

BEL Faculty Health, Safety and Wellness Committee

Date 02 September 2025
Time 1pm – 2.30pm
Venue Sir Llew Edwards (14) Room 617 or online via Teams channel
Subject Health, Safety and Wellness Committee Meeting
Attendees **Members:** Katrina Tune (Chair), Aimee Paxton, Annari de Waal, Arka Basu, Chris Pye, Davina Bonner, Eric Tan, Greg Dale, Natasha Bromilow, Mel Browning, Mel Jelliff, Ryan Webb.
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 Psychosocial risks review	Chris Pye
		3.3 Proposed significant changes or 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
5		Other Business	
6		Close meeting	Chair
		Next meeting date – December 9	

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

Apologies:

Welcome: Aimee Paxton, Committee Representative for Law School

Item 2.1 – Review actions from previous minutes (Chair)

	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 to the committee, on managing burn out and 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. COMPLETE. KTe confirmed that no data available related to the incident. Person was not UQ related and occurred in public space.	KTe
4	Share the renovation designs for Level 6 Colin Clark School of Economic with CP when available.	SP
5	Complete the Understanding and Managing Psychosocial Risk for Supervisors training.	KTu

Item 3.1 – Update from Schools\Division (ALL)

Item 3.2 – Psychosocial Risks Review – C Pye

C Pye will provide and update on enterprise risk assessment development and reflection for local risk registers.

Agenda

10. Poor Workplace Relationships-Enterprise risk assessment.docx

11. Remote and Isolated work- Enterprise risk assessment.docx

12. Poor Environmental Conditions- Enterprise risk assessment.docx

13. Exposure to Traumatic Events and Materials - Enterprise risk assessment.docx

14. Work related violence and aggression-Enterprise risk assessment.docx

15. Exposure to Bullying - Enterprise risk assessment.docx

16. Exposure to Harassment - Enterprise risk assessment.docx

17. Exposure to sexual harassment and sex or gender-based harassment- staff - Enterprise risk assessment.docx

2. Emotionally demanding work - Enterprise risk assessment.docx

3. Low Job Control- Enterprise risk assessment.docx

4. Job insecurity - Enterprise risk assessment.docx

5. Poor Support from Supervisors and co-workers- Enterprise risk assessment.docx

6. Lack of role clarity-Enterprise risk assessment.docx

7. Poor organisational change management-Enterprise risk assessment.docx

8. Inadequate Reward and Recognition- Enterprise risk assessment.docx

9. Poor organisational justice- Enterprise risk assessment.docx

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
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 Faculty consultation identified use of Qualtrics survey as one option and draft being developed. Will be shared with BEL Faculty once finalised.

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.

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%

Q3 2025 Data as of 25/8/25	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor Work HSW Responsibilities	Understanding and Managing Psych Risk for Supervisors
Faculty Office	100%	95%	100%	27%
CBEH	90%	90%	100%	20%
Sch Business	97%	91%	99%	3%
Sch Economics	99%	99%	95%	16%
Sch Law	96%	89%	100%	9%
BEL Faculty Total	97%	93%	98%	10%

4. Matters for noting



Item 4.3 – Incident and Hazard Reports

(June 3 – August 25, 2025)

Job Ref:	Details	Actions	Status
21801	Staff member struck side of head on car door when attempting to squeeze into tight gap due to adjacent car being very close. Resulted in bruising.	Cold Pack self-applied. Will share with UQ traffic management team as consideration for further action.	New
21661	During Open Day event, staff member fell due to loose carpet tile hanging over edge of flooring. Fall broken by landing on edge of a counter, resulting in impact injury, bruising and grazing of chest.	First aid offered. Follow up to ensure staff member recovered. Loose carpet tiles identified as contributing factor, which were introduced last minute to address poor flooring provided by supplier. Incident has been flagged with team managing the contractor engagement for marque setup. HSW team support to review hazards for future events like these.	Open

4. Matters for noting



21593	BELfest event staff member arrived on an e-scooter and rode through the event space, directly to the stall they were working at.	Event supervisor informed the staff member of the risks and not to do this. Also informed about the fire risks. HSW team followed up to provide further advice to the staff member and ensure adherence to the no-ride zones across UQ.	Closed
21560	Staff member tripped and fell in Merlo's café, resulting in ankle injuries and damage to teeth.	Taken to health centre to address injuries. HSW Manager reviewed space with Merlo's site manager and P&F safety team. Multiple fall risks identified and P&F working with Merlo to address them.	Open
21517	HDR office has been determined to have no heating capacity and occupants avoiding the room due to thermal comfort concerns.	Heating capability removed due to fire risk. School working with P&F to identify alternative options to provide heating to this space.	Open
21476	HDR student tripped on uneven surface, resulting in grazing.	Temporary flooring had very minor lip but no longer a hazard as carpet has been replaced. Issue was shared with P&F for future consideration.	Closed

4. Matters for noting



21414	Staff observed two unknown persons in secure car park.	Raised as hazard as there had been recent damage and theft experienced in the secure car park. People were in high vis jackets so possibly contractors. Venue management team are managing this risk.	Closed
21391	Staff members vehicle window broken at same time another vehicle (P&F) experienced theft. Reported to security who have CCTV of a suspicious individual entering the lifts at 8.55 from the Creek Street entrance. The individual entered at the same time as a female presumed to be a member of staff.	Security investigating. Appears suspect may have tailgated another staff member. Venue management team are responsible for managing risk. HSW team recommended increase of awareness of methods to manage tailgating risks.	Closed
21177	Staff member suffered ankle injury on journey to work, with doors being closed while attempting to board.	Connected staff member with Work Injury Team to support return to work. Recommended staff member report incident to Translink	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 September 2, 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 a broader impact. Actions being reviewed to consider consultative process and clarification of behavior expectations.					
3	Psychosocial Hazard – Poor Change Management (Faculty Wide) This has been raised by staff across the faculty as a common issue and reflected in pulse survey results across UQ. This can also increase the risk level for other hazards (role overload, poor workplace relationships, poor support etc.). UQ is currently reviewing controls to help reduce risks associated with poor change management.					
4	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. Matters for noting



BEL Faculty HSW Watch List Last updated August 22, 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. <u>In particular event</u> 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	Psychosocial Hazard – Workplace Violence and Aggression (Faculty Wide) Student facing staff, particularly teaching staff, share experiences relating to inappropriate behavior from students. Local inductions improved to increase awareness of controls and reporting.					
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 – 26/8/25

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)	Complete
May	BEL Faculty Office (including CBEH, AIBE, CIF, and computer labs).	Complete
May	Economics	Complete
November	Law	Rescheduled for August and in progress.

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

Some enterprise risk assessments for key UQ psychosocial risk factors have been drafted. Information from these risk assessments is being incorporated into local risk registers to help review local risk profiles and identify focus areas.

Discussions continue with central HR and HSW teams, to understand ways which teams can collaborate more closely to improve understanding of psychosocial risks.

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

A template to record safety leadership walks has now been finalised and will be shared with heads of org units to use as needed. At the moment these are not mandatory if we already have an effective process in place.

5. Contractor hazards

A number of issues have been observed in work undertaken by contractors across UQ recently, including locally in the faculty office. Please notify the local safety team or UQ security if you observe safety concerns related to contractor work.

4. Matters for noting

6. 2026 amendments to HSW Strategic KPI's

Following consultation with the HSW network, updates have been made to the HSW strategic KPI's for 2026. A current draft can be found here - [DRAFT HSW Strategic KPIs \(2026\)](#). Key changes include:

- Including HDR's in mandatory training reporting
- Increase of target for 'Understanding Psychosocial Risks for Managers and Supervisors' training from 50% to 95%.
- Change to requirement for 10% verification of risk assessments to apply only to new (2026) risk assessments.

7. UQ student training requirement

Students are being required to complete a mandatory training module 'Respect at UQ' prior to being able to access blackboard. An excellent initiative to help ensure all students are aware of expectations when studying at UQ.

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 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 Risk Management Procedure
- HSW Committee Terms of Reference template
- Vaccination and Immunisation Guideline

4. Matters for noting

9. Committee membership update

- Aimee Paxton joins as the 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](#).

- Non conformant power board
- E-mobility devices (updated)
- Japanese Encephalitis Virus (JEV)

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 to committee members and org unit managers. Included information about one pager to help consider where to report psychosocial incidents, Mentally Healthy Teams training, safety alerts for powerboard and e-mobility devices, information on tutor guidance and support, guidance for event organisers, and information about managing local heating devices.

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
25/8/25	Faculty Wide	PH - Work related violence and aggression	Updated to reflect action to improve awareness of guidance, support and reporting for tutors.	No change
25/8/25	Faculty Wide	All	Multiple sections updated to reflect correct references for corporate controls, notes sections and additional columns for fatigue, new workers, and change management	No change

4. Matters for noting

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 10%. New 2025 KPI and not mandatory training. Process to improve training has been initiated.

5. Other Business