

Health, Safety and Wellness Committee Meeting

Date 16 June 2020
Venue Operated via Zoom videoconferencing
Attendees Scott Tucker (acting Chair), Margaret Cowan, Kathy Hung (secretary), Ian MacKenzie, Wendy Parley, Maria Parnell, Chris Pye, Karen Teitzel, Paul Harpur, Jennie Trinder and Louise West
Apologies Zoe Cahill (Chair) and Lucas Dixon

1. Welcome / Apologies

1.1 Matters arising from previous meeting

- Post meeting action item of 'ST to accelerate repairs to building 14' was resolved and the building entrance is now safe to access.

2. Matters for noting

2.1 Incidents and Accidents

- None raised. CP highlighted that a psychological injury had been included in the report for the first time.
- No injuries were reported that related to working from home. CP indicated that injuries occurring when staff were working at home could still be work injuries and this information has been communicated to staff across the University. JT reported to have received a few reports across the University – mainly with sore necks and backs.

2.2 HSW Training Data

- None raised

2.3 Outstanding Actions from Assessments & Audits

- ST reported that staff have returned to work at Brisbane City campus on Monday 15th June 2020. Only the venue staff team will be on site to open the facility. Ground floor will open and Level 6 remain shut until further review of return to work procedures. This will address the security issues that the site has been experiencing.
- PH raised the concern of student crowding in the Law School ground floor area (law library) and asked about the possibility of restricting access using the card readers. CP noted that the central teaching and learning teams were reviewing ways to manage student loads in buildings and indications were that the University wanted to keep access open for students as much as possible.

2.4 BEL EAP Data

- None raised

2.5 HSW Written update from CP – taken as read

3. Matters for consideration

3.1 HSW External Audit Impacts

- Ernst & Young conducted an audit across on the HSW systems used by UQ and in particular the lines of defence. This involved review of the HSW Division systems and interviews with safety managers. There were some recommendations which are likely to have an impact on the Faculty HSW processes which include the following points:
- HSW committee Terms of reference and PPL will be reviewed.
- A review of psychological risk management will also be conducted as no clear framework was identified and unclear how this is applied across UQ. .
- There was a recommendation to review UQ's contractor management and to look at ensuring HSW is incorporated into the UQ contractor management system being developed at UQ.
- Incident report quality was noted as being inconsistent and no clear procedure with regards to incident investigation
- JT is currently working on PPL restructuring, segregating the operational and governance aspects. Consultation will return to the Faculty HSW Committee. A session can be arranged to explain what actions are required from the HSW Division and what actions are required from Faculty level.

3.2 BEL EAP Usage

- BEL EAP data is much higher compared with the rest of the University. CP reported that there's also an increase of EAP usage in HASS. This might be an indication that increased awareness may have led to increased usage though there is no way to know for sure. JT indicated if the top 5 reason of EAP usage was not work-related, which may be another indication that the increase is awareness based rather than needs based, at least not work related needs based.

4. Items for open discussion

4.1 Local Risk Registers

- The Faculty Local risk register needed to be updated with any considerations from School risks. CP asked all members to review information shared on screen and indicate if there were any additional School risk to consider. No new risks were noted so CP will finalise the risk register.
- KT reported that there's increase of injury report during marking times as markers were required to sit in one place for prolonged periods. CP reported that an assessment marking health and safety guideline was created and will be redistributed again.

ACTION: CP to distribute Assessment Marking Health and Safety Guidelines to Faculty staff.

5. Other Business – updates from representatives

- **JT:** COVID-19 directive was released on 16th June to advice:

- Large lectures are to apply the 1 person per 4 square metre rule other activities at the University are exempt from that rule. Staff are to encourage the 1.5m social distancing where possible.
- Larger tutorials will be moved to larger theatres.
- Student services will move to outdoor settings and have student ambassadors to monitor social distancing, help and assist students.
- Libraries have moved furniture to ensure distancing
- UQ Union complex and food courts are just open for take away only at the moment but other cafes are subject to 20 people occupancy for dine in.
- Marketing and Comms team have asked staff to update the social distancing email banner.
- P&F to provide more hand sanitiser station and wipes at central teaching areas.
- Slides will be provided to lecturers to remind students of social distancing
- Data will be sent out to Translink of our incoming student numbers and how many buses will be required, come August.
- **WP:** concerns that there is only one lift on Queen St campus if staff were to return to Level 6 office or when in-house courses are to be conducted, it will cause congestion due to social distancing rule.
- **LW:** Economic School professional team will all return to office on 27th of July. There are various consideration from staff regarding available parking on site, value of staying at home and etc. LW suggests that managers should start having discussion on this issue before staff are required to return to office. CP suggests not to rush into initiating telecommuting agreements as further information has been requested through central and HR with regards to the expected large uptake and managing the increased applications. JT reported that the executives are keen to see the campus alive again as part of the UQ recovery roadmap.
ACTION: CP to address with FEM the consideration of staff to utilise telecommuting agreements.
- **KT:** Free parking will end on 30th June. Business School has arranged staggered work days for staff to return on campus as level 2 of Colin Clark building doesn't have the space for distancing.
- **MP:** Email will be sent out to Law School staff on 17th June to advice return to office protocols. The Law Dean's office open this week. Front office reopen as well, the staff will be on roster. Most of the Law School staff are keen to come back to work. Hand sanitisers, additional cleaning products distributed. Excess chairs will be removed from meeting rooms to accommodate distancing.
- **ST:** contact ST or the BEL Operations team if any team needs storage space or sanitising items.

6. Meeting Closed

- Meeting closed 15.13pm
- Next FMC Meeting on Thursday 17th September 2020

POST MEETING ACTION
HSW Meeting
Tuesday 17 March 2020

Item	Description	Action	Due Date
1.	CP to distribute Assessment Marking Health and Safety Guidelines to Faculty staff.	CP	26/06/20
2.	CP to address with FEM the consideration of plans for mass telecommuting agreements	CP&ZC	Ongoing