

Meeting Minutes



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

BEL Faculty Health, Safety and Wellness
Committee

Date	02 September 2024
Time	1.30-3 pm
Venue	Boardroom 617, Level 6 SLEB and via Zoom
Attendees	Katrina Tune (Chair), Allanah Yu, Chris Pye, Erin O'Brien, Greg Dale, Melinda Browning, Mel Jelliff and Natasha Bromilow (Secretary).
Apologies	Dr Annari de Waal, Ash Ranpara, Karen Teitzel, Trevor Gormley, Sue Basu, Bronwyn Diffey, and Cassie Hughes.

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. MJ was welcomed to the committee as the new HSW Division Advisor. Trevor Gormley has resigned as the HDR representative, and Leo H. Luong has resigned as the Business School Academic Staff representative on the committee.

Minutes from the previous meeting held 4 June 2024 were accepted.

2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

2.1. Provide CP with 31B cleaning concerns for follow up.

KTu and CP visited Building 31B with P&F to review concerns and discuss ongoing maintenance. Improving air circulation and carpet quality and cleaning was discussed.

2.2. Report any HSW issues with the new cleaning schedule through UQ Safe and log jobs through Archibus if more frequent cleaning is needed.

Katrina to contact School Managers for a list of cleaning concerns to discuss with the P&F Manager

No cleaning concerns were raised recently. Please continue to report any issues in archibus and report in UQSafe if identified as a health concern.

KTu checked with School Managers last week and no issues were reported from staff.

2.3. Remind travellers on international and domestic trips, involving a flight or overnight accommodation, to register through International SOS.

This action is complete.

2.4. Follow up on the repair schedule for the cracked fire stairwell in the Forgan Smith Building.

This action is complete. CP confirmed with P&F Directors the issue was assessed, is being monitored and a management plan is in place. There will be a longer-term project rectify the issue.. CP reported there is roof works planned for the tower, but this is delayed.

2.5. Provide link to HSW Seminar on Workers Compensation and managing physical and psychological claims by the WIM team.

This action is complete. Future seminars will be provided in the standard HSW invite updates.

2.6. Discuss supporting HDR students through the recent Graduate School policy change.

KTe had advised the School Executive were not aware of the driver for this policy change. KTU will discuss with KTe and Bronwyn Diffey and then contact the Graduate School.

2.7. Arrange for doors to 31B to be locked 24/7 with swipe access only.

This action is complete.

Minutes

2.8. Investigation of offices in rooms 203 and 204 of Building 31B for equitable distribution.

This action will be held over until the next meeting due to the absence of Business and Economics representatives.

2.9. Assist AdW to raise a form complaint on the EAP due to inadequate advice received.

This action is complete.

2.10. Follow up on live feed issue for parking availability.

This action is complete. Various issues are impacting the live feed function and is unlikely to return to operational state soon. Wording on the parking webpage will be adjusted.

2.11. Discuss solutions for inappropriate student use of the Business School tutor consultation space located in the BEL Student Base.

KTu will discuss with AR.

2.12. 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 logged Work Request 20439441 in Archibus. The issue has been discussed at a higher level in P&F and will be followed up on. No update as yet from P&F. NB will follow up for an update.

2.13. Encourage Level 1 Colin Clark Staff to contact CP to discuss inappropriate behaviour concerns

No one has raised any inappropriate behavioural concerns with CP.

2.14. 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.

This action is complete.

2.15. Provide CP with any further concerns regarding the recent bomb scare alert communication for collating.

This action is complete. Feedback was collated and a further update is provided in matters for noting.

2.16. Send Workers Compensation claim statistics for burn out to CP for follow up. Discuss the approved/declined Workers Compensation Audit with the Chief Operating Officer.

Workers Compensation claim statistics were provided to CP. The statistics were more Qld statistics rather than UQ specific. However, UQ statistics are better, but would need to be considered further as to the cases.

3. Items for Discussion

3.1. Updates from Schools/Division

Update from Chair

KTu submitted the Pulse Survey action plan for 2024 for HR to confirm and approve the plan. The plan is Faculty wide and includes seven areas for action, including well-being. The plan was discussed at the Faculty Executive Team meeting and Faculty retreat, and has been worked on with HR's Director, Organisational Culture and Capability. The plan will be distributed once final approval is received.

School of Economics

A strong unpleasant odour in Level 6, Colin Clark Building, lasting several weeks, has been resolved.

HSW Division

A written update was included in agenda for noting.

3.2. Review Tutor Induction Content

CP will conduct a review of tutor induction content provided by schools to see what is included on inappropriate behaviours from students and the risk. How is this managed and included in training?

Minutes

MJ is involved in misconduct hearings and is concerned as academic staff are requested to conduct all misconduct hearings face to face now rather than online. CP referred MJ to an email that is sent at the end of each semester to all academic staff, when grades are released, sharing safety tips and personal risks. CP advised some courses elicit different behaviours and responses, and the focus can be specifically on these risks. GD said it would be helpful to have scripting for specific circumstances.

MJ would like central to establish clear guidelines on how the hearings should occur as there is not enough direction. Economics has two staff in attendance, with one note taker and will conduct a hearing online if a student requests this. CP advised a risk assessment can be developed for a student if the behaviour escalates and recommends establishing a risk assessment for the hearings and a response plan. GD is concerned as students can come straight to an office without any notice. GD reported the Law School try to keep hearings as casual as possible to help reduce the stress for the student. CP recommended reporting these concerns in UQ Safe so we can understand what is going on and the resulting hazard.

CP requested schools send recommendations of what should be included in tutor inductions.

3.3. Review of Inherent Risk Level (IRL) use for Risk Assessments in UQSafe

CP offered assistance in developing and submitting risk assessments in UQSafe. Inherent Risk Level will be added to risk assessments in UQSafe to capture what the risk level is without any controls in place. This will be introduced soon.

3.4. Follow up on Work Demand Issues

The work demand issues section in the [BEL HSW Risk Register](#) is extensive as CP has tried to capture all the information related to work demand issues and the additional pressures and stress for staff. CP would like to understand what are the enterprise issues that are impacting work demands and will seek to understand nature of psychosocial issues (incl work demand), volume of issues and barriers impacting effective solutions. This will keep information confidential but also continue to help inform the HSW risk register.

KTu advised the new workload allocation model has not factored in time spent on work such as student consultation and queries, particularly for large classes. Many other tasks have not been captured in the workload model and Schools are working on this to obtain feedback and changes that need to be made.

KTu advised unacceptable staff behaviour forms part of the Pulse Survey Action Plan. Staff were concerned unacceptable behaviours from staff aren't managed. However, sometimes things are happening but cannot be discussed due to confidentiality. There was a suggestion to develop a tool kit on how to have a conversation at a school or group meeting to reiterate acceptable standards of behaviour etc. There are pilot programs underway, but it is not a quick fix e.g. using AI to combat some assessment challenges. More work, with less resources will only continue and KTu proposes a more strategic approach to identify activities that can be reduced or stopped. KTu will send the plan to CP. Stacey Parker led a session on managing burn out and work life balance at the recent senior leadership retreat and KTu will provide the presentation materials and potentially set up a session for the HSW Committee.

GD is a member of the Workload Committee and will keep the committee informed with updates. The challenge is teaching needs to come first and research second and this causes difficulty when it is promotions time.

3.5. Proposed workplace changes

The following proposed workplace changes were discussed:

- Forgan Smith Lighting Project is ongoing. Lights have been installed but the teaching space continues to look very dark. CP will share with the BEL Associate Dean (Academic) who is on the Teaching and Learning Committee.
- Level 5, Sir Llew Edwards building refurbishments are planned for the December/January period.

3.6. 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. Actions from Risk Registers

Actions from the risk registers were provided in the meeting papers for noting.

4.3. Faculty OHS training compliance

OHS training compliance data was provided in the meeting papers for noting.

4.4. Incident and Hazard reports

The Incident and Hazard report for the period 29 May to 25 August 2024 was provided in the meeting papers for noting.

4.5. Faculty Employability Assistance Program (EAP) Data

There is no data available at time of meeting. Data will be included in the meeting papers for the next meeting.

4.6. Workers Compensation data

Workers Compensation data for Q4 2023 and Q1-Q3 2024 was provided in the meeting papers for noting.

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:

- There were delays with annual assessments. An electrical compliance audit will now be included in the annual HSW assessments to help identify issues. Test and tagging of power boards has reverted from every five years back to annual.
- Due to the time of the year, a deadline for implementation of the vicarious trauma risk assessment was set as 30 September, when a final reminder will be sent and risk register updated. Review of Position Descriptions of Student and Academic Administration teams and mandatory training requirements in WorkDay, have been requested to HR.
- There are changes to health and safety legislation, with the main impact to HSR initial and refresher training. These have been communicated to HSR's.
- CP will send out an email regarding the change and contact for Test and Tagging.
- CP proposes to move HDR representatives on the Committee back into the School Committees.
- CP is updating and reviewing a safety email for committee members, head of organisation units and managers which will include a reminder the use of privately owned portable heaters is prohibited.

5. Next meeting: Monday 9 December at 10am

Action Items

	Action	Person responsible
1	(Tash, P&F confirmed this is in the plan so I am not sure where this came from but I might be missing something. I think we can remove it and I also edited the relative section above	CP
2	Discuss recent Graduate School policy change with KTe and Bronwyn Diffey before contacting the Graduate School.	KTu
3	Investigation of offices in rooms 203 and 204 of Building 31B for equitable distribution.	CH
4	Discuss solutions for inappropriate student use of the Business School tutor consultation space located in the BEL Student Base with AR.	KTu
5	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
6	Provide CP with recommendations on what needs to be included in Tutor Inductions related to inappropriate student behaviours.	School Reps
7	Send the Pulse Survey Action Plan to CP.	KTu
8	Provide presentation materials and discuss a potential session for the committee on managing burn out and work life balance with Stacey Parker.	KTu
9	Discuss the dark lighting in the Forgan Smith teaching spaces with the BEL ADA.	CP
10	Send email regarding the Test and Tagging change and contact details to School representatives.	CP