

BEL Faculty Health, Safety and Wellness Committee

Date 11 February 2025
Time 1pm – 2.30pm
Venue Sir Llew Edwards (14) Room 617or <https://uqz.zoom.us/j/88951154155>
Subject Health, Safety and Wellness Committee Meeting
Attendees **Members:** Katrina Tune (Chair), Annari de Waal, Arka Basu, Chris Pye, Eric Tan, Greg Dale, Mel Jelliff, Natasha Bromilow, Mel Browning, Ryan Webb, Sue Basu.
Invitees: Allanah Yu, Chelse Dunne, Sophie Payne, Karen Teitzel.

Apologies

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 Excessive stress\burnout focus	Chris Pye
		3.3 Approach to new KPI to increase supervisor training.	Chris Pye
		3.4 Proposed significant workplace changes.	Chris Pye
		3.5 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 – June 10	

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

Apologies:

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	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. COMPLETE. Café confirmed that maybe one or two visitors who had some kind of impairment. Could not recall seeing anyone in a wheelchair.	CP
3	Contact School Managers to find out who the local contact is for tutor inductions. Review content. Contacted School Manager to request information – some shared with relative person. No information received so far.	CP
4	Request pulse survey action plans from schools. Requested from Chelse Dunne and in progress.	CP
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. COMPLETE. Discussed with Tyler and will be raised with relative central team.	CP
9	Send email regarding the Test and Tagging change and contact details to School representatives. PPL is being updated again so will roll over action.	CP
10	Follow up with Liisa Partanen in HASS on using AI to streamline administrative tasks. COMPLETE. Update to be provided in meeting.	CP

Item 3.1 – Update from Schools\Division (ALL)

Item 3.2 – Excessive stress\burnout focus – C Pye

Excessive stress\burnout appears to be one of the most common psychosocial risk related issues which are experienced by UQ staff. There are some methods that might help review this risk in more detail, to identify specific risk factors and consider actions that could reduce those risks. Discussion on methods to break down specific risks.

Item 3.3 – Approach to new KPI to increase supervisor training – C Pye

A new KPI has been introduced to increase non-mandatory training- 'Understanding and Managing Psychosocial Risks for Supervisors'. The target is 50% and we are currently 2%. Discussion on methods we can use to approach this target.

Item 3.4 – Proposed workplace changes (ALL)

- Relevant updates on renovation and moves around BEL Faculty Office in Sir Llew Edwards.

3.5 – Proposed significant plant/equipment purchases (ALL)

4. Matters for noting



Item 4.1 – Outstanding\overdue action items

Risk level indicated in colour code **High**, **Medium** or **Low**

No overdue actions from Assessments and Audits

No overdue actions from Incident\Hazard reports

Outstanding actions from Risk Registers

Area	Description	Status
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.	4/12/24 – HASS consultation identified use of Qualtrics survey as one option and draft being developed. Will be shared once finalised.
Faculty wide (May 2024)	BEL 2023 audit focussed on this but received minimal engagement. Risk assessment approach unable to be implemented due to reduced engagement, possibly indicating not an issue. Final action to review induction material to increase awareness of issue and reporting.	20.1.25 – Email sent to school managers to request tutor induction information or contacts.
Law School (July)	Multiple staff members raised concerns related to ongoing conflict. Consultative approach assisted with understand broader impact of ongoing worker conflict and appropriate behaviour expectations. Recommended action was to review communication agreements within team.	20.1.25 – Awaiting next opportunity to discuss with whole team.

4. Matters for noting



Item 4.2 – OHS Training Compliance (casuals omitted)

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%

Q1 2025 Data as of 22/1/25	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities
Faculty Office	100%	94%	96%
Ctr Bus & Econ of Health	84%	95%	89%
Sch Business (UQ Bus Sch)	96%	92%	97%
Sch Economics	99%	99%	100%
Sch Law (TC Beirne)	99%	90%	94%
BEL Facult Total	97%	93%	97%

4. Matters for noting



Item 4.3 – Incident and Hazard Reports (December 4, 2024 – January 21, 2025)

Job Ref:	Details	Actions	Status
13970	Near Miss Staff member involved in vehicle incident while travelling home from work.	No further action required.	Closed

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 January 17, 2025

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	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.					
2	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.					
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 – 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 January 17, 2025

#	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 LGBTIQA+ 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.					
8	Psychosocial Hazard - Exposure to Traumatic Events and Materials (Faculty wide) 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. Reviewed in annual assessments.					

4. Matters for noting

Item 4.8 - Written update

1. Annual HSW Assessments Update – 22/1/25

A schedule for BEL 2025 annual HSW assessments is provided below. Assessment reports can be found in the HSW Committee shared folder.

Month	Area	Status
February	Business (including UQBC)	
May	BEL Faculty Office (including CBEH, AIBE, CIF, and computer labs).	
September	Economics	
November	Business (including UQBC)	

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

The [UQ psychosocial risk management webpage](#) has been updated to include a link to the current [UQ Psychological Health and Safety Master Plan](#). This master plan tracks short to long term actions.

Discussions continue with central HR and HSW teams, to understand ways which teams can collaborate more closely to improve understanding of psychosocial risks profile in local org units. C Pye has discussed with C Dunne and working on a method to record some basic data that could help to understand priority areas for BEL.

New module to track. A new KPI has been added to the HSW Goals Ops Mgmt plan, with a target of 50% of supervisors\managers to have completed the non-mandatory training module in 2025. Currently we sit at 1.84% (UQ is at 6%). This is not mandatory so currently reviewing how we approach requests. Recommendations include initially starting to require completion when supervisors\managers involved with psychosocial risks and targeting those in areas with increased potential of psychosocial risks. C Pye

4. Changes to fire evacuation processes

The UQ Fire Advisory team recently confirmed a common misunderstanding of current evacuation requirements. **Occupants should NOT be evacuated on the alert tone**, which only indicates occupants should prepare to evacuate and wait for evacuation tone before leaving the building.

4. Matters for noting

5. UQ Brisbane City Anaphylaxis Incident

Investigation findings and recommendations for the UQBC Anaphylaxis incident have been finalised. They include:

- (C Pye) BEL Faculty to review processes relating to catering risk management in event work risk assessments. This action to ensure that the process for identifying anaphylaxis risk of attendees is effective and controls in risk assessments are effective. (already shared with events staff and working on the risk assessment – attached are some key changes in process).
- (UQ Venues Director) UQ Venues team to require detailed information from client when an anaphylaxis allergy identified. Detail to help determine the level of risk by taking into account severity of anaphylaxis, detail of any anaphylaxis plan, if EpiPen is being carried, if recent anaphylaxis events have occurred for the person (this can increase sensitivities).
- (UQ Venues Director) UQ Venues to review risk assessment and formal processes to consider additional controls. Some additional controls identified include requiring attendees to notify on-site staff on arrival and confirm they have their EpiPen, Label on allergy food to be signed by Chef prior to dispatch, present the wrapped food to the client directly to unwrap themselves (or leave wrapped with their name on the wrapping), and to consider removal of allergens from entire menu where practicable (risk level identification may help guide this).
- (UQ Venues Director) UQ Venues team to ensure first aid risk assessments are updated to review first aid needs, including number of first aid officers and equipment required (such as EpiPens).
- (C Pye) Share the learnings from this incident with broader UQ safety network. (already completed).
- (P&F Safety Manager) Share learnings from this incident with common UQ catering providers as an opportunity to reduce similar risks for other UQ events.

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 who will consolidate and share with the relative team.

- The UQ Health and Safety Management Reporting Procedure has recently been updated and published, to reflect some executive administrative changes.
- The Health and Safety Consultative Mechanisms Procedure has recently been updated and published to reflect executive administrative changes and recent legislative changes regarding HSR's. See the communications folder for more details.
- The UQ Health, Safety and Wellness Governance Procedure has recently been updated and published, to reflect some executive administrative changes.

4. Matters for noting

7. Committee membership update

No changes to membership since last meeting.

8. 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 safety alerts received since last meeting.

9. 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. Copies of emails regarding published PPL has been provided in communication folder.

10. 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
			No updates in last quarter	

11. 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 – 50% of supervisors complete the new ‘Understanding and Managing Psychosocial Risk for Supervisors’ training.**
Currently 2%. New KPI and not mandatory training. Reviewing approach.
- **KPI – 20% of active Risk Assessments in UQSafe are audited.**
Currently 11%. KPI was 10% in 2024. Working to improve.

5. Other Business