

Meeting Minutes



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

BEL Faculty Health, Safety and Wellness
Committee

Date	03 June 2024
Time	1.30-3 pm
Venue	Boardroom 617, Level 6 SLEB and via Zoom
Attendees	Katrina Tune (Chair), Dr Annari de Waal, Ash Ranpara, Carolyn Spiertz, Chris Pye, Erin O'Brien, Greg Dale, Karen Teitzel, Mel Jelliff, Sue Basu, Trevor Gormley and Natasha Bromilow (Secretary).
Apologies	Allanah Yu, Bronwyn Diffey, Carol Bell, Cassie Hughes, Leo H Luong and Peter McGarry.

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

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

- CS standing in as HSW Division Advisor for PMG. Caroline is an Occupational Health Nurse in the HSW Division.
- EOB as a new HSW Advisor in the BEL Faculty.

Minutes from the previous meeting held 4 March 2024 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.

This action is complete. CP report consultation is now complete and controls are being reviewed.

2.2. Provide CH Rion Senior, Precinct Manager's contact details to discuss the zip tap issue on Level 6, Colin Clark building.

This action is complete.

2.3. 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

- AdW advised staff members doing their own cleaning is not a viable option, as staff are overloaded with work already. However, having a vacuum in the office to clean up incidental mess would be helpful.
- KTe is concerned about 31B cleaning issue not being resolved and will send to CP to follow up directly.
- Fruit flies in the kitchens and offices are an ongoing issue due to open bins.
- TG recommended staff tidy their desk before cleaning day so the surface can be better cleaned as cleaning staff cannot move items.
- CP requested cleaning issues be reported in Archibus so that there is a formal record. If concerns are due to a health condition, then a medical certificate is required from a doctor.
- KTu will check in with school managers on the two-week cleaning schedule.

2.4. Report broken speed display monitor on Sir Fred Schonell Drive to P&F

This action is complete. The speed display monitor has been repaired.

2.5. Check if log in details of the person reporting are available in UQ Safe

This action is complete. UQ Safe reports record all interactions in an audit trail. Even if confidential, the person managing the report can view the details of the reporter. It is not anonymous but it is confidential and restricted to who can view it.

Minutes

2.6. Discuss anonymous reporting with the HR Senior Manager and Executive Dean

This action remains outstanding.

2.7. Pass on information regarding the review of student extensions and misconducts centrally to CP.

This action item is discussed later in the meeting.

2.8. Provide information on the Forgan Smith lighting project

This action is complete. Lighting on Levels 2 and 3 are now complete. Level 4 is in progress, with completion expected this week. SB advised their office had one light only installed, resulting in occupants at each end of the room not receiving enough light. The additional lights are on order with installation to be advised.

2.9. Provide CH with the date of the last fire evacuation drill in the Colin Clark Building

This action is complete.

2.10. All staff are encouraged to report issues through UQ Safe.

This action is ongoing but will be removed from the outstanding action list. The travel aspect was highlighted during recent safety issues in New Caledonia, as a travelling staff member did not register with International SOS as required. CP requested all travellers on international and domestic trips, involving a flight or overnight accommodation, to register through International SOS.

3. Items for Discussion

3.1. Updates from Schools/Division

Law School

Greg Dale and Sue Basu provided the following update for Law:

- GD likes the new lighting.
- Cleaners are understaffed due to the reduced cleaning schedule.
- The fire stairwell in Forgan Smith with cracks has been scheduled for significant works. CP will follow up as he doesn't get notified of this work.

HSW Division

Caroline Spiertz provided the following update from the HSW Division:

- The cleaning schedule is a common issue in many HSW Committee meetings.
- A UQ mould management committee is dealing with the buildings most impacted by mould. 456 mould jobs have been actioned this year, equaling approximately 7 jobs per day. A mould report will be out soon.
- HSW Seminars in June include Workers Compensation and a different way to manage physical and psychological claims by the WIM team. CP will provide the link to this seminar.
- UQ Wellness is focussing on vaping.
- The 10K steps challenge returns in August.
- The flu campaign has ended, however free vaccinations are available to staff and students at UQ Health Centres, local GPs or pharmacies.
- First aid training sessions are coming up soon. The Mental Health First Aid training session is waitlisted.
- WHSC's received an invitation on 11 June to attend training on conducting workstation assessments.
- Level 1 HS audit training will be held on 19 June and registration is through an EOI only due to its popularity.

HDR Students – All Schools

Trevor Gormley provided the following update for HDR Students in the Business School:

- As a result of the EBA, the Graduate School recently changed policy resulting in HDR students, two months behind on schedule, receiving a letter that they need to speed up or leave. TG reported this has created a high level of stress for domestic and international students, and the University is not assisting international students to extend their visas. TG suggested the website could provide details of supports available to the students. TG and KTe will discuss further offline.
- The rear stairwell of 31B, going to the gym, is slippery and dangerous due to the non-slip yellow bands disappearing.
- Some HDR students raised a safety concern where P&F contractors were accessing 31B to use the toilet and kitchen facilities. KTe will arrange for the doors to be locked doors 24/7, with swipe access only.
- Rooms 203 & 204 in 31B: 4 Economics students were sharing the small office, while only 1 student was in the other office. CH and KTe will investigate.

Academic Staff – School of Economics

Dr Annari de Waal provided the following update for Academics in the School of Economics:

- The workload pressure concerns for Academics include:
 - Emails were sent around during semester regarding workload and ensuring exams are out on time.
 - Staff are working late at night to reach the demand.
 - Continuing communication on budget, increasing workloads and getting one hour less for teaching preparation.
 - Training yourself on AI and then teaching the students about AI.
 - Difficult to support tutors or HDR students who aren't coping.
- CP will work with AdW on how to raise a formal complaint on the EAP due to inadequate advice received. CP advised the best place to report these hazards in the workplace is via UQ Safe.
- The parking availability live feed continues to show ongoing maintenance issues and this is causing additional stress for staff and students. CP will follow up on the live feed issue with Traffic and Parking.

All Staff – BEL Faculty Office (including CBEH, AIBE and the ARC CoE for Indigenous Futures)

Ashil Ranpara provided the following update for all staff in the BEL Faculty Office:

- More student events are being held in the newly branded BEL Student Base and recommended it as a welcoming space if schools are looking for a location to hold a student activity. KTe was concerned regarding the number of students overrunning the Business School tutor consultation space located within the BEL Student Base. AR will investigate what can be done as swipe access isn't helpful and there have been times when security have had to assist moving students out of the space.

Professional Staff – Business School

Karen Teitzel provided the following update for Professional staff in the Business School:

- There is a disability accessibility issue opening the manual door from Level 3, Building 39 into the Bell Top Café. Jobs have been logged before without a suitable solution being reached. NB will log a job in Archibus and KTune will escalate the issue higher in P&F.

3.2. BEL Level 1 Audit Update

CP reported the 2023 Level 1 Audit on inappropriate behaviour towards teaching staff did not reach the level of engagement required to conduct an audit. As a result, a risk assessment approach was taken instead. KTe will encourage Level 1 Colin Clark staff to contact CP to discuss inappropriate behaviour concerns. The next audit is due in 2025.

3.3. UQ Risk Register Update

CP asked members to remind School Managers when completing risk register requests there are up to date HSW risks identified in the HSW risk register that can be added into the HSW section of their request to save time.

3.4. Proposed workplace changes

The following proposed workplace changes were discussed:

- Forgan Smith Lighting Project is ongoing.
 - The Marketing and Communications change management review is underway. KTu and the Senior Manager, Marketing and Engagement BEL, are currently undertaking consultation with all team members and related stakeholders. UQ spends \$3-5 million more than its counterparts to deliver the Marketing and Communication function. The drivers of the review are:
 - How we can deliver the function while looking at our core business operations and priorities?
 - How do we lean on enterprise systems?
 - Where will some activities move – central or back to schools?
 - Where can we find efficiencies to stream-line certain activities?
- A formal change paper is due towards the end of June.

3.5. Proposed significant plant/equipment purchases

No significant plant/equipment purchases were reported.

Minutes

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. The following action items were discussed further:

- CP discussed a recent UQ Safe report, relating to the protest camps, where students attended a class who were not enrolled or meant to be there. Security attended and removed the students. Security were asked to patrol again but were unable to help as they didn't have the resources. Security resources are strained and they need to triage each situation. This issue was raised by the Executive Dean to the Provost, COO and VC.
- Several issues were identified with the recent bomb threat safety alert:
 - The safety alert did not include how to gain help if distressed.
 - People went into the great court as they didn't know where to relocate to.
 - It was distributed one hour late.
 - People trying to help couldn't be identified and communication about who did what was missing.

CP requested committee members provide him with any further concerns for collation.

- The risk assessment for vicarious trauma hazard is nearly finalised and will be provided to staff involved for feedback. It will be distributed soon.

4.2. Faculty OHS training compliance

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

4.3. Incident and Hazard reports

The Incident and Hazard report for the period 23 February to 28 May 2024 was provided in the meeting papers for noting.

4.4. Faculty Employability Assistance Program (EAP) Data

University wide and local data for Q2-Q4 2023 and Q1 2024 Employee Assistance Program usage was provided in the meeting papers for noting. This is a new way of presenting the EAP data.

4.5. Workers Compensation data

Workers Compensation data for Q3 to Q4 2023 and Q1-Q2 2024 was provided in the meeting papers for noting. AdW was concerned with statistics she discovered during leave for burn out, where only a low number of burn out claims get approved. AdW will send this information to CP for follow up and KTune will discuss the approved/declined Workers Compensation Audit with the Chief Operating Officer.

4.6. BEL Faculty Top Risks

BEL Faculty Top Risks and Watch List were provided in the meeting papers for noting.

4.7. 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:

- Mould safety is focussing on addressing building issues before the problem occurs and reducing the issue in the long run.
- E-mobility device safety reminder for staff and students: E-mobility devices should not be kept inside a building or charged on campus. A reminder will be included in the next BEL Bulletin after which CP will visit some areas of concern. TG suggested asking people to register their e-device so you know how many are on campus.

5. Next meeting: Monday 20 September at 1.30 pm

Action Items

	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	CP
5	Provide link to HSW Seminar on Workers Compensation and managing physical and psychological claims by the WIM team	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.	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.	All
16	Send Workers Comp claim statistics for burn out to CP for follow up. Discuss the approved/declined Workers Compensation Audit with the Chief Operating Officer.	AdW KTu