

Health, Safety and Wellness Committee Meeting

Date	5 December 2019
Venue	BEL Faculty Boardroom 14 room 617
Attendees	Zoe Cahill (Chair), Margaret Cowan, Lucas Dixon, Paul Harpur, Kathy Hung (secretary), Ian MacKenzie, Wendy Parley, Maria Parnell, Chris Pye, Karen Teitzel, Jennie Trinder and Scott Tucker
Apologies	N/A

1. Welcome / Apologies

3. Matters for consideration

3.1 Psychological hazard identification

- There's growing awareness to reduce psychological hazards at workplace. The release of the Voice survey data shows a misconnection that although UQ staff rated highly of the value of the OHS function but the work life balance remained in the red zone.
- ZC encouraged the committee to consider what the current high priorities are and if there are any issues within the Faculty that we can place our focus on. The Committee should help to promote and align with UQ-wide wellness initiatives to provide support to staff.
- Supervisors have access to the [UQ Wellness training](#) that conduct psychological risk assessments for the team to identify what are the areas of the concern. Tools and resources will be disseminated to address the issue. Contact [Jacqui Dean](#) (HSW Advisor) for training information and resources.
- A psychological review will be conducted next year around UQ. It is to see how well our wellness campaign had reached – whether ground staff are getting advantage from it.
- BEL has the highest uptake of EAP service within UQ. It does not necessary mean a marker for growing psychological distresses at work but could mean that it was a well promoted campaign which the Faculty that staff actually access the service. However, EAP data needs to be examined at granular level to identify where we should focus our efforts on i.e. workload issues.

ACTION: CP to ask HR to provide detailed EAP data to determine the area of concern that needs to be addressed as the 2020 priority for the Faculty Leadership Team.

- There are various mental health first aid kit available at both St Lucia campus and Queen Street campus offices. Please see Chris Pye and Wendy Parley for mental health first aid kits. The Business School are working on a mental health first aid kit and when they have an example this will be shared with the committee for consideration of use across the Faculty. Wendy Parley Karen received a business award for mental and physical health awareness. Part of the initiative was by sending weekly updates with tips on wellness, mindfulness and other workplace health issues to city campus staff.

ACTIONS: ST is going to utilise WP's tips to place Health and Wellness quick tips for HDR workspace around GPN building.

3.2 Considerations for personal safety in local areas

- Several incidents occurred where staff were concerned of their own personal safety when consulting with disgruntled students. . On many occasions it was noted that the areas impacted had not considered a response for such an event. It has been recommended to areas across the Faculty to consider the personal safety risks and how they may respond in their own areas as each space is designed differently. Critical Incident Management Plan Team is currently conducting a gap analysis project to determine UQ wide preparedness for critical incidents
- The reception areas and student consultation space were identified as high risk critical areas to focus on.
- ZC recommended that procedures can be tailored to particular work zones and identify the peak periods where incidents are most likely to occur. This will assist student-facing staff to be mindful and better prepared with the situations.
- It is suggested to establish a one-pager script/template to assist front line staff to handle these difficult situations whether over the phone or face to face. Recommended that front desk staff should attend the [Staff Development training](#) on dealing with difficult customers.

ACTIONS: ZC to contact Nic Gablonski regarding enterprise risk management on front line staff personal safety

ACTIONS: CP to remind staff prior to results released dates about safety awareness

ACTIONS: CP to identify high risk areas of facing disgruntle clients and tailor a one-pager response template. ST will look specifically at Queen St due to a number of incidents.

3.3 OHS Travel Process

- CP developing a guideline for travelling staff where they can access crucial information in one place. Different guidelines were established for: international single travel, international group travel, domestic single travel and domestic group travel. The information will include what they need to do, any international SOS details and risk assessments. A checklist will also be developed for supervisors to ensure workers are prepared. As some risk assessment may not include vaccination requirement information.
- Not sustainable for CP to assist with completing online risk assessments individually.
- Suggested to update the guidelines and update in newsletters
- Agreed that travelling staff/students will not need to take screenshots to prove the risk assessment was complete.

3.4 BEL HSW Risk Management Action Plan

- Taken as read and confirmed

4. Matters arising from previous meeting

1	Update regarding Discrimination and Harassment training session for Faculty and School staff.	ST	COMPLETE
2	Invitation for OHS committee members to participate in walk-through of the Sir Llew Edwards building renovation	ALL	COMPLETE
3	'BE list' to be provided to committee members.	ST	COMPLETE
4	Update on a written guidance document for open plan offices for staff.	JT, CP, ST, PH	COMPLETE
5	Contractor Management guideline to be provided to committee members for feedback.	JT	COMPLETE
	Suggestion for a set time in the year for mandatory training course reminders to be sent (excluding fire training)	MP	COMPLETE
	Contact Business School to arrange Mental Health First Aid Kits for other areas.	ST	COMPLETE
6	Update to be provided on level 1 lights in the Colin Clark building that were tampered with.	KT, ST	COMPLETE
7	Mr Tucker to provide BEL Faculty uptake of wellbeing initiatives.	ST	COMPLETE
8	Update on UQ Brisbane City after-hours access.	ST	COMPLETE
9	Update on academic staff working from home.	MT, CP, ST, JT	COMPLETE
10	Mr Tucker to provide an update on UQ Brisbane City OHS Workplace Assessment. Mr Pye will then provide this at the next committee meeting.	ST & CP	COMPLETE
11	Mr Tucker to provide an update on the Colin Clark walkway tiles that are slippery.	ST	COMPLETE
12	Update to be provided on secure access for level 4 Forgan Smith bathroom facilities.	MP	COMPLETE

2. Matters for noting

- Taken as read

3. Meeting closed 2.35 pm

- Meeting closed 2.35pm.
- Next HSW Meeting on Tuesday, 17th March 2020 at 10am.

POST MEETING ACTION
HSW Meeting
Thursday 5th December 2019

Item	Description	Action	Due Date
1.	Ask HR to provide detailed EAP data to determine the area of concern that needs to be addressed as the 2020 priority for the Faculty Leadership Team.	CP	Next FMC 17/03/2020
2.	ST is going to utilise WP's tips to place Health and Wellness quick tips for HDR workspace around GPN building.	ST	Next FMC 17/03/2020
3.	ZC to contact Nic Gablonski regarding enterprise risk management on front line staff personal safety	ZC	Next FMC 17/03/2020
4.	CP to remind staff prior to results released dates about safety awareness	CP	Next FMC 17/03/2020
5.	CP to identify high risk areas of facing disgruntle clients and tailor a one-pager response template. ST will look specifically at Queen St due to a number of incidents.	CP, ST	Next FMC 17/03/2020