

Meeting Minutes

BEL Faculty Health, Safety and
Wellness Committee

Date 02 March 2021
Time 2.00 pm to 3.30 pm
Venue 14-522 and online via Zoom
Attendees Chris Pye, Bronwyn Diffey, Ian MacKenzie, Jennie Trinder, Karen Teitzel, Lucas Dixon, Margaret Cowan, Maria Parnell, Natasha Bromilow and Sabine Hurst
Apologies Nil

1. Apologies/Matters Arising

Minutes from the previous meeting held 3 December 2020 were accepted. BD welcomed SH, the new HSW committee staff representative for UQ Brisbane City. SH works in Executive Education for the UQBS at 293 Queen St.

Matters arising from the previous meeting

1.1. **Coordinate process to follow up training compliance in December**

CP advised a list of staff was provided to all supervisors in January for online training follow up. CP advised some training modules were taking up to three to four weeks online to record staff completion.

1.2. **Remove actions to develop plans to manage Psychosocial hazards in BEL Faculty**

CP advised the action of developing Faculty plans to address psychosocial hazards has been removed from the risk register. The committee will focus on following recommendations from the HSW Division.

1.3. **Review if training data can be separated into academic and professional staff**

JT advised it is possible to separate training data into academic and professional staff and will arrange for Narelle McCallum in the HSW Division to set up a custom report for BEL in the UQ Reportal.

Action: *Arrange a BEL custom report in the UQ reportal to separate training data into academic and professional staff.*

1.4. **Provide findings from WAG focus groups**

KT distributed findings from the WAG focus in December 2020. Please let KT know if you do not have a copy of the findings.

1.5. **Collect a list of relevant staff from Schools to receive face to face supervisors HSW training.**

CP has collated a list of staff from Schools who need to attend face to face supervisors HSW training.

1.6. **Add tier 1 audit item to the BEL HSW Management Plan for 2021**

CP advised the tier 1 audit item has been added to the BEL HSW Management Plan for 2021 and this will be discussed during item 2.5.

1.7. Initiate planning for BEL Faculty tier 1 audit in 2021

CP advised the BEL Faculty tier 1 audit has been scheduled for 2021.

1.8. Review if there is any current draft PPL\Procedural documentation for consultation that could be shared via the Faculty HSW webpage.

Communication of draft PPL\Procedural documentation for consultation will be discussed during item 2.2.

1.9. Send UQ Business Continuity Planning (BCP) and scenario planning information to Bronwyn Diffey

JT has provided BD with the latest version of the UQ BCP. Details from Schools and Faculty has been collated on what is needed.

1.10. Follow up with Andrea Strachan on response to students who are concerned with being unable to physically distance in class

JT will continue to follow up with Andrea Strachan following recent unsuccessful attempts to make contact.

Action: JT to follow up with Andrea Strachan on response to students who are concerned with being unable to physically distance in class.

2. Items for Discussion

2.1. Draft BEL Internal HSW Audit Report – 1 October 2020

The draft BEL UQ HSW – Annual Workplace Audit report was provided in the meeting papers and is available in the HSW Committee meeting documents folder. BD reported that the internal rating was satisfactory, with a positive verbal response.

Positives highlighted in the report include:

- MP and Law school's work with student mental health and wellbeing.
- Business school's wellness academic group.
- Good understanding of risk.
- Excellent work of the HSW Manager.
- Proactive work of Wendy Parnell in the UQBC office.

Areas identified for further work include:

- Queen St intruder risks and personal safety. There are ongoing access issues. Effective inductions are required as some facilitators are contractors. CP advised that emergency response and procedures are underway for UQBC.
- The mix of staff represented on the committee. This will be discussed further during item 2.2.

The report is draft only and action items will form part of the agenda once finalised. The final report will be distributed to the committee once finalised.

2.2. Committee membership and draft Terms of Reference (ToR)

The draft ToR for Health and Safety Committees at UQ was distributed with the meeting papers. The following highlighted areas were discussed during the meeting:

Membership

It was discussed whether Head of School or Head of Organisation area should be included as HSW committee members. BD will report directly to the Faculty Leadership Team, who are now meeting fortnightly, and will raise HSW issues as required at these meetings. The Faculty Leadership Team includes Head of School and Faculty Executive. CP provides a quarterly report to the team. With Heads of School involved in this capacity, it was agreed to include School Managers instead, with a standing invitation to attend committee meetings as Advisors/Observers.

BD advised that the Executive Dean/Director or suitable senior nominee (Committee Chair) and Secretary should be listed as Ex officio members under Membership in the ToR.

Action: NB to add School Managers to HSW Committee meeting invitations for the year.

Action: CP to add Ex officio members, Executive Dean/Director or suitable senior nominee and Secretary, under Membership in the BEL HSW Committee ToR.

The number of nominated workers representing workers on the committee was discussed. The committee should be a consultative group for workers and not manager heavy. MP volunteered to step down as a member of the committee due to MP being a School Manager. MP believed it would be a good opportunity for another Law school staff member to experience development and training in committee participation. BD would like MP to remain on the committee, with the possibility of rotating meetings with another staff member. CP will provide MP with an email template to send out to the Law school seeking another nominated member representative from the Law School.

Action: CP will provide MP with an email template to send out to the Law school seeking another nominated member representative from the Law School.

Administrative Arrangements

It was agreed the time to complete and circulate the minutes should be extended from one week to two weeks.

Reporting

CP advised the Faculty does not receive Faculty level Workers Compensation reporting as listed for inclusion in the meeting papers. JT will follow up on providing Workers Compensation data and reporting to the committee.

Action: JT will follow up on providing Workers Compensation data and reporting to the HSW Committee.

Health and Safety Committee agenda items:

- New/review of any HSW policy/procedure/guidelines - These are distributed via email by JT and placed in the PPL Drafts for consultation folder, on the committee share drive, by CP, for committee members to provide feedback. If HSW consultation is not required JT will send to the HSW division and leads only for comment. JT then collates the feedback and sends to a consultation list for broader feedback. This includes FEM, DEO, HR subscribers, WHSCs etc. When the request for broader feedback is received CP will now email the committee and place in the folder for feedback.
- HSW communications are saved by CP in the Communications folder, in the relevant meeting date folder in the committee share drive. A list of communication received is included in the meeting papers.
- Risk register updates are provided in the meeting papers.
- Proposed significant workplace changes considers HSW impact. This item will remain on the agenda.
- Proposed significant plant/equipment purchases considers the risk value of items instead of dollar value. Purchases exclude domestic appliances, computers, photocopiers etc. It does include the purchase and lease of power tools and larger equipment. This item will remain on the agenda.

- Dispute resolution discussion will not be added as an agenda item unless there is a dispute resolution.
- Review of committee performance against the ToR - NB to add this item to the agenda at the end of each year.
Action: Add review of committee performance against the ToR to the final agenda for the year.

CP advised that the current agenda now includes the new agenda items.

Terms of Membership

BD advised the terms of membership should be included in the ToR. It was agreed the terms of membership will be a minimum of two years and maximum of three years to minimise crossover and ensure continuity.

Action: CP will add Terms of Membership to the ToR template.

Action: CP to make Faculty specific changes to the draft ToR as discussed and finalise to be used ongoing as the BEL HSW Committee Meeting ToR.:

2.3. Proposed significant workplace changes

308 Queen St

BD will attend a workshop next week focusing on BEL planning for 308 Queen St. There are no significant matters for discussion at the committee.

Action: Add 308 Queen St to the agenda for discussion at the next meeting.

Marketing and Communications Review

A review of MCOMMS activities was conducted recently at a central and Faculty level. BD advised recommendations are under discussion for the Faculty review.

Human Capital Management Solutions (HCMS)

BD advised that the timeline to roll out Workday, part of the new HCMS, has changed to July. HR will lead the change management of this roll out and central HR is the best contact for any enquiries. There will be changes in responsibilities for supervisors in updating staff details, online training and reporting performance.

Career Services Office – Colin Clark Building

Tillie Walsh has been in contact with NB to obtain quotes to restructure the BEL Career Services office in the Colin Clark building. Phase one is the removal of the fixed reception desk and phase two is the removal of the wall between reception and the open space office. This will create a welcoming environment for students. NB will ask Tillie Walsh to contact CP regarding proposed changes to the office layout and structure in the Career Services office.

Action: NB will ask Tillie Walsh to contact CP regarding proposed changes to the office layout and structure in the Career Services office.

JT advised that recruitment is underway for a new position in P&F reporting to the Director. The new position will focus on commercial and leased buildings.

2.4. Proposed significant plant/equipment purchases

There are no proposed significant plant/equipment purchases for discussion.

2.5. Review of HSW Goals Management Plan

CP advised the HSW Goals Management Plan template has changed and now matches reporting required to be submitted to the HSW Division from Faculties at the end of each year. The template includes a colour-coded achievement rating.

CP highlighted the areas in the template that have changed or where the Faculty is not performing well:

- Actions plans for reported incidents are created by responsible person within one week of lodgement - This time frame will revert to four weeks. CP is developing instructions that can be sent to the responsible person, receiving the incident report notification, on next steps. This may be used by central HSW and automatically sent via UQSafe.
- All new workers receiving local specific induction - Access cards provided will be removed from the source data/reports list. CP contacts the local area if staff/students advise they were not provided with a local induction.
- CP continues to work on contractor induction at UQBC.
- CP continues to work on improving completion of supervisor training for managers and fire safety training. CP advised UQ has restarted emailing auto reminders regarding fire safety training.
- Number of Innovative ideas trialled – advise CP if your area is implementing or trialling an innovative idea.
Action: Advise CP if your area is implementing or trialling an innovative idea.
- Participation in the Wellbeing and Safety category, and/or the Innovation category of the UQ Excellence Awards – It was agreed that potential nominations for the UQ Excellence Awards could be discussed at meetings.
- Wellness opportunities identified and coordinated by local areas - This includes items such as the recent “Promoting staff and student wellness in 2021” run by the Education team
Action: Advise CP if your area is coordinating wellness opportunities.
- Local operational priorities -
The committee agreed that the Tier 1 Audit Topic for 2021 will be Personal safety and security.
 - Wellness opportunities – MP reported morning tea for staff has restarted. Mental Health training should be included. BD reported the BEL Equity, Diversity and Inclusion committee will be promoting significant days/weeks through marketing and communication promotions and/or special events. This will include:
 - International Women’s Day - Monday 8 March
 - Harmony Day - Sunday 21 March
 - IDAHOBIT Day (International Day Against Homophobia, Transphobia, and Biphobia - Monday 17 May
 - National Reconciliation Week - Thursday 27 May – Thursday 3 June
 - National NAIDOC Week - Sunday 4 – Sunday 11 July
 - Wear It Purple Day - Friday 27 August
 - R U OK Day - Thursday 9 September (to be held in conjunction with the BEL Faculty morning tea)
 - International Day of Disabilities - Friday 3 December

CP will update the HSW Goals Management document as information is received on wellness opportunities.

2.6. Committee Representative training

CP held an initial training session with SH on being a committee representative. A more in depth session will be held on Thursday. If any other members would like training, please advise CP. CP will set up a time with LD who advised he would like training and guidance on contributing to the committee. LD will engage with the student representative council to introduce himself as the HDR who can take matters and concerns to the committee.

Action: Advise CP if you would like HSW Committee Representative training.

Action: CP to set up time with LD for HSW Committee Representative training.

2.7. Updates from Schools\Division

HSW Division

The HSW division is establishing a working party to update the HSW strategy and goals review. FEMs, DEOs and other key stakeholders will be engaged during the review. Drafts will be provided to the committee for feedback.

The Consultative committee PPL has been submitted to the Freedom of Speech group for review. HSW roles and responsibilities will be the next PPL to go to the group.

The legislation list of codes of practice has been updated. The HSW division is reviewing for any changes that will affect UQ's operation.

Economics

MC advised there are no updates from the School of Economics.

Law

MP advised the boxes from the Level 2 kitchenette in the Forgan Smith building have been removed.

Senior Academic Staff

IM advised there are no updates from the Senior Academic staff.

Higher Degree Research Students

LD advised there are no updates from the High Degree Research students.

Business

KT advised the Wellness Academic group is due to restart next month and can provide an update at the next meeting.

Action: *KT will provide an update on the Wellness Academic group at the next meeting. NB to add item to the next agenda.*

KT and SH attended the walk through at 308 Queen St to view furnishings, layout and furniture. They were able to discuss what is working well and not working well with Architecture who have moved into the building. KT will keep lines of communication open with Architecture and have offered the use of Ground Floor facilities at 293 Queen St, as 308 are without break out spaces or kitchen facilities for staff and students currently. Architecture have identified an issue with building access managed by a third party. This will revert to UQ once the building is complete.

3. Matters for Noting

The following items were noted at the meeting:

3.1. Outstanding Action Items

All action items from sources such as the risk register, audits etc. will appear in the outstanding action items report. The following actions were highlighted for discussion:

- Repeated issues from poor design planning have occurred across the Faculty - CP asked if there will be a survey of occupants in the open plan space of Sir Llew Edwards building, after six months of occupancy, to understand any ongoing issues. BD will discuss with the Executive team.
Action: *Discuss survey of occupants, in the open plan space to understand any ongoing issues, with the Executive team.*
- CP asked committee members for notification anytime an enterprise/governance risk register contains a safety element on the register.

3.2. Faculty OHS training compliance

OHS training compliance data was provided in the meeting papers for noting. CP commented the statistics have generally improved but continues to work on fire safety and supervisor manager training.

3.3. Incident and Hazard reports

The Incident and Hazard report for the period 29 November 2020 to 22 February 2021 was provided in the meeting papers for noting. CP noted recent injury numbers appeared to be lower, possibly due to reduced numbers of staff working on campus (more work from home days).

3.4. Faculty Employability Assistance Program (EAP) Data

The Faculty EAP data for Q3 and Q4 in 2020 was provided in the meeting papers for noting. There was a decline in utilisation during 2020. There is no way to know why there is a reduction and could be a result of reduced awareness of EAP, reduced need for EAP or perception of the usefulness of EAP. Recommendations include creating greater awareness of the EAP program and implementing the Mental Health Champion network with the Faculty.

3.5. BEL HSW Manager Written Report – Chris Pye

The written report from BEL HSW Manager, CP was provided in the meeting papers for noting. The proposed schedule for annual OHS assessments in BEL was noted and Law will be first in March.

4. Next meeting: Tuesday 8 June @ 10.30 am

Action Items

Action	Person responsible
Arrange a BEL custom report in the UQ portal to separate training data into academic and professional staff.	JT
Follow up with Andrea Strachan on response to students who are concerned with being unable to physically distance in class.	JT
Add School Managers to HSW Committee meeting invitations for the year.	NB
Add Ex officio members, Executive Dean/Director or suitable senior nominee and Secretary, under Membership in the ToR.	CP
Provide MP with an email template to send out to the Law school seeking another nominated member representative from the Law School.	CP
Follow up on providing Workers Compensation data and reporting to the HSW Committee.	JT
Add review of committee performance against the ToR to the final agenda for the year.	NB
Add Terms of Membership to the ToR template.	CP
Changes discussed to ToR to be implemented to finalise a BEL HSW Committee ToR for ongoing use	CP
Add 308 Queen St to the agenda for discussion at the next meeting.	NB
Ask Tillie Walsh to contact CP regarding proposed changes to the office layout and structure in the Career Services office.	NB
Advise CP if your area is implementing or trialling an innovative idea	All
Advise CP if your area is coordinating wellness opportunities.	All
Advise CP if you would like HSW Committee Representative training.	All
CP to set up time with LD for HSW Committee Representative training.	CP
Provide an update on the Wellness Academic group at the next meeting. Add to the agenda.	KT/NB
Discuss survey of occupants, in the open plan space to understand any ongoing issues, with the Executive team.	BD