

Date 23 November 2021
Time 2.30 pm to 4.00 pm
Venue Joyce Ackroyd Boardroom, Joyce Ackroyd Building and via Zoom
Attendees Chris Pye (Chair), Jennie Trinder, Karen Teitzel, Leo H Luong, Margaret Cowan, Maria Parnell, Catarina von Hertzen, Wendy Parley and Natasha Bromilow.
Apologies Zoe Cahill, Sabine Hurst, Lucas Dixon, Bronwyn Diffey and Carol Bell.

1. Welcome, Acknowledgement of Country, apologies and confirmation of minutes

CP 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 descendants.

CP and the committee acknowledged the contributions of Margaret Cowan to the HSW Committee. MC retires on 30 November 2021.

CP and the committee welcomed new committee member Leo H Luong. LHL joins the committee as an academic representative from the Business School. LHL is a Health and Safety Representative and has recently completed the five-day training program. The committee is looking for academic representatives from Law and Economics.

Minutes from the previous meeting held 24 August 2021 were accepted. CP noted apologies received prior to the meeting.

2. Matters arising from previous minutes

The following action items from the previous meeting were discussed:

2.1. Promote risk registers in the BEL Bulletin

Promoting the risk registers in the BEL Bulletin is on hold until the psychosocial hazards sections are updated following the consultation process to save duplicated messaging.

Action: *Promote risk registers in the BEL Bulletin after the psychosocial hazards section are updated. (CP)*

2.2. Promote ergonomic assessments in the BEL Bulletin

Ergonomic assessments were promoted in the BEL Bulletin on 19 October 2021.

2.3. Forward Jeremy Moynihan's email on lighting in the Law School to MP

The email regarding lighting in the Law School was provided to MP. CP advised legal and contractor issues were reported by the safety manager and have slowed the process.

2.4. Contact J Cooper if you have not received an invitation to computer workstation assessment training and would like to attend.

CP will continue to forward training invitations to the consultation group so no one will miss out.

2.5. Send details to KT for two staff members who requested footrests at Queen St.

WP discussed that footrests are not required due to the use of height adjustable desks with the relevant staff members. CP recommended staff undergo the online computer workstation assessment again.

2.6. Consider what psychosocial hazards impact your local areas, possible controls and actions for feedback to CP.

CP provided further details in a spreadsheet to assist members in identifying psychosocial hazards impacting local areas, possible controls, and actions. CP will send a follow up email to School Managers to consider. KT will discuss at the next Wellness Academic Group for Business.

Action: CP to send follow up email to School Managers for review. KT to discuss at the next Wellness Academic Group.

2.7. Review job safety and security for casuals as a psychosocial hazard before the next BEL HSW meeting.

CP advised information regarding job safety and security for casuals has been added to the psychosocial hazard risk register consultation template.

3. Items for Discussion

3.1. Updates from Schools/Division

School of Economics

CVH advised there are no volunteers for an academic representative or professional staff representative to replace MC on the committee. CVH advised that the School were considering how the representative roles could be encouraged as service roles CVH reported Kathy Hung is commencing in January to replace MC in the School as the HR/Operations officer.

Quotes have been received for new hot water taps in the kitchen following recent burn incidents using the tap.

A visitor to the office recently hit their head on the whole wall fixed shelving. CP will visit to view the shelving. KT advised the Business school is gradually removing the same shelving, patching and painting the walls and replacing with bookcases.

Action: CP will visit Economics to view the fixed shelving in offices.

Business School

KT reported the EA to the Head of School, Helen Lambe is taking a secondment. As a result, KT seek interest for a first aid officer and floor warden. The new EA will commence 10 January 2022 and KT is filling in for the role prior to this.

Action: KT will seek interest for a new first aid officer and floor warden for the Business school in the Colin Clark building.

Ways to help LHL connect with school members in the role of HSR were discussed. KT will ask the HoS to include details regarding LHL's role in the school bulletin on Friday. KT will include LHL in the invitation to join the Wellness Academic Group meetings in 2022.

Action: KT to ask HOS to include details regarding LHL's role as Health and Safety Representative in the school bulletin on Friday. KT will include LHL in the invitation to join the Wellness Academic Group meetings in 2022.

HSW Division

JT provided an update on the recent consultation email regarding proposed COVID-19 vaccination requirements to attend UQ campuses, sites and facilities.

As restrictions ease in Queensland and borders open to interstate and international travel, it is inevitable that the number of COVID-19 cases in our community will increase.

QIMR Berghofer modelling informed the Queensland Government roadmap to easing restrictions, with daily infection rates predicted to increase from March 2022. Even with 90 per cent of Queenslanders fully vaccinated, daily cases could be as high as 600 by July 2022.

In preparation for these likely scenarios, the University is considering if staff, students and others who attend UQ campuses, sites and facilities should be fully vaccinated.

The University wants to ensure that we are putting health and safety first for our staff, students and others attending our campuses, sites and facilities. UQ also wants to minimise the impact of activities on vulnerable family, friends, and rural communities. The likelihood of serious illness or death is reduced by vaccinations. A person unvaccinated is 20 times more likely to pass on the virus to vaccinated person.

Other methods UQ are using to reduce the risk of transmission is looking at ventilation in buildings and encouraging people to do things outside.

If the mandatory vaccination requirement is implemented, you will not be permitted to attend UQ campuses, sites or facilities unless you have been vaccinated or have an accepted medical exemption. The University would seek to work with individual staff and students to explore reasonable solutions or arrangements where practicable.

Methods to manage the vaccine mandate are still in discussion but could include uploading the digital vaccination certificate to UQ records, in-person checks of a certificate or exemption and requesting third party organisations attend UQ campuses, sites and facilities to ensure their employees are fully vaccinated.

The period of consultation ended 30 November. The feedback and risk assessment will be provided to the USET who will make a recommendation to the VC for the final decision. If it goes ahead then implementation will commence 14 February 2022.

There is a health direction for people who enter, work in, or provide services in healthcare settings, schools, kindergartens, childcare settings and correctional and detention facilities to be fully vaccinated. UQ is in the process of obtaining staff details from HR to request vaccination certificates for validation.

COVID-19 vaccination booster shots are now available on campus.

From 15 December all guests at cafes and restaurants need to be fully vaccinated using takeaway.

Queen St

WP advised a recent water leak in the internal fire stairs has been reported to Knight Frank (KF) for investigation. There have also been multiple roof leaks during the recent wet weather. CP asked WP to submit a hazard report even if though managed by KF.

Action: WP to submit a hazard report for the recent water leak in the internal fire stairs at Queen St.

Law

MP reported Dr Paul Harpur was named the 2022 Blind Australian of the Year at the awards ceremony on Friday. The award celebrates blind Australians, who by example - inspire others to excellence by action, improve Australian life.

MP reported water leaks continue in the Forgan Smith building. Bill Boyd in P&F is investigating the floorboards in Seminar room 349 that have lifted because of the leaks. The warranty period has passed for the renovation work.

MP will provide CP with a list of new starters in the school for the HSW induction sessions. CP reported WorkDay does flag new starters for HSW but he is unsure if it is the same as the HR reports and could include workers who have changed roles rather than new starters.

Action: *Provide a list of new starters in the Law School to CP.*

3.2. Psychosocial Hazards Update

The draft Psychosocial Hazards Risk Register was provided for review prior to the meeting. CP presented the risk register during the meeting for discussion. CP advised questions and comments have been added in red for committee members consideration and responses after the meeting. Chris has highlighted existing controls in yellow. Actions from the culture action plan, following the pulse survey, has been added. Members are asked to review the document, add comments in green and send to CP for consolidation. CP will then provide to Heads of School and School Managers for consultation. While it is an ongoing process CP would appreciate the initial feedback in the next few weeks so it can be provided to the Heads of School.

Action: *Review the Psychosocial Hazards Risk Register in relation to your local areas. Advise feedback, possible controls, and actions to CP.*

3.3. Committee Performance against Terms of Reference

The Terms of Reference were provided for review prior to the meeting. CP advised that the Terms of Reference (ToR) were reviewed and the committee process all align with the ToR. The ToR are available to all members in the committee shared folder and CP encouraged members to review and raise any issues they identify with our performance against the ToR.

Action: *Advise CP if there are any concerns related to performance against our ToR.*

3.4. Tier 1 Audit Report for 2021 - Personal Safety Risks

The final Tier 1 Audit Report for 2021 was completed on 8 December 21 and recommended actions from the report have been incorporated into the Faculty HSW action plans. The full report is available in the BEL Faculty Tier 1 Audit folder. Key findings were noted. MP reported the Law school will introduce protocols to introductory courses for first year students in 2022 about courtesy and respect in communicating with staff to help reduce aggressive behaviour from students towards academics. CP has requested academics send him an email when they experience unwanted behaviour and that these types of incidents should be reported in UQSafe.

3.5. Tier 1 Audit Report for 2022

Following discussions with ZC it was agreed the Tier 1 Audit can be conducted every two years. This will be alternated one year for BEL and one year for HASS. The committee is supportive of this agreement.

3.6. Proposed significant workplace changes

It was recommended the quote for the painting of the bathrooms in Colin Clark for the Economics School could go through the FEM for financial approval from the faculty budget.

Chris has raised all previous issues with past refurbishments to guide 308 Queen St plans. ZC and Bronwyn Diffey will both participate on the CBD Planning Committee for 308 Queen St.

3.7. Proposed significant plant/equipment purchases

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

4. Matters for Noting

The following items were noted at the meeting:

4.1. Outstanding Action Items from Assessments and Audits

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

4.2. Faculty OHS training compliance

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

4.3. Incident and Hazard reports

The Incident and Hazard report for the period 17 August to 16 November 2021 was provided in the meeting papers for noting. CP will send an email regarding the near miss electrical incident requiring an action plan. CP was advised the staff member has left.

Action: CP will send an email regarding the near miss electrical incident requiring an action plan.

4.4. Faculty Employability Assistance Program (EAP) Data

The Faculty EAP data for Q3 was not available at time of meeting.

4.5. Workers Compensation data

Workers Compensation data for 1 June to 11 November 2021 was provided in the meeting papers for noting. No claims were admitted from BEL. JT confirmed COVID-19 is a compensable injury as UQ is liable to provide a safe work environment.

4.6. Reportable/Notifiable incidents

No reportable/notifiable incidents were occurred during 1 June to 11 November 2021.

4.7. BEL Top Risks

BEL Top Risks were provided in the meeting papers for noting.

4.8. HSW Manager written update – Chris Pye

The written update from the HSW Manager was provided in the meeting papers for noting.

5. Other Business

5.1. Business Continuity Plan

Faculty and schools have been asked to review the Business Continuity Plans based on the impact of varying COVID-19 scenarios following the opening of domestic and international borders. ZC will discuss further at Executive and Faculty Managers meetings.

6. Next meeting: 2022 dates to be confirmed

Action Items

	Action	Person responsible
1	Promote risk registers in the BEL Bulletin after the psychosocial hazards section are updated. (CP)	CP
2	Psychosocial Hazards in Risk Register: <ul style="list-style-type: none"> • Committee to review and provide feedback • Follow up email to be sent to School Managers for review • Discuss at next Wellness Academic Group 	All CP KT
3	Seek interest for a new first aid office and floor warden for the Business school in the Colin Clark building.	KT
4	Ask HOS to include details regarding LHL's role as Health and Safety Representative in the school bulletin on Friday. Include LHL in the invitation to join the Wellness Academic Group meetings in 2022.	KT
5	Submit a hazard report for the recent water leak in the internal fire stairs at Queen St.	WP
6	Provide a list of new starters in the Law School to CP.	MP
7	Review the Psychosocial Hazards Risk Register in relation to your local areas. Advise feedback, possible controls, and actions to CP.	All
8	Advise CP if there are any concerns related to performance against our ToR.	All
9	Send an email regarding the near miss electrical incident requiring an action plan.	CP