

Meeting Minutes



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

BEL Faculty Health, Safety and Wellness
Committee

Date	10 June 2025
Time	1-2.30pm
Venue	Boardroom 617, Level 7 SLEB and via Zoom
Attendees	Katrina Tune (Chair), Arka Basu, Chris Pye, Davina Bonner, Eric Tan, Karen Teitzel, Mel Browning, Ryan Webb, Sophie Payne and Natasha Bromilow (Secretary).
Apologies	Allanah Yu, Annari de Waal, Greg Dale and Mel Jelliff and Chelse Dunne.

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

KT provided the Acknowledgement of Country and noted apologies for the meeting. KT welcome DB the new Health and Safety Representative for the BEL Faculty Office. KT recognised the departure of Sue Basu from UQ and the role of the Committee Representative for Law School Professional Staff. KT will discuss the Law School Professional Staff representative with AY.

Minutes from the previous meeting held 11 February 2025 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.

Policy changes in the Graduate School may no longer be an issue due to the review of the Graduate School. KTU will touch base with Helen Hume running the review prior to the next HSW Committee meeting for an update.

2.2. Tutor onboarding inductions: Schools to send details to CP for review of content

This action is complete. CP advised there is information already available from ITaLI on managing difficult behaviour from students and how coordinators can support tutors. CP will ask Schools to check Tutor induction handbooks and refer them to the ITaLI page. CP is waiting on more details regarding a survey on understanding inappropriate student behaviour being led by Professor Rachel Fitzgerald. KTU will contact the Schools with two unusual items for inclusion in the Tutor Induction handbook.

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

KTU to follow up on this potential session with Stacey Parker. KTU will discuss the Odyssey planning from Oxford RW is currently undertaking with MBA students on planning the next five years and work life balance.

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

This action is complete. A copy of the email is available in the communications folder in the HSW Committee share drive.

2.5. Follow up on HSW audit report not received by the Law School.

This action is complete. The HSW audit report was finalised and provided to the Law School.

2.6. Email CP if you have examples of specific psychosocial risk factors in your workplace.

The action is considered complete at this stage. No additional examples have been received. MB is currently undertaking work related to psychosocial risk assessments at the enterprise level. It was noted that it would be beneficial to wait for the outcome of this work before reviewing our own processes, for comparison against any corporate-level controls that may be established. Pulse survey results can be used to help identify areas that may require more in-depth analysis. MB also reported that the Enterprise Risk Assessment consultation is scheduled to commence in June, with a focus on assessing psychosocial risks and associated hazards at each level of the organisation.

2.7. Inform MB of any redundancies in the training Understanding and Managing Psychosocial Risks for Supervisors and the Vicarious Trauma training.

MB will provide feedback on the course at the next central meeting.

2.8. School Managers and Heads of School to be encouraged to complete the Understanding and Managing Psychosocial Risks for Supervisors training.

This action is complete. A copy of the email is available in the communications folder in the HSW Committee share drive.

2.9. Discuss chiller issue with AY for reporting and escalation as needed.

CP confirmed this was resolved locally by the time follow up occurred.

2.10. Provide further information to CP and ensure documentation complete for the incident where a staff member broke their wrist at a UQ event

KTe investigated the incident. It was a guest speaker, not a staff member, presenting at a conference, not run by UQ, onsite at 308 Queen Street. KTe will arrange it to be added as an incident so that the occurrence of similar incidents can be tracked.

2.11. Report details of speeding vehicle incidents to UQ Safe

This action is resolved and taken as ongoing.

3. Items for Discussion

3.1. Updates from Schools/Units

Economics - SP

SP reported no significant updates. SP and AB recently conducted a Health, Safety, and Wellbeing (HSW) walk, which went smoothly, with only one outstanding action identified. A subsequent safety inspection conducted by the Head of School a week later uncovered additional issues, all of which have since been resolved.

Business Academics - ET

No major updates to report. ET shared that he completed a UQBS and city campus walk with RW a few months ago. They identified several potential hazards during the walkthrough, all of which have now been addressed.

HSW Division - MB

The HSW Division Director has stepped down after 12 years in the role. Jim Carmichael and Jennie Trinder will act in the role until the new Director, Lucy Beikoff, commences 24 July.

The All-Staff Forum announced HDR students now have access to the Employee Assistance Program (EAP), one key difference being they won't have cover for family members like staff do. There is some uncertainty regarding the appropriate advice to provide in relation to this new access, and the team will consult with Student Services for clarification. It was also noted that EAP usage data may need to be captured, particularly whether the service use is work-related or supervisor related.

The Push-Up Challenge is currently underway. The wellness webinar calendar has been published, with updated recordings available [2025 HSW webinar calendar.pdf](https://uqz.zoom.us/j/83772177413). The Safety Seminar Series ran in May <https://uqz.zoom.us/j/83772177413>, and updated FAQs on Workplace Health and Rehabilitation have been released [Workplace Health and Rehab FAQs.pdf](#). A course titled *Leading Mentally Healthy Teams for Supervisors* is now available in Workday for booking. UQ is continuing to encourage the completion of the 'Understanding and Managing Psychosocial Risks for Supervisors' online module with a goal of achieving 50% completion by the end of the year. This is part of a broader preventative focus.

An action plan addressing psychosocial (PS) harm risks at the enterprise level is underway, with a working group dedicated to this effort. Pulse survey results have been received, and leaders, HR, and HSW managers now have access to a dashboard indicating psychosocial risk factors, with 17 questions acting as indicators. There is also a renewed push to address unapproved risk assessments by either progressing or archiving them.

WHSC - AB

AB reported completing several assessments and noted a trend of e-mobility devices appearing in various buildings. Communication has been sent to relevant areas regarding this. AB also observed some minor cable and wiring issues during audits, though none posed serious risks.

HSW Committee Chair - KTU

KTU shared a concern involving a student from UQ College, believed to be experiencing and creating a psychosocial hazard. The situation was first identified while CP was on leave. This was discussed with Security prior to reaching out to UQ College. UQ College has issued a warning to the student. KTU expressed concern that UQ College sees warnings as their only available action and has not taken up offers of support from BEL, despite having internal counselling services available. The student is a first-year international student with no clear support system and no access to Medicare.

KTe noted a similar concern with a PhD student.

KTU concluded that there is a clear need for more information and resources to support students – especially RHDs – in mental health matters. UQ College had indicated they could not contact the student's family due to the student being over 18, adding further complexity to the situation.

Faculty Office - DB

DB reported the CBEH team is enjoying their new space, which has resolved previous noise concerns from the air conditioning. However, there may be new issues as summer approaches.

Business Professional – RW

RW reviewed the checklist and there are no major areas of concern.

3.2. Level One Audit (local)

The BEL Faculty Level One Audit is due this year, with HASS scheduled for next year. The group agreed to focus the audit on reviewing the “watch list” — areas of known risk — to assess how well they are currently managed and whether existing controls are effective. The audit aims to identify any conformance and compliance gaps and ensuring that effective controls are in place and functioning.

Travel risk management as was highlighted as a key concern. Awareness of requirements is suspected as being low and several risk assessments reviewed recently are of poor quality. Karen noted they should be integrated into the travel application process for better compliance.

RW suggested a distributed approach, where each area has a designated “risk person” who contributes to the Annual Planning Document and promotes shared responsibility for risk.

CP reiterated that the goal of an audit is not to create extra administrative work but should focus on verifying the effectiveness of current controls and identifying improvements required.

KTU asked about the outcome of the recent inappropriate behaviour report, which flagged risks related to staff travelling internationally. While some useful practices already exist, input from teaching staff was limited. Members were encouraged to review the risk register for poorly controlled items and consider additions to the watch list.

Post meeting email from KTU

Incident and near miss reports have previously indicated gaps in risk management for work travel. In these instances, it is often identified that no risk assessment was undertaken or there has been a lack of awareness of travel requirements by the relevant supervisor. Due to the nature of travel, there can also be very limited alternative controls in place, such as visibility and oversight of hazards. For these reasons, work travel would make a good focus area for the internal audit process; assisting CP and AB to identify what additional support may be required to ensure staff and/or supervisors are meeting UQ HSW requirements in relation to travel

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activities and reducing risks related to this type of work, particularly travel with increased risk such as remote area research work.

3.3. HSW Onboarding

CP advised the HSW Division requested feedback on proposed changes to the HSW onboarding process, specifically the transition of the online induction from UniTask to Workday. This change aims to streamline the process and improve accessibility. These questions were raised by different areas, with answers for BEL in red text:

- 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).**
- Would you rather leave the checklist in UniTask?? **(Possible - we don't have to move HSW Onboarding into Workday, however in Workday it may reduce the duplication issue).**

CP maintains a record of all individuals who have completed the induction, so attendees seeking that information should contact him directly. It was also noted that casual staff, except for casual research assistants, were not included in the current induction scope, although they do receive management training.

3.4. Local consultative process

During the meeting, it was noted that an increasing number of discussion items now require additional input, feedback, and consultation from local organisational divisions. To improve this process, alternatives to simply emailing the safety team were explored. Several suggestions were put forward to enable more collaborative and transparent communication. These included setting up a SharePoint space where members could view and contribute shared responses, and the creation of a Teams group to facilitate ongoing discussions and visibility of comments. CP expressed interest in using a tool, for example a UQ Padlet link, potentially embedded or linked from Teams, to allow all participants to view and contribute to the conversation in a more engaging format. KTU noted the upcoming Faculty Board meeting scheduled for 25 June, where Chris is listed on the agenda and could present these ideas. CP also mentioned the possibility of using a QR code to link participants directly to the Teams discussion board. KTe and ED supported the idea and ED referenced his positive experience with the Higher Ed Academic Committee Teams channel, where spontaneous conversations, file-sharing, and member identification worked effectively. He recommended beginning with a smaller group and expanding participation over time to build engagement organically.

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

No significant plant/equipment purchases were reported.

School of Economics have been approved for renovations of Level 6 Colin Clark, for an open plan working space for Professional Staff and a more functional Reception area, with better security and swipe access. SP will share the designs from CP when they are available,

KTe will be changing a meeting room in SLEB into an office and an office space in Colin Clark into a meeting room to accommodate more Academic staff.

KTU is waiting on a quote from P&F, where they have previously installed an auto door, so a decision can be made if BEL will fund an auto door in the Colin Clark building entrance to Bell Top Cafe.

4. Matters for Noting

The following items were noted at the meeting:

4.1. Overdue/Outstanding Action Items

There are no overdue actions from assessments and audits.

There are no overdue actions from incidents and hazards.

Actions from the risk registers were provided in the meeting papers for noting.

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4.2. Faculty OHS training compliance

OHS training compliance data was provided in the meeting papers for noting. Understanding and Managing Psychosocial Risk for Supervisors training is now being tracked. The goal is 50% of supervisors. NB will note action for KTU to complete this training.

4.3. Incident and Hazard reports

The Incident and Hazard report for the period 22 January to 2 June 2025 was provided in the meeting papers for noting.

4.4. Faculty Employability Assistance Program (EAP) Data

The meeting papers included data covering Q2, Q3, and Q4 of 2024, as well as Q1 of 2025, which were tabled for noting. Analysis of the data highlighted a significant presence of work overload and conflict, suggesting this may be an emerging issue of concern across the University of Queensland. The trend indicates a potential area for further exploration and discussion at future meetings.

4.5. Workers Compensation data

Workers Compensation data for Q2, Q3 and Q4 2024 and Q1 and Q2 2025 was provided in the meeting papers for noting. Psychosocial data will be tracked, however will not be reported if a claim is rejected or withdrawn.

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:

- A reminder to continue to notify people or the UQ Safety alert regarding the storage of e-mobility devices indoors in the first instance.
- HR has now provided a method for HSW managers across UQ to access a pulse survey 'psychosocial dashboard'.
- Use of heating appliances advice also included UQ provided appliances. CP will provide more information for local areas to consider for use of heaters.

5. Other Business

5.1. COVID

The Executive Dean is concerned about the increase in the spread of COVID and if information should be sent out to staff. CP included a reminder in the BEL Bulletin for staff to work from home if unwell.

Next meeting: Tuesday 2 September 2025

Action Items

	Action	Person responsible
1	Contact Helen Hume, running the Graduate School review to discuss if policy changes are still an issue.	KTu
2	Follow up on potential session delivered by Stacey Parker with the committee on managing burn out and work life balance. Discuss Odyssey planning with RW.	KTu
3	Log incident of broken wrist at a non-UQ conference at 308 Queen St. The visitor was assisted by a Business School staff member.	KTe
4	Share the renovation designs for Level 6 Colin Clark, School of Economics, with CP when available.	SP
5	Complete the Understanding and Managing Psychosocial Risk for Supervisors.	KTu