

Occupational Health & Safety Committee

Faculty of Business, Economics and Law

Meeting 3/19

Friday 9 August 2019

Not for general publication

- Present:** Mr Scott Tucker (Chair), Mr Chris Pye (HSW Manager– BEL), Ms Jennie Trinder (HSW - Advisor), Dr Ian Mackenzie (Senior Academic Staff Representative), Ms Wendy Parley (Staff Representative– Executive Education), Ms Karen Teitzel (Staff Representative – UQ Business School), Ms Maria Parnell (Staff Representative – TC Beirne School of Law) and Ms Hollie Duncan-Tibbey (Secretary).
- Duration:** 1.00 pm – 2.45 pm
- Apologies:** Ms Margaret Cowan (Staff Representative - School of Economics) and Dr Paul Harpur (Academic Staff Representative)
- Minutes:** The minutes of the meeting held on 17 May 2019 were taken as read and were confirmed.

1 Business arising from the minutes:

• Testing and Tagging

Mr Pye advised power boards and extensions are tested annually within offices. All other equipment moved for the purpose of their use is to be tested every 5 years. Mr Pye advised he believes kitchen supplies should continue to be tested and the committee agreed. Mr Pye advised laptops do not have to be tested, however he would like to test power cables. Mr Pye will provide a list to the local areas of what UQ requires to be tested. The committee noted the Law School is currently replacing a number of electrical items. UQ guidelines state that new items can be included in the next testing round.

• Ergonomics Poster

Mr Pye advised the committee there is a move away from the development of the ergonomics poster. Mr Pye noted the workstation tool should be used in the first instance and if staff are experiencing pain he is able to assist with an ergonomic assessment. Mr Pye advised the iAuditor tool is very comprehensive and can also be used to complete ergonomic assessments. Mr Pye highlighted he would like the development of an ergonomics poster removed as an action item as there will be a new approach. Ergonomic information is provided in the OHS induction and also in the BEL Wellness email updates. The BEL Marketing and Communications team have also advised they prefer not to use QR codes.

• Ergonomics assessment inclusion

Information on the new ergonomic assessment program was included in recent BEL Airwaves and BEL Wellness updates.

• Discrimination and harassment training session for BEL Staff

Mr Tucker advised he contacted Ms Jordan Akhurst (nee Treddinick), Senior Manager, Workplace Diversity and Inclusion, in regards to arranging a discrimination and harassment training session for BEL Staff. Ms Akhurst has provided an alternative contact as she is leaving UQ. Mr Tucker will follow up in due course.

• Sir Llew Edwards Building walk-through

Committee members will be able to undertake a walk through of the renovated Sir Llew Edwards building at the next committee meeting. As a result of this the meeting location will change to a meeting room in the Sir Llew Edwards building.

• Availability for mobiles for staff

Occupational Health & Safety Committee

Faculty of Business, Economics and Law

Meeting 3/19

Friday 9 August 2019

Not for general publication

Ms Parnell highlighted a potential move away from handsets to mobiles was being looked at as a broader UQ item. This can be removed as an action item. Mr Tucker highlighted there are phone services via the computer which staff can also use.

- **Professional staff telecommuting agreement**

This action item came as a result of the move to the Sir Llew Edwards building open plan office environment. The committee noted a professional staff telecommuting agreement is already in place. Work is being undertaken centrally in regards to an academic telecommuting agreement. The committee discussed working in an open plan office and the links with broader space issues. It was noted other areas in the University such as the Physics Annexe provide open plan office space for academic staff. Benefits such as collaboration were discussed, along with challenges such as noise and privacy. It was noted there are breakout spaces available in the Sir Llew Edwards building. Mr Pye highlighted preparation work undertaken with Associate Professor Remi Ayoko, School of Business and the creation of the 'BE list' (rather than a list of things not to do). Mr Tucker highlighted he has been asked to provide the 'BE list' and information about the blinc light system to other areas in the University. Mr Tucker highlighted recent construction projects such as UQ Brisbane City, Colin Clark building and the Sir Llew Edwards building noting it is a continual process to learn and improve spaces for staff.

- **Written guidance document for open plan offices**

Ms Trinder advised the written guidance document for open plan offices is not ready as yet. Mr Tucker is to provide the 'BE list' to committee members. Mr Tucker highlighted the list was a result of the staff workshops conducted in preparation for the move to the Sir Llew Edwards building. Mr Tucker highlighted different teams/areas will have different requirements and expectations of what is acceptable.

- **BEL HSW Management Plan**

Mr Pye provided the following updates on the BEL HSW Management Plan:

- Supervisor/Manager OHS Training: Completion rates for the supervisor/manager OHS training are to be improved. Safety Managers are encouraged to localise the training. Mr Pye sent the most recent central version of the supervisor/manager OHS training PowerPoint to committee members for review. Mr Pye will edit these to be more relevant for both the BEL and HASS Faculty. Mr Pye highlighted supervisors of HDR students are included. Mr Pye also noted the BEL OHS induction includes specific OHS information for all staff.
- Mandatory training completion: Reminders for outstanding annual fire training are being sent weekly. Reminders for other mandatory training modules are being sent monthly. The committee discussed that it can be challenging to find out what training needs to be done within current systems. Mr Pye highlighted targeted reminders are being sent with instructions to staff for the actual training that needs to be completed. The committee discussed the workload associated with manual reminders and whether there was a more effective method. Ms Parnell highlighted a set time at the end of the year for mandatory training completion reminders could work well. The committee discussed this and noted at peak times of the year it can be challenging for staff to refresh mandatory training. Mr Pye noted this approach would not be suitable for fire training but could be implemented for other mandatory training modules. Ms Parnell to send this suggestion to an existing group email in regards to mandatory training completion reminders within the faculty and schools. The committee agreed mandatory training modules should be made easier to locate.
- Risk register: the Risk Register has been approved by the Senior Leadership group.

Occupational Health & Safety Committee

Faculty of Business, Economics and Law

Meeting 3/19

Friday 9 August 2019

Not for general publication

- Student Placements: Student placements is noted as a high priority. Mr Pye highlighted this involves ensuring students have information and support so that they can recognise when things are wrong and how to speak up. Part of this is teaching students what a good business OHS environment is like, with work currently underway to develop a BEL module for students. There is also a focus on increasing collaboration within UQ about student placement providers.
 - Mental Health: Mr Pye highlighted creating a procedure around change management. Mr Pye would like to create something at a local level for increasing awareness and support for staff during change. The committee noted the UQ Business School are doing a lot of work in the area of Mental Health including the introduction of their Mental Health First Aid Kits. Mr Tucker would also like to implement Mental Health First Aid Kits in other office spaces. Ms Parnell highlighted a co-curricular coordinator has been appointed in the Law School with a focus on wellness.
 - Physical security: Mr Nic Gablonski, Business Resilience Manager, Enterprise Risk Services advised Mr Pye an external consultant is looking at the UQ risk management plan. Once this is finalised, more information about what to do in a situation which threatens physical security will be available. Mr Pye provided feedback to Mr Gablonski to include the UQ Security number on phones in all teaching spaces. Mr Pye acknowledged people do not know what to do immediately when there are serious violent threats by students to other students or staff. Mr Pye highlighted the risk management plan could be location specific and that a plan for each school could be created and practiced. Security at UQ Brisbane City was discussed and this was noted as a priority. The committee discussed the importance of staff asking people they don't recognise who are you and why are you here? The committee agreed that this message needs to be reinforced.
 - Fatigue: The committee discussed if you are travelling and working extensively you are entitled to a day off for rest when you return. The committee also discussed fatigue for staff due to excessive work hours. Mr Pye provided a working out of hour's poster handout during the meeting. The committee discussed the Safezone app that staff can use to check in and receive assistance when working out of hours. The Safezone app can also be used to report activities such as vandalism and staff can also join groups.
 - Building process: Mr Pye would like a more documented approach for feedback collated during building projects. Mr Pye suggested a central register of issues to ensure they are taken into consideration for future projects. The committee discussed the importance of ergonomics, change associated with renovations, staff decant processes/space and stakeholder management. Ms Trinder noted she has met with Property and Facilities to discuss building project feedback.
- **Law School lighting**

With regards to the unsuitable lighting in the Law School, there hasn't been any progress since the previous meeting. Ms Parnell noted in her view there are some easy fixes to this issue. The committee discussed how to resolve the unsuitable lighting, and it was suggested that this be submitted as a minor works request as it is an OHS issue. Ms Parnell is concerned that this issue is still outstanding. Mr Pye and Mr Tucker to escalate and provide an update.
 - **Level 1 Colin Clark lights**

Ms Teitzel advised the required equipment to fix the level 1 Colin Clark lights that had been tampered with have been purchased. The Archibus request for this to be rectified is to be re-logged. Mr Tucker to follow up on progress.

Occupational Health & Safety Committee

Faculty of Business, Economics and Law

Meeting 3/19

Friday 9 August 2019

Not for general publication

- **HSW Website/page project**

The development of the HSW Website/page project is ongoing.

The committee discussed wellness opportunities in UQ. These types of opportunities are included in the BEL Wellness email updates.

- **UQ Brisbane City After-Hours access safety issues**

UQ Security have inspected UQ Brisbane City and a report is to be created. Mr Tucker will follow up on the report for consideration.

- **Academic staff working from home**

Mr Pye highlighted questions have been asked about reimbursement of expenses from Academic Staff for home work equipment. Mr Pye would like to get an understanding of the faculty approach. The committee discussed this further and noted the importance of equity.

- **Working out of hour's procedure development**

A working out of hour's procedure is being developed. A copy of the Working Out of Hours Poster was provided to committee members at the meeting and will be displayed in work areas.

- **Critical incident management plan**

An update regarding the critical incident management plan was discussed under the BEL HSW Management Plan.

- **Hartley Teakle Building Staircase**

An Archibus request has been logged for the Hartley Teakle staircase to be brought up to code and can be removed as an action item.

- **Light fitting fire**

The light fitting fire in the Hartley Teakle building was inspected and can be removed as an action item.

- **Slippery stairs in the Hartley Teakle building**

An Archibus request for slippery stairs in the Hartley Teakle building has been logged and can be removed as an action item.

- **UQ Brisbane City OHS Workplace Assessment**

Mr Tucker noted the UQ Brisbane City OHS Workplace Assessment is in progress.

- **Colin Clark walkway tiles**

The Colin Clark tiles that are slippery when wet is an ongoing action item.

- **OHS committee member training**

Committee members are asked to contact Mr Pye if they are interested in completing OHS committee member training.

Mr Hieu Nguyen has resigned from the OHS Committee as the HDR Representative. Mr Pye has emailed HDR students requesting expressions of interest.

- **Secure access for level 4 Forgan Smith building bathroom facilities**

Occupational Health & Safety Committee

Faculty of Business, Economics and Law

Meeting 3/19

Friday 9 August 2019

Not for general publication

Secure access for level 4 Forgan Smith building bathrooms due to vandalism is an ongoing action item.

- **Additional feedback regarding marking pressure**

Mr Pye advised he spoke with Dr Geoffrey Greenfield, School of Business, regarding feedback received regarding excessive marking in a short period of time. The staff feedback noted this excessive marking was specifically experienced in the Business School and wasn't consistent with what they had experienced in other areas of the University. Mr Pye highlighted this feedback has been raised with management in the School of Business. The committee agreed excessive marking in a short period of time would not be fair to staff or students. Mr Pye advised this item is on the risk register and can be removed as an action item from the OHS committee minutes.

- **UQ security number speed dial in teaching spaces**

Feedback regarding the UQ security number in teaching spaces has been provided to Enterprise Risk for consideration.

2 Training Data for 2019

Members noted the completion rate data for OH&S mandatory online courses.

Completion Data for Schools/Faculty (as per UQ Reportal Database with casuals omitted)

School\Faculty (Number of staff)	General Workplace Safety Induction	Annual Training	Fire Safety	OHS Supervisors Managers () = No. of applicable staff
Business (283)	93%	79%		10% (124)
Economics (69)	97%	86%		21% (33)
Law (70)	96%	69%		7% (44)
BEL Faculty (101)	94%	81%		35% (31)

3 New Incidents

The committee noted the incidents and accidents included in the meeting papers.

4 OH&S Workplace Assessments

Committee members noted future OHS Workplace Assessments and the outstanding action items from the previous Workplace Assessments.

5 OH&S Communication

Members noted the communication received from the OH&S Division and BEL Health, Safety and Wellness since the previous meeting.

6 OHS Division Q3 Quarterly Update

The Q3 2019 Quarterly update report was noted.

Occupational Health & Safety Committee
Faculty of Business, Economics and Law

Meeting 3/19

Friday 9 August 2019

Not for general publication

7 Other Business

- **WorkCover ruling regarding HDR students**

Ms Trinder noted a WorkCover ruling to include HDR students receiving a stipend as 'workers' under the Workers Compensation legislation. This ruling was made based on a student claiming WorkCover. The Australian Higher Education Industrial Association (AHEIA) has taken this on board. The AHEIA will be challenging that the student is a worker in court shortly. In the meantime, the University is required to submit wages to the Government and also another figure which includes stipends to HDR students. The Health, Safety and Wellness Division has supported a number of meetings with WorkCover to discuss impacts on both the workplace and students. The committee agreed students should still be supported if there is an incident.

- **Large lights in Level 6 Sir Llew Edwards building**

Ms Teitzel highlighted the large office lights in level 6 of the Sir Llew Edwards building that cannot currently be turned off. Mr Tucker advised this will be rectified and work is underway.

Next Meeting

The next OH&S Committee meeting will be held on Tuesday 3 December 2019.

Occupational Health & Safety Committee
Faculty of Business, Economics and Law

Meeting 3/19

Friday 9 August 2019

Not for general publication

ACTION SUMMARY

No.	Action Item	Priority (Risk Rating)	Person responsible for follow-up	Target completion date
1	Mr Pye to provide an update on testing and tagging.	Low	CP	19/11/19
2	Update regarding Discrimination and Harassment training session for Faculty and School staff.	Low	ST	19/11/19
3	Invitation for OHS committee members to participate in walk-through of the Sir Llew Edwards building renovation	Low	ALL	19/11/19
4	'BE list' to be provided to committee members.	Low	ST	19/11/19
5	Update on a written guidance document for open plan offices for staff.	Low	JT, CP, ST, PH	19/11/19
6	Contractor Management guideline to be provided to committee members for feedback.	Low	JT	19/11/19
	Supervisor OHS training completion report to be provided to School Managers.	Low	CP	19/11/19
	Suggestion for a set time in the year for mandatory training course reminders to be sent (excluding fire training)	Low	MP	19/11/19
	Contact Business School to arrange Mental Health First Aid Kits for other office areas.	Low	ST	19/11/19
7	Mr Pye and Mr Tucker to provide an update on light issue in the Law School.	Low	CP, ST	19/11/19
8	Update to be provided on level 1 lights in the Colin Clark building that were tampered with.	Low	KT, ST	19/11/19
9	Update to be provided on BEL OHS website.	Low	CP	19/11/19
	Mr Tucker to provide BEL Faculty uptake of wellbeing initiatives.	Low	ST	19/11/19
10	Update on UQ Brisbane City after-hours access.	Medium	ST	19/11/19
11	Update on academic staff working from home.	Medium	MT, CP, ST, JT	19/11/19
12	Provide an update on the critical incident management plan.	Medium	CP	19/11/19

Occupational Health & Safety Committee
Faculty of Business, Economics and Law

Meeting 3/19

Friday 9 August 2019

Not for general publication

13	Mr Tucker to provide an update on UQ Brisbane City OHS Workplace Assessment. Mr Pye will then provide this at the next committee meeting.	Medium	ST & CP	19/11/19
14	Mr Tucker to provide an update on the Colin Clark walkway tiles that are slippery.	Low	ST	19/11/19
15	Update to be provided on secure access for level 4 Forgan Smith bathroom facilities.	Low	MP	19/11/19