Law)</b> 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	<b>Psychosocial Hazard – Workplace Violence and Aggression (Faculty Wide)</b> 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 November 27, 2024

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	<b>Work Off-Campus \ Field Work (Faculty Wide)</b> Faculty guidance developed and available to supervisors or workers to assist with identifying HSW requirements for travel.					
2	<b>Slip, trip or fall (Faculty Wide)</b> This risk is relevant across the faculty. Controls indicate it is well managed.					
3	<b>Working in Isolation (Faculty Wide)</b> Many areas across the faculty have staff working alone and/or outside of standard hours.					
4	<b>Hazardous Manual Tasks (Faculty wide)</b> Hazard relative to work tasks in org units across the faculty. In particular event management and facility work tasks.					
5	<b>Exposure to shared traumatic experiences (Law School)</b> Pro Bono students liaise with members of the public about experiences of a serious nature (suicide, assault etc)					
6	<b>Psychosocial Hazard – Poor organisational justice (Faculty wide)</b> Multiple reports of incidents against LGBTIQ+ community in BEL areas. Controls introduced which appear to be effective. Will be monitored ongoing.					
7	<b>Biological \ Infectious disease (Faculty Wide)</b> 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 – 5/12/24

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	Conducted and report pending
July	Economics	Complete
September	Business (inc. UQBC)	Delayed
December	BEL Faculty Office (inc. CBEH, AIBE and computer labs).	Delayed

### 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

Some UQ org units are reviewing the potential to set up **Psychosocial Working Groups**. EAIT had recently set up such a group, who ended up developing the poster outlining psychosocial hazard responsibilities which was shared in the last meeting. Some information about the EAIT PWG:

- The group consists of members representing HDR students, academics, professional staff, HR, HSW, EAIT leadership (e.g. FEM and Heads of org units).
- Review and promote data, resources and other information which can inform a faculty response to psychosocial risks in the workplace for staff and HDR students.
- Ensure EAIT managers, supervisors and HDR advisors are aware of the Queensland Work Health and Safety legislation regarding psychosocial risks.
- Some of the work so far has included HSW Risk register review, pulse survey results considerations, identifying, workshop provision for vulnerable groups, and EAP data review.
- The group provides advice, support and recommendations senior leadership teams on the management of psychosocial risk in EAIT.

The HSW Division are seeking feedback from areas on the value of these types of working groups. HASS Faculty have largely been working through these with the HSW Committee, however there may be some benefits of expanding representation through a separate working group.

## 4. Matters for noting

HR teams continue to work through the pulse survey data to identify areas for action and improvement. Central teams have initiated some work to provide input into the pulse survey dashboard with regards to psychosocial risk factors. The HASS HSW manager continues to seek HR collaboration to help develop a process to identify patterns and trends relating to psychosocial hazards. This should help to continually refine our HSW Risk Register and identify psychosocial risks that may require prioritisation and action across the faculty.

### 4. Casual RA Inductions

Someone recently flagged the current mandatory training schedule for casuals does not apply to casual RA's, and this presented some confusion as to how HSW induction should be implemented as they need to be paid to complete inductions. The approach to this can be developed locally and it is **recommended local areas review and ensure that casual RA's are receiving HSW inductions**. One method could be inclusion in the faculty HSW induction (and many already have been inducted this way), but that might prompt local questions about payments.

### 5. Committee membership update

- Ryan Webb has joined the committee as the committee representative for professional staff in the Business School. Karen Teitzel will continue in to be invited to the committee in the role of proxy for Head of School.
- Eric Tan has joined the committee as Health and Safety Representative for Academics in the Business School.
- Ash Ranpara will leave the committee next year and an EOI will be sent to all staff in the BEL Faculty Office to seek a new representative.

### 6. 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](mailto:c.pye@uq.edu.au) who will consolidate and share with the relative team.

No current relative PPL. There is some review of the Health and Safety Consultative Mechanisms Procedure occurring, but at this stage just initially with HSW network and HSR network.

### 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](#).

- A safety alert for Outdoor Heat Stress was distributed to event organisers.

## 4. Matters for noting

### 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.

- No significant communications sent this quarter.

### 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
27.11.24	Law	Poor workplace relationships	Following consultation, a proposed control has been added to reference the need for further local action to address ongoing behaviour that is having significant impact on staff	Low to Medium
27.11.24	Faculty wide	Exposure to traumatic materials and events	Moved proposed controls into existing controls now they have been implemented - for the Vicarious Trauma risks for SAAT's	Medium to Low
27.11.24	Faculty wide	Work related violence and aggression	Amended proposed control following discussion in committee - to consult with local org units to understand content included in induction relative to this risk	No change
27.11.24	Faculty wide	PH - Low job control	Updated existing control to note regular comms to go to casual staff to increase awareness of support and processes.	No change

### 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% if scheduled HSW audits and inspections are completed by end-of-year.**  
50% will be completed in 2024 (2 of 4). Result of resources issues.

## 5. Other Business