

## BEL Faculty Health, Safety and Wellness Committee

**Date** 10 June 2025  
**Time** 1pm – 2.30pm  
**Venue** Sir Llew Edwards (14) Room 617or <https://uqz.zoom.us/j/88347045498>  
**Subject** Health, Safety and Wellness Committee Meeting  
**Attendees** **Members:** Katrina Tune (Chair), Annari de Waal, Arka Basu, Chris Pye, Davina Bonner, Eric Tan, Greg Dale, Natasha Bromilow, Mel Browning, Ryan Webb.  
**Invitees:** Allanah Yu, Chelse Dunne, Sophie Payne, Karen Teitzel.  
**Apologies** Mel Jelliff

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 Level one audit for 2025.	A Basu
		3.3 HSW Onboarding.	Chris Pye
		3.4 Local consultative process.	Chris Pye
		3.5 Proposed significant changes or 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
5		<b>Other Business</b>	
6		<b>Close meeting</b>	Chair
		<b>Next meeting date – June 10</b>	

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

**Apologies:** Mel Jelliff

**Welcome:** Davina Bonner, Health and Safety Representative for BEL Faculty Office.

**Farewell:** Sue Basu has left UQ, and the role of the Committee Representative for Law School Professional Staff.

### 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	Tutor onboarding inductions: Schools to send details to CP for review of content. <b>COMPLETE. Update will be provided in meeting.</b>	CP
3	Provide presentation materials and discuss a potential session for the committee on managing burn out and work life balance with Stacey Parker.	KTu
4	Send email regarding the Test and Tagging change and contact details to School representatives. <b>COMPLETE. Copy of email available in comms folder in shared drive.</b>	CP
5	Follow up on HSW audit report not received by the Law School. <b>COMPLETE. Now finalised and provided to school.</b>	CP
6	Email CP if you have examples of specific psychosocial risk factors in your workplace. <b>COMPLETE. No additional examples received but please continue to share ongoing. Some further information related to this will be shared in the meeting.</b>	All
7	Inform MB of any redundancies in the training Understanding and Managing Psychosocial Risks for Supervisors and the Vicarious Trauma training.	MJ
8	School Managers and Heads of School to be encouraged to complete the Understanding and Managing Psychosocial Risks for Supervisors training. <b>COMPLETE. Copy of email available in comms folder in shared drive.</b>	CP
9	Discuss chiller issue with AY for reporting and escalation as needed. <b>CP can confirm this was resolved locally by the time follow up occurred.</b>	SB

10	Provide further information to CP and ensure documentation complete for the incident where a staff member broke their wrist at a UQ event.	KTe
11	Report details of speeding vehicle incidents to UQ Safe. CP – I think this action can be resolved and taken as ongoing.	All

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

### Item 3.2 – Level One Audit (local) – A Basu

The BEL Faculty level on audit is due this year. The topic for the audit should be determined through the HSW committee.

### Item 3.3 – HSW Onboarding – C Pye

The HSW Division are seeking feedback on changes to HSW onboarding (inductions). They are looking at moving the online induction from Unitask to Workday and a few queries arose from different areas. These are the questions put forward from the HSW Division with red text suggesting where we think we are:

- Are your Supervisors initiating the UniTask HSW Onboarding checklist (or WHSC?)? (not all)
- Are you confident that all new workers have the HSW Onboarding checklist initiated for them on commencement? (No – and some system issues cause confusion).
- Which worker cohorts are you using the UniTask Onboarding checklist for? (any that are able).
- Do any areas still use the paper version of the HSW Onboarding / TNA checklist? (Yes we do).
- And the big question - would you rather just leave the checklist in UniTask?? (totally possible - we don't have to move HSW Onboarding into Workday!). (I think better in Workday if reduces the duplication issue).

### Item 3.4 – Local consultative process (Chris Pye)

It is becoming common for discussion items to require further input, feedback and general consultation from local org units. Can we review options other than just asking members to email things back to the safety team.

### 3.5 – Proposed workplace changes and Proposed significant plant/equipment purchases (ALL)

# 4. Matters for noting



## Item 4.1 – Overdue\Outstanding action items

Risk level indicated in colour code High, Medium or Low

### Overdue Actions from Assessments and Audits

Area \ Date	Description	Status
	Currently no overdue actions	

### Overdue Actions from Incidents and Hazards

Area \ Date	Description	Status
	Currently no overdue actions	

## 4. Matters for noting



### Outstanding 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 Faculty consultation identified use of Qualtrics survey as one option and draft being developed. Will be shared with BEL Faculty once finalised.
<b>Faculty wide</b> (May 2024)	Action to review risk management related to unacceptable behaviours from students towards teaching staff. BEL 2023 audit focussed on this risk but received minimal engagement. Risk assessment approach unable to be implemented due to reduced engagement. Final action to review induction material to increase awareness of issue and reporting.	27.5.25 – review of induction content revealed there is centralised guidance. Will consult with HSW committee with regards to final actions.
<b>Law School</b> (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.	27.5.25 – Actions on hold temporarily, awaiting further review.

# 4. Matters for noting



## Item 4.2 – OHS Training Compliance (casuals omitted)

The 2025 KPI for the online module 'Understanding and Managing Psychosocial Risk for Supervisors' is now being tracked. The goal is 50% of supervisors.

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%

Q2 2025 Data as of 29/5/25	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibilities	Understanding & Managing Psych Risk for Supervisors
Faculty Office	100%	96%	100%	3%
CBEH	89%	94%	90%	0%
Sch Business	94%	92%	97%	2%
Sch Economics	93%	96%	98%	9%
Sch Law	97%	93%	97%	9%
BEL Faculty Total	95%	93%	97%	4%

## 4. Matters for noting



### Item 4.3 – Incident and Hazard Reports (January 22 – June 2, 2025)

Job Ref:	Details	Actions	Status
20992	Staff member struck by vehicle at crossing during journey to work, resulting in abrasions and sprains.	First aid applied. Recommended to seek further medical advice. No further actions.	Closed
20978	Staff member fell while rushing to tutorial and twisted left ankle, resulted in sprain requiring 'moon boot'.	UQ Rehab team engaged staff member. Exact area of ankle twist unknown so unable to review. Monitor for incidents related to rushing for teaching requirements.	Closed
20661	Sandwich press left on and unattended for at least 15 minutes.	Signage has been placed around area to remind people not to leave food unattended.	Closed
20651	A HDR student suffered personal medical episode, resulting in vomiting and severe pain.	UQ Security engaged for medical support and ambulance called. Medical condition and not work related. No further action.	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 May 27, 2025

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	<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.					
2	<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.					
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 – 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 May 27, 2025

#	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. <u>In particular event</u> 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.					
8	<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. Reviewed in annual assessments.					

# 4. Matters for noting

## Item 4.8 - Written update

### 1. Annual HSW Assessments Update – 4\6\25

A schedule for BEL 2025 annual HSW assessments is provided below. Assessment reports can be found in the HSW Committee shared folder. The delayed report from the 2024 Law School assessment, can also be found in the folder for this meeting.

Month	Area	Status
February	Business (including UQBC)	Complete
May	BEL Faculty Office (including CBEH, AIBE, CIF, and computer labs).	Complete
September	Economics	Re-scheduled for May and complete
November	Law	Scheduled

### 2. Key findings in annual HSW assessments

Common findings identified in assessments include heavy items stored at height, e-mobility devices found indoors, and first aid kit contents required updating. A reminder to please continue to notify people of [this UQ Safety Alert](#), if you discover e-mobility devices indoors.

### 3. Psychosocial Hazards Update

The [UQ psychosocial risk management webpage](#) has been updated to include information related to legislative changes around the requirements to provide proactive approaches to reduce harm from sexual harassment and sex or gender-based harassment. There have also been some additions to the resources and support sections.

Discussions continue with central HR and HSW teams, to understand ways which teams can collaborate more closely to improve understanding of psychosocial risks profiles. The BEL HR team are still reviewing the process to introduce a method to record types of psychosocial risks involved in staff\HR contact and cases. The HSW Division is working on a method to facilitate this data collection across all UQ HR areas.

HR has now provided a method for HSW managers across UQ to access a pulse survey 'psychosocial dashboard'. This provides a dashboard that focuses on pulse survey data that correlates with psychosocial hazards and allows adjustments of various factors to help understand this data. This will be reviewed in the near future to understand limitations and consider additional potential hazard areas for BEL. Following this, we can facilitate some discussion with the HSW committee to consider specific information that members would like to explore.

## 4. Matters for noting

### 4. Online template to assist with recording safety leadership walks.

Some work is underway to develop an online tool to help record safety leadership walks. It will be mobile friendly and a very simple design that mainly aims to collect free text on findings and record when\where walks were conducted.

### 5. Changes to the BEL Faculty HSW Ops Mgmt Plan.

There has been a new template design for our Ops Mgmt Plan (the document that tracks UQ KPI's and progress on our local HSW projects). The name has also changed back to 'HSW Management Plan'. We have now migrated our plan to the new template and all the agreed local projects are still incorporated. As usual, you can find a current version in the shared drive folder 'HSW Management Plan' documents.

### 6. 2024 HSW Division Annual Report and KPI annual report.

A copy of these reports can be found in the shared drive.

### 7. Use of heating appliances.

As noted in a recent safety alert (see below), the risk of using heating appliances in local areas, should be appropriately risk assessed. Local areas are encouraged to follow the steps below with regards to purchase and use of heating appliances:

- Request review from P&F (log job in Archibus) to identify if there are issues with the cooling\heating systems for the area. If they are unable to resolve issues for the space, request they provide details in writing.
- If P&F are unable to address heating issues, then areas can investigate alternative options, with consideration of the associated risks.
- It is recommended that localised heating solutions be considered, such hot water bottles or heat bags. Localised options will help to reduce warming the temperature of the room, which can cause the system to try and cool the room down further. These options also reduce risks associated with electrical devices.
- If there is a need to use electrical devices, consider engineering solutions such as using plugs with timers that cut off power and scheduled checks that equipment has not been left running. People will often state that they always check equipment is turned off, but this is considered to be a weak control that has been known to fail.
- Ensure equipment is maintained and used in line with safety guidance from the manufacturer.
- Document the risk assessment related to use of this equipment.
- For further assistance, please contact the BEL HSW Team – [hsw@bel.uq.edu.au](mailto:hsw@bel.uq.edu.au)

# 4. Matters for noting

## 8. 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.

A large number of procedures and guides were updated in the last quarter, mostly minor admin and reference changes. Please refer to emails in the Comms folder in the shared drive for more details and below is a list of those relevant to BEL:

- Health and Safety Incident and Hazard Reporting Procedure
- Incident Management Procedure
- Health, Safety and Wellness Audit Procedure
- Hazardous Noise Risk Management Procedure and Guideline
- Personal Protective Equipment Procedure
- Vaccination and Immunisation Procedure

## 9. Committee membership update

- Davina Bonner joins the committee as Health and Safety Representative for the BEL Faculty Office.
- Sue Basu has left UQ and vacates the role of committee representative for professional staff in the Law School.

## 10. 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](#).

- Fatigue Management Guidance.
- Use of privately owned appliances, including personal heaters and international adaptors.

## 4. Matters for noting

### 11. 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.

- HSW update for HSW committee members and org unit managers. This included updates regarding TC Alfred, Anaphylaxis incident learnings and a Psychosocial hazard update.
- Email request to complete online module 'Understanding and Managing Psychosocial Risk for Supervisors.
- Updated information for testing and tagging process.

### 12. 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. PH = Psychosocial Hazard.

Date	Area	Risk Factor	Details	Risk level impact
27/5/25	Faculty wide	PH - Work related violence and aggression	Updated proposed controls following some review of induction content. Updated from review of local induction content to recommending ITaLI guidance be referenced.	No change

### 13. List of HSW Goals with low compliance

A list of HSW goals from our current HSW Management Plan are reviewed each quarter. KPI's for which BEL has low compliance will 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 4%. New 2025 KPI and not mandatory training. Process to improve training has been initiated.

## 5. Other Business