

Meeting Minutes



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

BEL Faculty Health, Safety and Wellness
Committee

Date 02 September 2025
Time 1-2.30pm
Venue Boardroom 617, Level 7 SLEB and via Teams
Attendees **Members:** Chris Pye (Chair), Aimee Paxton, Arka Basu, Davina Bonner, Eric Tan, Mel Browning, Mel Jelliff, Ryan Webb and Natasha Bromilow (Secretary).
Invitees: Sophie Payne and Karen Teitzel.
Apologies Annari de Waal, Katrina Tune, Allanah Yu, Chelse Dunne and Gregory Dale.

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

CP provided the Acknowledgement of Country and noted apologies for the meeting. CP welcomed AP, the new professional staff committee representative for the Law School.

Minutes from the previous meeting held 10 June 2025 were accepted.

2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

2.1. **Contact Helen Hume, running the Graduate School review to discuss if policy changes are still an issue.**

No update was provided at the meeting. Held over until the next meeting.

2.2. **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.

No update was provided at the meeting. Held over until the next meeting.

2.3. **Log incident of broken wrist at a non-UQ conference at 308 Queen St. The visitor was assisted by a Business School staff member.**

Completed – KTe confirmed no data was available related to the incident. The person was not UQ related, and the incident occurred in the public space.

2.4. **Share the renovation designs for Level 6 Colin Clark, School of Economics, with CP when available.**

Completed - An update was provided under updates from Schools/Units.

2.5. **Complete the Understanding and Managing Psychosocial Risk for Supervisors.**

No update was provided at the meeting. Held over until the next meeting.

3. Items for Discussion

3.1. **Updates from Schools/Units**

Eric Tan – Business School, Academic staff representative

ET and KTe discussed opportunities to streamline HSW communications to both academic and professional staff within the school. They acknowledged the potential for duplicated messaging through other members of the HSW network, including BD and MJ. To address this, ET and KTe will consult with the Head of School (HOS) to explore a coordinated approach moving forward. AP is interested in the outcome of this discussion to help streamline communication in Law.

ET expressed uncertainty about who to approach regarding concerns about excess workload. The committee agreed that the most appropriate contact depends on the nature of the issue and where it was raised. If a formal report is needed, the matter can be submitted as a hazard or incident through UQ Safe or addressed via the

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complaints system. Additionally, the UQ website provides guidance on reporting psycho-social hazards, offering a range of options and explanations. Issues can also be managed locally with a supervisor or HR.

CP noted others have raised similar concerns and a method for providing anonymous feedback is being developed. While anonymous feedback can be challenging to follow up on, it is useful for identifying patterns. ET will seek further details about the concerns and will share this information with the committee if it does not identify the person. The concerns will also be used to update the risk register.

Sophie Payne, Economics

The refurbishment of the professional space in Level 6 Colin Clark is still in the design phase following visits from Property and Facilities and the architect. Budget is a concern due to additional works required in the ceiling. The school is discussing these concerns with KTU, the architect and P&F.

Mel Browning, HSW Division

The updated provided by MB was available in the Teams channel [BEL HSW Q3 - HSW Division notes.docx](#) prior to the meeting for noting.

MB requested the committee encourage staff to ensure their emergency contact information is current in their Workday profiles. To support this, an item will be included in the next BEL Bulletin as a reminder to all staff.

Davina Bonner, BEL Faculty Office (including CBEH, AIBE & IFC), Professional staff representative

DB reported that the office renovations on Level 5 of the Sir Llew Edwards Building (SLEB) have been completed, with whiteboards and pinboards now installed in the offices.

Signage has been placed on the microwave in the kitchenette located in the East Wing of Level 5, requesting that staff heat food with strong odours in the closed kitchen. This measure is intended to support staff working in the open-plan areas by minimising disruptions.

Arka Basu, Workplace Health and Safety Coordinator

Today is AB's final meeting as he leaves UQ to work with Queensland Health on 11 September. CP thanked AB for his contribution during his time in BEL.

Aimee Paxton, Law School, Professional staff representative

AP went on a tour of the Law School offices with AB to become familiar with what to look for in terms of HSW and what needs to be address. AP has addressed issues from the recent HSW audit with AB.

In the coming weeks, Allanah will be meeting with HR to discuss ways of working, prompted by the recent arrival of new staff and the implementation of flexible work arrangements. The aim of this discussion is to ensure there is a shared understanding across the school so that all staff are on the same page regarding expectations and practices.

Karen Teitzel, Business School

A significant concern was raised regarding space allocation, as the school has been instructed to advertise for the hiring of 20 new academics. Although not all new staff will commence at the same time, space is already an issue, with staff such as A, B, and C currently sharing offices. This year, ten Level B staff members were promoted to Level C, but none were able to secure their own office. There is also a challenge in requesting additional space when existing offices are not being fully utilised, as some staff do not regularly come in and are reluctant to relinquish their offices. This situation makes it difficult to justify the need for more space when current resources are not optimally used.

Ryan Webb, Business School, Professional staff representative

A recent meeting with an MBA alum and PhD in neuroscience brought attention to career development and psycho-social wellbeing. The alum, who is a representative on the East Coast for a program called "Get Your Six," introduced a tool that measures dopamine and oxytocin levels in the body using an app. The program is designed to help individuals recognise levels of psychological safety in the environments where conversations take place. There are plans to run a course and potentially purchase 20 units for use online.

The user experience was described as interesting and potentially relevant for the wellness team to explore further. A presentation may be arranged to gauge interest and suitability. The central focus of the tool is on how the environment influences stress levels, although its internal focus may make it challenging to implement as a formal safety strategy. While it doesn't fall directly under organisational wellness, it could support self-reflection

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and personal wellbeing. MB noted that it may not align with existing wellness frameworks but could still offer value in individual contexts.

3.2. Psychosocial Risks Review

AP raised a question regarding the mandatory training requirements for psychosocial risks and hazards, asking why the training is currently limited to supervisors. CP advised this training is changing to mandatory.

CP provided an update on the development of the enterprise risk assessment and its application to local risk registers. Recent meetings and psychosocial work and risk have focused on categorising risks to better understand existing controls and assess their effectiveness. However, broad consultation has been challenging. The committee had planned to unpack these risks further but paused to align with the work and consultation being led by MB. The current list of risks provided in the meeting papers includes both standard and more detailed examples.

MB explained that the enterprise risk assessment is intended to serve as a resource for faculties, recognising that each faculty has unique contexts despite some shared challenges. The assessment is a proactive management tool that incorporates enterprise-level controls but must be adapted locally. The next step will be the development of a psychosocial risk management procedure.

CP provided an example related to managing high workloads and proposed forming a psychosocial work group to unpack issues, as the topic is too complex to address fully within committee meetings. The group would focus on one risk at a time, starting with three key areas: high workloads, poor change management, and poor workplace relationships. The group would identify what is happening locally and what can be done locally to make improvements.

RW discussed the psychosocial risks the MBA team face following increased discussions with MBA students sharing their emotions about job insecurity. CP suggested this as a new risk to the Business School's risk register.

ET raised the need for a clear definition of excessive or high-volume workloads. He recommended establishing benchmarks for workload hours and how they are distributed, noting that some Teaching & Learning staff report spending up to 50 hours on service roles, often exceeding that. Establishing benchmarks would help measure excessiveness and support more informed decision-making when addressing complaints. The workload allocation tool could assist in this process, although there is currently no standardised template - only a broad policy.

The committee discussed the complexity of workload allocation and the importance of understanding how different schools interpret and apply the policy. KTe noted that a new UQ-wide workload policy is now available for schools to follow.

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

There were no proposed workplace changes or proposed significant plant/equipment purchases.

4. Matters for Noting

The following items were noted at the meeting:

4.1. Overdue/Outstanding Action Items

Overdue Action Items from Assessments and Audits

There are no overdue actions from assessments and audits.

Overdue Actions from Incidents and Hazards

There are no overdue actions from incidents and hazards.

Outstanding Actions from Risk Registers

Perception of impact from reporting, may be reducing issues being shared by casual staff. Methods to allow anonymous feedback from staff, relating to HSW issues across the faculty, is being investigated. HASS Faculty consultation identified use of Qualtrics survey as one option and draft being developed. Will be shared with BEL Faculty once finalised.

4.2. Faculty OHS training compliance

OHS training compliance data was provided in the meeting papers for noting.

4.3. Incident and Hazard reports

The Incident and Hazard report for the period 3 June to 25 August 2025 was provided in the meeting papers for noting.

During Open Day, an injury occurred due to loose carpet tiles, which was identified as a contractor-related issue. The committee discussed the importance of understanding the contractor's risk management processes. It was noted that there is a duty to review and assess these processes to identify any gaps and raise concerns with the contractors. Unless a job is logged in Archibus, it should not be assumed that contractors have been properly inducted. The committee emphasised that safety should never be assumed when contractors are involved, and staff are encouraged to report any concerns to CP, Security, or Property & Facilities (P&F).

A separate issue was raised regarding the lack of heating in a space within the Business School. The school is currently working with P&F to address this. While heaters can be provided, their use must be risk-managed. P&F is unable to reactivate existing heating systems without replacing units. CP will follow up on this matter. A reminder will be set in the calendar ahead of next winter to explore localised heating solutions, ensuring any systems in place do not interfere with air conditioning controls.

4.4. Faculty Employability Assistance Program (EAP) Data

Data covering Q1 2025, Q2-4 2024, were provided in the meeting papers for noting. No data has been received yet for Q2 2025 has since been received.

4.5. Workers Compensation data

Workers Compensation data for Q2-4 2024 and Q1-3 2025 was provided in the meeting papers for noting.

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:

- 2026 amendments to HSW Strategic KPIs: the key change for noting is the increase of target for 'Understanding Psychosocial Risks for Managers and Supervisors' training from 50% to 95%.
- AB has undertaken all HSW assessments and all are complete.

1. Other Business

1.1. Resilience First Aid Training

KTu has arranged Resilience First Aid training to be held on 18 and 19 November, delivered by a psychologist from Melbourne. The training consists of six modules and is internationally accredited. It will be available to 30 staff members, and KTU has expressed interest in having a representative from central complete the training.

Further information about the program is available at www.salutegenics.com.au.

Next meeting: Tuesday 9 December 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	Complete the Understanding and Managing Psychosocial Risk for Supervisors.	KTu
4	Share streamlined approach to communication HSW updates within Business School for other to help other schools with similar issues.	KTe & ET
5	Share details regarding excess workload from staff member if it does not identify the staff member. This can be used to update the risk register.	ET
6	Place reminder for staff to update emergency contact details in Workday in the next BEL Bulletin. <i>Completed – notice placed in BEL Bulletin distributed 16 September 2025.</i>	NB
7	Advise CP if you would like to join the psychosocial work group being formed to unpack issues that are too complex to address fully within the HSW committee meetings. The group would focus on one risk at a time, starting with three key areas: high workloads, poor change management, and poor workplace relationships.	CP
8	Add psychosocial risks associated with the MBA team discussions with emotional MBA students facing job insecurity to the risk register for the Business school.	RW
9	CP will follow up with P&F regarding the heating issue in a space within the Business School. A reminder will be set in the calendar ahead of next winter to explore localised heating solutions, ensuring any systems in place do not interfere with air conditioning controls.	CP