THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

BEL Faculty Health, Safety and Wellness Committee

Date	11 February 2025
Time	1-2.30pm
Venue	Boardroom 617, Level 7 SLEB and via Zoom
Attendees	Chris Pye (Chair), Annari de Waal, Carley Meehan, Eric Tan, Greg Dale, Karen Teitzel, Mel Jelliff, Mel Browning, Ryan Webb, Sophie Payne, Sue Basu and Natasha Bromilow (Secretary).
Apologies	Katrina Tune, Chelse Dunne (Carley Meehan attended), Arka Basu and Allanah Yu.

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

CP provided the Acknowledgement of Country and noted apologies for the meeting.

Minutes from the previous meeting held 9 December 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.

Held over until next meeting for update from KTu.

2.2. 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.

Café confirmed only one or two visitors requiring special needs access and could not recall witnessing a visitor in a wheelchair. P&F have made changes to the door closer for it to close slower. P&F needs to prioritise funding of access based on needs, but the faculty has offered to pay for a better solution.

2.3. Contact School Managers to find out who the local contact is for tutor inductions and review content.

CP contacted School Managers to request information, but no information has been received so far. AY has provided the request to the relevant staff members, but CP has not received a reply. AdW is on the panel for tutor selection and there is a tutor training day each semester in Orientation week. Professor Marco Faravelli is the head of the student panel and Marie Taylor looks after the administrative side. MB is exploring online tutor training options and gathering feedback from across the university. Efforts are being made to identify real hazards within the university and determine how best to address them.

2.4. Request pulse survey action plans from Schools

CP requested pulse survey information from Chelse Dunne in HR and it is in progress. The next pulse survey will be run in March. CP will continue following up and has a regular meeting with Chelse Dunne to discuss psychosocial hazards and risks.

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

Held over until next meeting for update from KTu

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

CP discussed the lighting in Forgan Smith Building teaching spaces with Professor Tyler Okimoto, BEL Associate Dean (Academic), who will raise the issue with the relevant central team. CP has taken photos and identified that the lighting issue is on level 4.

CP also reported a door that was not opening properly and a loose handrail. Both were repaired after logging a job in Archibus.

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

This action will be held over until the next meeting until the PPL is updated again with another change. The change is for power boards to be tested annually instead of every five years.

2.8. Follow up with Liisa Partanen in HASS on using AI to streamline administrative tasks.

CP reported on a small network exploring the use of AI to improve efficiency in common tasks and develop a shared prompt library. CP has a comprehensive list of tasks to test for potential efficiency gains.

AdW highlighted the significant risk of people unknowingly adding university information into AI tools such as ChatGPT. Many users are unaware of this risk. Copilot is the only AI tool approved by the university that does not contribute data to external databases, but Chris noted that its functionality is limited.

3. Items for Discussion

3.1. Updates from Schools/Division

Economics
AdW raised concerned about workload, noting discrepancies where stated that new workload models would not increase teaching workloads—and the reality of receiving a higher teaching workload.

AdW also expressed concerns with timing of communications and processes in response to burnout issues. HR are providing further inforamtion.

AdW wants to formally inquire whether academics are satisfied with the workload model changes. Additionally, discussions took place regarding inclusiveness and ensuring HR policies are fully inclusive, with clarification that participation in related initiatives is not compulsory. Annari also wants to gather feedback from non-teaching staff on how the model affects them but has not yet done so. This will continue to be pursued, and AdW has been elected to the Academic Board.

SP reported the team is working to create a framework after identifying a small HSW gap in the induction for HDR students.

MJ attended a pilot program run by HR on supervisor conversations and included HSW and managing psychosocial risks and ensuring to have conversations at the right time. There are plans to roll out the training to Academics.   KTe also attended the training.

Law School
SB reported the excess first aid items were sent to the UQ Vet School.

CP will follow up on the HSW annual assessment report for the school that was not received.

HSW Division
MB advised registrations for the 6-week 15 Minute challenge close shortly. It will commence on 17 February.

The Pulse Survey will be coming out in March. There is a focus on increasing the partnership between HSW and HR to improve the focus on psychosocial hazard management.

Human Resources
CM confirmed the Pulse Survey will occur in March.

APD's are to be completed by the end of February

EOI closes on Friday at 5pm for UQ leadership programs.

Consultation is underway for MyTime at UQ program primarily for the FEM and School Managers.

A new exit survey is now available in Workday for all exiting employees. There are new onboarding tools available in Workday.

3.2. Excessive stress/burnout focus

Excessive stress and burnout appear to be one of the most common psychosocial risks related issues which are experienced by UQ staff. CP would like to review methods to identify specific risk factors and consider actions to mitigate these risks. Discussion will help to breakdown specific issues to understand underlying issues, identification of contributing factors and sharing of control measures with relevant stakeholders.

Work demand is causing significant stress. Discussion includes the breakdown of high demand factors, including mental and emotional load from student interactions, increase in teaching load after being advised there will be no increase and critical priorities and their impact on student enrolment. Members were invited by CP to share experiences during or after the meeting.

AdW is concerned with the higher workload leading to burnout. Teaching load increases are impacting functionality and student experiences. AdW has experienced an increase in migraines and challenges due to neurotypical conditions.

ET is concerned with inequitable teaching allocation. Senior academics often get preferred teaching assignments, leaving junior staff with less desirable options. If Senior academics are teaching programs they have done before there is no new material preparation required, the teaching which is required by junior staff. Junior staff are managing multiple courses, leading to high workload.

KTe discussed the recent Marketing and Communications review and the impact on KTe's team taking on additional M&C work without any marketing experience. It is disrespectful to those taking on new roles and those who previously handled the tasks. KTe was concerned change management was not managed well and there is the potential need to let some tasks fail.

SB is frustrated due to the lack of communication between systems.

CP encouraged members to email any other concerns or details to his email address.

3.3. Approach to new KPI to increase supervisor training

A new Key Performance Indicator (KPI) has been introduced to increase participation in the non-mandatory training course, 'Understanding and Managing Psychosocial Risks for Supervisors'. The target is set at 50%, but current participation stands at only 2%. The discussion focused on strategies to approach this target and encourage staff to undertake the training, despite it not being mandatory.

MJ noted that the content of this training is very similar to the Vicarious Trauma training with significant overlap, including the quiz questions. MJ will triple-check the content and inform MB of any redundancies.

SP raised a question about how the training is being communicated. Mel B was asked today to send the information to CP who will then distribute it. The training was also included in the HSW newsletter that was released today.

CP suggested that every School Manager and Head of School (HoS) should complete the training to understand its importance. CP proposed that in scenarios where psychosocial risks are raised, supervisors should be asked to complete the training. Additionally, Schools could be asked to promote the training locally. The long-term goal is to incorporate this training into mandatory training for Annual Performance Development (APD) sessions.

3.4. Proposed workplace changes

The following proposed workplace changes were discussed:
- Level 5 SLEB refurbishment project is nearly complete and staff relocations within the office will be finished on 7 March.
- Greg raised concerns about the air conditioning in Forgan Smith. CP mentioned uncertainty regarding whether the chiller issue work has been completed. It was suggested to report this issue to AY to check for updates and flag for further attention.

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.

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 4 December 2024 to 21 January 2025 was provided in the meeting papers for noting. The following incident was discussed further:

- CP was informed a staff member broke their wrist after tripping during a conference UQ were hosting. CP has not yet received an official report on the incident. KTe will follow up to gather more information and ensure the necessary documentation is completed.

4.5.   Faculty Employability Assistance Program (EAP) Data

Data for 2024 was provided in the meeting papers for noting.

4.6.   Workers Compensation data

Workers Compensation data for 2024 and Q1 2025 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:

- 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.
- Investigation findings and recommendations for the UQBC Anaphylaxis incident have been finalised. Learnings from this incident will be shared with common UQ catering providers as an opportunity to reduce similar risks for other UQ events.

5.   Other Business

5.1.   Road Safety at UQ

AdW reported incidents of students driving at speeds of up to 60 km/h near ducks and pedestrians. There was a near-miss incident involving someone pushing a pram at the crossing near the P3/P4 car parking. It was recommended to record the registration details of the vehicle and report these incidents through UQ Safe to identify patterns and potentially prompt the installation of a speed bump in the area.   Including this information in undergraduate inductions was suggested, although it is unclear who is responsible for this.

Next meeting: Tuesday 10 June 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	Tutor onboarding inductions: Schools to send details to CP for review of content.	School managers 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.	CP
5	Follow up on HSW audit report not received by the Law School.	CP
6	Email CP if you have examples of specific psychosocial risk factors in your workplace.	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.	CP
9	Discuss chiller issue with AY for reporting and escalation as needed.	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.	All