

Meeting Minutes

Date	09 December 2024
Time	10-11.30am
Venue	Boardroom 522, Level 5 SLEB and via Zoom
Attendees	Chris Pye (Chair), Arka Basu, Ash Ranpara, Chris Pye, Eric Tan, Mel Browning, Mel Jelliff, Ryan Webb, Sue Basu and Natasha Bromilow (Secretary).
Apologies	Allanah Yu, Dr Annari de Waal, Erin O'Brien, Greg Dale, Karen Teitzel, Katrina Tune and Carol Bell.

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

CP provided the Acknowledgement of Country and noted apologies for the meeting. CP welcomed new members:

- ET is the Health and Safety Representative for academics in the Business School.
- RW is the Committee Representative for professional staff in the Business School.
- AB is the Work Health and Safety Coordinator for BEL and HASS Faculties and will cover for EOB who will be on parental leave in 2025.

CP also farewelled AR who is taking extended leave for 2025. A new BEL Faculty office representative will be sought through an email to the workgroup.

Minutes from the previous meeting held 2 September 2024 were accepted.

2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

2.1. Discuss recent Graduate School policy changes with KTe and BD before contacting the Graduate School.

To be held over for next meeting.

2.2. Investigation of offices in rooms 203 and 204 of Building 31B for equitable distribution as concern raised that one office had four occupants and the other office had only one.

KTe reported School of Economics are in the process of clearing the rooms. The rooms will then be used by the Business School, who have 14 new PhD students commencing in 2025.

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

KTe has not spoken with AR, but AR has not been a part of related emails or witnessed bad behaviour. KTe has placed a sign in the space regarding inappropriate usage. A room across the courtyard will be used for students requesting online consultations.

AR reported the BEL Student Base is very well attended by the students. There have been noise concerns from the use of the table tennis for staff located in Level 2. There was also a concern with one student loitering in that area after hours, staring at people and being there without purpose. AR will talk more to CP about the student.

2.4. Follow up with P&F on logged job to review the disability issue using the manual door from Level 3 Colin Clark building office to the BELL Top Café.

Tim Sweeney, Director, Campus Planning, P&F attended the site and advised the door is compliant accessibility requirements of the relevant Australian Standard (AS 1428.1-2009 Design for access and mobility). They would normally only carry out modifications to enhance an otherwise accessible door when it is relied on by an individual with acute needs. On 3 December 2024 the work request in Archibus was assigned to Rion Senior, the Precinct Manager for further investigation into this request. CP will contact the café to discuss access and monitor the use by wheelchair users.

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2.5. Provide CP with recommendations on what needs to be included in Tutor onboarding Inductions related to inappropriate student behaviours

CP will find out who the local contact is for tutor inductions from the School Managers. CP will review the induction content and possibly make slight tweaks to the content on inappropriate student behaviours.

2.6. Send Pulse Survey to CP

NB provided CP with the Pulse Survey action plan for BEL. CP will also request action plans from the school and will find out from HR if there will be HSW involvement for future Pulse Surveys.

2.7. Provide presentation materials and discuss a potential session for the committee on managing burn out and work life balance with Stacey Parker.

To be held over for the next meeting.

2.8. Discuss the dark lighting in Forgan Smith teaching spaces with the BEL ADA.

SB advised there is not enough lighting in teaching spaces of Forgan Smith building. CP will raise this with the Associate Dean (Academic).

The downlights in Levels 2 and 4 are not working. This was discussed during the Law School assessment and EOB will log a job for repair. SB has logged a job for the loose handrail and CP will escalate the work request.

2.9. Send email regarding the Test and Tagging change and contact details to School representatives.

CP reported the PPL is being updated again. There is no change from the original decision. The action will be held over until the next meeting.

3. Items for Discussion

3.1. Updates from Schools/Division

Business School

ET is new to the role but often hears about burn out since UQ has switched to the new workload model. CP advises this is difficult to address. ET advised it has been helpful to find out who can provide support and how to reach out to others. RW suggested keeping a database of actions/tasks and how long each one takes to justify work that is done and provide a case for more support. SB advised they operate a very lean structure in the Law school and there is no funding for support. CP would like HR to support supervisors to identify issues and potential for burnout. The answer is looking at what can be done and is it sustainable. There was discussion on using AI on creating administrative efficiencies. CP will follow up with Liisa Partanen in HASS to see if there is anything that can be shared between HASS and BEL with using AI for administration.

KT reported a casual RAs and Tutors induction working party has been set up to improve the way information is provided.

Space continues to be an issue, with the hiring of new academic staff without receiving new space. The school will move to only providing offices to staff who will use them otherwise they will be allocated a hot desk. MB can provide support through a team member if help is needed in the implementation of this process.

School of Law

SB reported they have identified excess First Aid boxes during the recent HSW audit. The First Aid officer can review the contents and send expired items to the vet school or if in date send to other schools. There is no need to keep the physical boxes.

HSW Division

MB provided the following update:

- Two new rehabilitation return to work staff have commenced. One for mental health and one for physical health.
- The UQ Safe upgrade will be live on 7 January.
- KPIs for HSW in 2024 have been reviewed.
- Dates for Mental Health Champion training in 2025 will be out shortly.

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HSW BEL

CP requested any issues about the EAP across UQ be sent to him. RW is concerned 50% of consultations for his team have been about redundancy due to MBA students being middle aged. RW is concerned as they are not trained to deal with this. It was raised with their management who advised providing information on support available through student services. RW does not believe this is enough.

Economics

MJ reported distressed students affecting academic and professional staff having hard conversations.

3.2. Review Operational Management Plan 2025

The Operational Management Plan is updated quarterly, and the final report submitted annually to central. CP will review following this meeting. The plan is then submitted and endorsed at the start of the year by the Executive Dean. The Operational Management Plan is available in the HSW Committee drive and highlighted sections were discussed further. CP requested members continue to report wellness initiatives in your office.

3.3. Psychosocial Hazard information on the intranet

CP provided an update on the proposal to provide updates and key awareness information regarding psychosocial hazards on the intranet. This information will be updated on the BEL intranet which is currently diverting to the central psychosocial page which is excellent.

Work in committee has been on managers, where gaps may be and increasing awareness on reporting through UQ Safe. This information is being provided in inductions but not locally. RW has not heard this before and will discuss with CP following the meeting regarding available resources. AB suggesting putting the information on the app space screens or promoting through social media. CP advised staff can be directed to the intranet when increasing awareness on certain topics.

3.4. Proposed workplace changes

The following proposed workplace changes were discussed:

- Level 5 SLEB refurbishment project has commenced and is due for completion mid-February.

3.5. 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. The following action item was discussed further:

- Economics – Health concerns raised regarding the reduced cleaning schedule at UQ. CP will continue to follow up.

4.2. Actions from Risk Registers

Actions from the risk registers were provided in the meeting papers for noting. The following actions items were discussed further:

- Perception of impact from reporting may be reducing issues being shared by casual staff. Methods to allow anonymous feedback from staff, relating to HSW issues across the Faculty is being investigated. Trying to find ways to provide anonymous feedback because of low engagement with reporting due to job security concerns when reporting. HASS has created a Qualtrics survey. This could be added to the psychosocial hazard section of the intranet.

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 25 August to 3 December 2024 was provided in the meeting papers for noting. The following incident was discussed further:

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- A staff member recently suffered a significant anaphylactic reaction at an event in UQ Brisbane City. An ICAM investigation was initiated and resulted in several actions to reduce risks of reoccurrence were identified. The final report is pending review by P&F. UQ Venues, caterers of the event, also investigated the incident. RW reported mixed up labels have occurred before with catering at UQ Brisbane City.

4.5. Faculty Employability Assistance Program (EAP) Data

Faculty Employability Assistance Program data for Q3 2024 was provided in the meeting papers for noting.

4.6. Workers Compensation data

Workers Compensation data for each quarter in 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:

- A vacuum cord in Economics was damaged on the sharp metal parts running along the bottom of the office doors. P&F will come back to CP about whether they have reviewed the other doors.
- Psychosocial Hazards Update: CP will meet with Chelse Dunne in HR to find out what details HR can view. Some organisational units are reviewing the potential to set up Psychosocial Working Groups and CP is open to starting a BEL one if there is interest. Chelse has been invited to all HSW committee meetings and will send a proxy if they cannot attend.
- Casual RA Inductions have been flagged as they have been missed. CP can invite casual RAs to attend his HSW induction session. There is concern that they will not want to attend if they are not getting paid. Another idea was a shorter session with pertinent emergency information only.

5. Next meeting: Tuesday 11 February 2025

Action Items

	Action	Person responsible
1	Discuss recent Graduate School policy change with KTe and Bronwyn Diffey before contacting the Graduate School.	KTu
2	Disability access issue using the manual door from Level 3 Colin Clark building offices to the Bell Top Café: CP will contact the café to discuss access and monitor the use by wheelchair users.	CP
3	Tutor onboarding inductions: Contact School Managers to find out who the local contact is for tutor inductions. Review content.	CP
4	Pulse Survey: request action plans from the schools.	CP
5	Provide presentation materials and discuss a potential session for the committee on managing burn out and work life balance with Stacey Parker.	KTu
6	Discuss the dark lighting in the Forgan Smith teaching spaces with the BEL ADA.	CP
7	Escalate work request for loose handrail in the Forgan Smith building	CP
8	Send email regarding the Test and Tagging change and contact details to School representatives.	CP
9	Follow up with Liisa Partanen in HASS on using AI to streamline administrative tasks.	CP