

Meeting Minutes

BEL Faculty Health, Safety and
Wellness Committee

Date 24 August 2021
Time 2 pm to 3.30 pm
Venue Economics Boardroom, Colin Clark Building and via Zoom
Attendees Bronwyn Diffey (Chair), Chris Pye, Jolene Cooper, Karen Teitzel, Margaret Cowan, Maria Parnell, Allanah Yu and Wendy Parley.
Apologies Sabine Hurst, Jennie Trinder, Lucas Dixon, Ian MacKenzie and Carol Bell

1. Welcome and Acknowledgement of Country

Bronwyn welcomed members and acknowledged the traditional owners and their custodianship of the lands on which the Committee met and paid respects to their ancestors and their descendants.

2. Apologies

BD noted apologies.

3. Minutes of the Previous Meeting and Review of Action Items

Minutes from the previous meeting held 8 June 2021 were accepted.

The following action items from the previous meeting were discussed:

3.1. **Include the mandatory training document, created by CP, in the BEL Bulletin for all staff.**

CP advised the mandatory training document was included in the 23 August issue of the BEL Bulletin. Training data will be available in WorkDay and staff will be sent mid semester and end of semester reminders regarding incomplete training. Training completion will form part of the performance appraisal. CP will continue to promote supervisor training separately.

3.2. **Consult workers regarding the risk registers through discussion at the BEL Board meeting and promotion in the BEL Bulletin.**

CP discussed risk registers at the BEL board meeting and will share in the BEL Bulletin. CP is waiting until after today as discussing changes we have made already.

Action: *Promote risk registers in the BEL Bulletin. (CP)*

3.3. **Commence promotion of online WIL/WE training modules through WIL and placement coordinators. Request a regular report of WIL/WE training completion from WIL.**

CP advised the BEL Faculty Education team initiated a trial to start applying the use of the WIL/WE modules and are exploring full implementation from Semester 1 2022.

3.4. **Promote ergonomic assessments in the BEL Bulletin**

CP advised promoting ergonomic assessments in the BEL Bulletin will be carried over due to the prioritisation of other communications in the BEL Bulletin.

Action: *Promote ergonomic assessments in the BEL Bulletin (CP)*

3.5. Potential increase in harassment from students following COVID

JT has raised the issue of harassment from students with the HSW Director for inclusion in their meetings with HR on the mental health strategy. CVH attended the School Manager Induction session.

3.6. Arrange for CP, KT and JT to participate in the next 308 Queen St meeting

BD, CP, KT, NB and JT attended the design planning meeting for 308 Queen St and MBA/Exec Ed spaces via Zoom on 23 June 2021.

4. Items for Discussion

4.1. Updates from Schools/Division

Business School

KT advised staff fixed bright LED lighting in Level 1, Colin Clark (CC) by placing a piece of paper over each light. The LED lights continue to be too bright in the consultation room 115.

CP will conduct the annual safety audit in the Business School early September.

Law School

MP advised the lighting issue in the Law School is back on the P&F agenda. CP will forward Jeremy Moynihan's email on lighting in the Law School to MP.

Action: Forward Jeremy Moynihan's email on lighting in the Law School to MP. (CP)

BD advised there is no news regarding the Forgan Smith (FS) Tower and will be meeting with the space team following the completion of the space audit. MP advised Brad Sherman has been awarded strategic grant funding and requires space for the team. The project will run from 2022 until the end of 2024.

Economics

MC reported her last day at UQ will be 30 November. CVH will take over from MC representing the School of Economics at the BEL HSW meetings.

HSW Division

October is Safe Work month. The annual Health, Safety and Wellness Forum will be held 6 October and features Dr Jeanette Young and Shane Webcke as keynote speakers. The September safety seminar series will be on Workers Compensation. NB will forward invitations to the committee in case they have not received them.

Action: Forward the annual Health, Safety and Wellness Forum and Safety Seminar Series invitation to the BEL HSW committee. (NB)

A computer workstation assessment training course will be held 20 September via Zoom. The course will be recorded. Please let JC know if you haven't been invited and would like to attend. CPR and first aid training is also available.

Action: Contact JC if you have not received invitation to computer workstation assessment training and would like to attend. (All)

The Australasian University Health Challenge has started and continues through to 15 October.

The Wellness Ambassador Network are seeking volunteers to promote wellness activities in local areas. More details can be found on the UQ Wellness website.

Queen St

WP recently returned to work at Queen St and will share the HSW role with SH.

A run through of the intruder training was on hold due to lockdown delays.

Details will be sent to KT for two staff who require footrests at Queen St. CP advised if your desk is adjusted to the correct height, then feet will be flat on the ground and footrests won't be needed.

Action: *Send details to KT for two staff who requested footrests at Queen St. (WP)*

4.2. Psychosocial Hazards Update

CP reported another survey will not be run due to the recent Pulse survey. The Faculty will divide psychosocial hazards into the following separate risk categories to help identify gaps, develop controls and prioritise actions ongoing:

- Work demands
- Low job control
- Poor workplace relationships
- Poor support
- Low reward and recognition plus others

Bullying from students is included in violent aggressive and threatening behaviour. CP will identify the risk level for each category and seek consensus from the committee. Corporate controls lie with the HR portfolio, but existing local controls and local control owners need to be added. This will be developed with staff consultation. The committee discussed ways to obtain local feedback in the schools as only some information can be provided by HR and the Pulse survey:

- The academic wellness group in the Business School is a control.
- MP is concerned as it is a subjective topic, and often out of the control of the schools, but if a staff member identifies they are overworked MP can provide help.
- BD advised professional staff performance appraisal and position descriptions guide ongoing supervision controls and are an avenue for staff to let manager know if overwhelmed. There was concern of inequity in blocks of teaching in academic load frameworks. BD advised the Pulse survey and focus groups; supervision training and support managers are local controls. There are some actions to come out of the Pulse survey to address staff and workloads.
- Corporate controls could be enough if effective.
- Job safety and security will be reviewed before the next meeting.

Action: *Consider what will psychosocial hazards impact your local areas, possible controls and actions and feedback to CP. (All)*

Action: *Review job safety and security for casuals as a psychosocial hazard before the next BEL HSW meeting. (CP).*

4.3. Academic Representation

CP reported a large issue raised by academics in the BEL audit highlighted a low level of academic input into the BEL HSW Committee. IM is an academic representative, however having a representative from each group was discussed. Changing the terms of reference to add a separate working group for academics, with representatives from each level, was also discussed. The committee members agreed that the Faculty should seek academic staff representatives.

Action: *Seek academic representatives from School. CP to provide template that can be used for this purpose (CP)*

4.4. Enterprise Risk Alignment

CP reported the Enterprise Risk alignment policy has changed. The template has been updated to break up top risk into a watch list and risk list. This document can be accessed in the HSW Committee folder.

4.5. Proposed Significant Workplace Changes

BD reported upcoming P&F works to remove and replace cladding from the top of Level 6, Sir Llew Edwards Building (SLEB) during November/December. There could be potential noise issues for Levels 5 and 6. Communication will be distributed when more information is known.

BD reported plans were submitted to the capital management group for basic upgrades in CC and potentially in Level 4, SLEB, which would be used as a research precinct.

CP report the recent leaking in an office on Level 4, FS has been resolved and final work will be completed on Thursday.

BD and JC met with the design team to discuss ergonomics for 308 Queen St. JC reported the design is well thought out in both ergonomics and safety. Changes were suggested for storage, layout and mobility. CP raised concerns regarding a potential lighting issue as the designers are the same ones used for FS. Options for task chairs were sent to CP. WP advised prior to COVID new chairs were purchased for staff members and remain in good condition. These can be used instead of purchasing new chairs.

WP reported the air conditioning in the Level 7, 293 Queen St boardroom is extremely cold, with some staff members bringing blankets to the room. CP advised a process was provided to SH for temperature issues and WP will discuss the differential temperature with Jessica Lipman.

4.6. Proposed significant plant/equipment purchases

There were no proposed significant plant/equipment purchases to report.

MP is working with P&F on air conditioning issues in FS and reported the air conditioning is not a sufficient size for the space and change of season brings temperature issues. The Law School will cover the cost of fixing this issue using refurbishment funds. Chris reported similar issues in some spaces with season changes and advised a regular change to the set temperature by one degree either way in summer and winter for rooms can help.

5. Matters for Noting

The following items were noted at the meeting:

5.1. Outstanding Action Items

The outstanding actions items from assessments and audits were provided in the meeting papers for noting.

5.2. Faculty OHS training compliance

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

5.3. Incident and Hazard reports

The Incident and Hazard report for the period 1 June to 16 August 2021 was provided in the meeting papers for noting. A staff member in the Business school received a small electric shock when they pulled two plugs out together without turning off switches on the power board. CP will provide a communication to relevant groups responsible for setting up and packing down electrical equipment. The risk was added to the risk register and a risk assessment developed for events.

5.4. Faculty Employability Assistance Program (EAP) Data

The Faculty EAP data for Q2 April – June 2021 was provided in the meeting papers for noting. BEL usage has increased but it is difficult to identify reasons, or the number of staff members and/or family members represented by the percentages. The top presenting issues were mental health and work satisfaction. Work related vs non-work-related percentages have increased. There are several mental health champions in BEL and Wellness Ambassador information was distributed in the BEL Bulletin.

5.5. Workers Compensation data

Workers Compensation data for 1 June to 16 August 2021 was noted.

5.6. Reportable/Notifiable incidents

No reportable/notifiable incidents were occurred during 1 June to 16 August 2021.

5.7. BEL Top Risks

BEL Top Risks, divided into a top list and watch list will form part of the BEL HSW Committee meeting papers moving forward. The BEL Top Risks report is also provided to the FLT. Two increased risks from the last report, indicated by red arrows, include hazardous manual tasks in the Business School and an electrical issue requiring a risk assessment review for workers who setup/pack down electrical equipment faculty wide.

5.8. HSW Manager written update – Chris Pye

The written update from the HSW Manager was noted. The following items were discussed further:

COVID Update:

Students in clinical placements in other faculty's received three days' notice they were required to be vaccinated. CP noted the potential for similar changes at short notice to impact students in placements for the Pro Bono team, if visiting correctional facilities or community centres. MP advised students only visit clinical legal centres, and the Pro Bono team would be aware of requirements for students. During lockdown they moved to an online service.

HSW Goals with low compliance:

BD is working on low compliance in the completion of mandatory online training.

6. Other Business

No other business was raised for discussion.

7. Next meeting: Tuesday 23 November @ 2.30 pm

Action Items

	Action	Person responsible
1	Promote risk registers in the BEL Bulletin.	CP
2	Promote ergonomic assessments in the BEL Bulletin.	CP
3	Forward Jeremy Moynihan's email on lighting in the Law School to MP.	CP
4	Forward the annual Health, Safety and Wellness Forum and Safety Seminar Series invitation to the BEL HSW committee.	NB
5	Contact JC if you have not received invitation to computer workstation assessment training and would like to attend.	All
6	Send details to KT for two staff who requested footrests at Queen St.	WP
7	Consider what will psychosocial hazards impact your local areas, possible controls and actions and feedback to CP.	All
8	Review job safety and security for casuals as a psychosocial hazard before the next BEL HSW meeting.	CP