

Meeting Minutes

BEL Faculty Health, Safety and
Wellness Committee

Date 25 March 2022
Time 9.30 am to 11.00 am
Venue BEL Boardroom 522, Level 5, Sir Llew Edwards Building and via Zoom
Attendees Zoe Cahill (Chair), Bronwyn Diffey, Catarina von Herten, Chris Pye, Jennie Trinder, Leo H Luong, Luke Welch, Maria Parnell, Trevor Gormley and Natasha Bromilow (Secretary).
Apologies Carol Bell, Karen Teitzel, Kathy Hung and Wendy Parley

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

ZC 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. A special welcome was given to new members TG and KH. ZC noted apologies received prior to the meeting.

Minutes from the previous meeting held 23 November 2021 were accepted.

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 after psychosocial hazards section are updated

Promoting the risk registers in the BEL Bulletin is on hold until the psychosocial hazards sections are finalised.

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

2.2. Psychosocial hazards in risk register

Feedback on the psychosocial hazards has been received from the committee members. A follow up email was sent by CP to the School Managers asking them to review the psychosocial hazards. Psychosocial hazards have been added to the agenda for the next meeting of the Business school's Wellness Academic Group.

2.3. Seek interest for a new first aid officer and floor warden for the Business School in the Colin Clark building

Liisa Partanen, Executive Assistant to the Head of the Business School, is the new First Aid Officer for the Business school at St Lucia.

2.4. Ask HOS to include details regarding LHL's role as HSR in the school bulletin and invite LHL to the Wellness Academic Group meetings in 2022

KT has invited LHL to the next Business school Wellness Academic Group meeting in April.

2.5. Submit a hazard report for the recent water leak in the internal fire stairs at Queen St

An update was not provided for the action 2.5 and will be remain on the agenda.

Action: *Submit a hazard report for the recent water leak in the internal fire stairs at Queen St (WP)*

2.6. Provide a list of new starters in the Law School to CP

MP has provided a list of new starters in the Law School to CP.

2.7. Review the Psychosocial Hazards Risk Register in relation to your local areas. Provide feedback, possible controls and actions to CP.

CP confirmed feedback on psychosocial hazards in local areas has been provided.

2.8. Advise CP if there are any concerns related to performance against our ToR.

CP advised no concerns have been raised relating to the HSW committee's performance against the Terms of Reference.

2.9. Send an email regarding the near miss electrical incident requiring an action plan.

CP advised an email was sent regarding the near miss electrical incident.

3. Items for Discussion

3.1. Updates from Schools/Division

School of Economics

CVH advised KH is the nominated Health, Safety and Wellness Committee representative but doesn't work on Fridays.

CVH thanked CP for cleaning the mould in Level 6 Colin Clark Building following the floods. P&F are following up on the flood damage.

The school continues to operate a team a and b for professional staff due to COVID.

Business School

BD reported staff have raised concerns regarding COVID safety. This will be address further in other business.

BD will circulate updates on the cultural improvement plan and progress report.

Action: *Circulate updates and progress report for the cultural improvement plan in the Business School. (BD)*

The school has engaged a student team of organisational psychology students from HABS for a staff inclusion project. The students will analyse current student practice and provide recommendations for improving practice to support inclusivity. BD will share the results when finalised.

Action: *Share results from the Staff Inclusion Project with HABS students when finalised. (BD)*

Law School

MP reported lighting issues as a result of flood water entering the ceiling. Some staff in levels 3 and 4, Forgan Smith Building had to vacate offices due to flooding. P&F are aware of this ongoing issue.

3.2. Psychosocial Hazards Update

The draft Psychosocial Hazards Risk Register was provided for review prior to the meeting and a more condensed version is available in the HSW committee share folder. The information in this final draft will be incorporated into our current risk registers. Our risk registers are dynamic and can be updated as needed on an ongoing basis. The drafts are available for review if HSW committee members wished to review them and feedback can be provided to C Pye on an ongoing basis.

CP recommended the following sections be focused on if areas wanted to review further:

- Existing controls and consider if this is being done in your local area and is it effective? School controls can be listed separately if needed.
- Proposed risk treatments - notes include justification and feedback received and information used to put the risk register. The notes also include the BEL culture improvement plan from the Pulse Survey.
- Issues - are there school specific issues that should be added?

This version will be provided to Heads of School and feedback will be sought. Once transferred to our current risk register, this updated version will be provided to the HSW Division, who collate risk registers from all UQ areas, and use the information to develop the enterprise top risk information.

The psychosocial hazards webpage includes information regarding the People@Work safety program initiative. The program is a psychosocial risk assessment process from Work Safe Qld and can help local areas identify specific psychosocial hazards. Local areas are asked to self-identify if they would like to participate in the program.

ZC is concerned about the number of tools available, that overlap in purpose, and that staff are being surveyed too often about well-being. CP and JT advised the People@Work safety program was a useful tool to use in a focused work discipline to identify specific issues within the team.

3.3. Review HSW Operational Management Plan for 2022

The HSW Operational Management Plan for 2022 is available in the HSW committee share folder. The plan is based on UQ's HSW strategy for 2022-2026 and is used to track the KPIs of the university and locally in our unit. The KPIs form part of the 2022 BEL HSW Goals Management plan. Currently we review the management plan at the first committee meeting each year. CP proposes to change the review to the end of each year, which will lead into the development of a plan to implement in the new year. The Terms of Reference, which is also reviewed annually, can then be reviewed at the first meeting each year. The committee agreed on the changes in the timing proposed. Chris will update the timelines for review.

Action: *Update the timeline to review the BEL HSW Goals Management Plan to the last meeting of each year and the Terms of Reference to the first meeting of each year. (CP)*

The format of the Operational Plan has changed and under each heading and objective we need to record the project we will put in place. The project can be something we are already doing rather than coming up with new projects and initiatives and can be used to identify a gap. Please provide feedback to CP as the plan needs to be finalised within a week.

ZC is concerned about the siloing of actions as many of the objectives are already covered by actions in the operational strategic, equity, diversity and inclusion and cultural improvement plans. Instead of developing new projects/actions the plans can be referenced for activities with schools and faculty.

ZC asked CP to send through the operational plan for review and to identify where objectives are currently captured through other plans. It can then be provided to School Managers who have a deeper knowledge of what is being in the schools and if there are any gaps to focus on. JT reported there is a project underway to link the Plan on a Page data so you can press a button and the data is populated.

Action: Send BEL 2022 HSW Ops Management Plan to ZC for a first review and to see if goals are captured through other plan development already within the faculty. (CP)

Action: Send any updates for the BEL 2022 HSW Goals Management plan to CP. (All)

Annual fire training and safety walks are highlighted areas of low compliance that go through to the FLT. There was concern staff need to click at the very end of the fire training module otherwise it doesn't record results. ZC would like improved visibility of mandatory training module completion during the APD process, as a successful rating should not be available if staff haven't completed the training.

3.4. Proposed significant workplace changes

ZC reported initial planning for the refurbishment of the kitchen and lounge area in Level 6 Colin Clark building for Economics is underway. CP will be included in the process to ensure HSW standards are met. CP will share the spreadsheet on previous design issues experienced with ZC, NB and CVH.

Action: Include CP in the planning process for the refurbishment of the Level 6, CC, kitchen and lounge area. (ZC, NB, CVH)

Action: Share spreadsheet on previous design issues with ZC, NB and CVH. (CP)

MP reported the Law School has requested extra space in the Forgan Smith Tower. There are currently a small number of law academics located in the tower who are isolated from the remainder of the team. The plan would need to go through the infrastructure committee. Funding is required as P&F will only fund a portion of the project.

Meeting room 418 in the Joyce Ackroyd building is being turned into a research office for Cristyn Meath's Sustainable Infrastructure Research Hub.

3.5. 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.

ZC reported a new travel policy is due to be released shortly by the VC and commences 1 April 2022. ZC asked CP to distribute HSW information on travel following the release of the travel policy. CP originally asked if travel increases in areas to contact CP for guidance on improving safety during travel. However, in light of the action from ZC this will not be necessary as information will be communicated to all areas.

Action: Distribute HSW information relating to travel following the release of the travel policy. (CP)

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 November 2021 to 24 March 2022 was provided in the meeting papers for noting. A delayed response time from the Ambulance was experienced recently for an incident in the Colin Clark building. Security suggested the affected person make their own way to the hospital via taxi or other means. CP will follow up with Security as there is currently no process for Security to take a person to the hospital. CP will update the committee on the response from Security.

Action: Follow up with Security on the process for taking a staff member to the hospital. (CP)

4.4. Faculty Employability Assistance Program (EAP) Data

The Faculty EAP data for Q4 2021 and Q1 2022 was provided in the meeting papers for noting. The annual report can be viewed in the HSW committee share folder. Extra information in the report includes family members of staff using the programs, casual staff usage and online/face to face use of program. The low number of casuals using the program could indicate an awareness issue. ZC agreed and asked Schools to use established avenues to promote the EAP to casual staff. ZC noted feedback received from casuals in the Pulse survey was negative compared to fixed-term and continuing staff members.

Action: Promote the EAP to casual staff. (Schools)

TG raised the question of a staff members responsibility when another staff member raises an issue with them. It was recommended discussing with HR first about addressing the issue and the first priority is ensuring the staff member receives support. If you are managing a staff member, then it should be reported in the UQ Safe system with their approval. If there is an issue regarding the persons capacity to fulfill duties at work, then secondary responsibility is to seek advice from HR as they need time out from work. CP will discuss further with TG offline.

Action: Discuss further with TG a staff members' responsibilities when another staff member raises an issue with them that may need EAP support. (CP)

Feedback on EAP is being sought by Kate Smith to help improve this data. If any members had feedback about EAP data and what they would like to see, they can provide this to CP in the first instance

4.5. Workers Compensation data

Workers Compensation data for 12 November 2021 to 23 March 2022 was provided in the meeting papers for noting. There were 20 claims across UQ, and no claims were admitted from BEL.

4.6. Reportable/Notifiable incidents

No reportable/notifiable incidents were occurred during 12 November 2021 to 23 March 2022.

4.7. BEL Faculty Top Risks

BEL Faculty 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. Active and Thriving Wellness App

Luke Welch, HSW Advisor, in the central HSW division, attended the meeting to discuss the new UQ Wellness platform, Active and Thriving app, which launched last month. The platform is a digital behaviour change platform. There is a new theme each month, with the theme for March being active teams. Upcoming themes are thriving minds and mentally healthy. Every week a \$50 gift card will be given away and there is a \$300 watch as a grand prize. The QR scan code uses our SSO feature to sign on and the app works with iOS, android and internet browsers. The app integrates with the Google Fit app. The team challenge is for a maximum of three people, as smaller teams are more effective when looking to change behaviour.

The only usage data that can be tracked is the page views numbers. The funding for the app is for 12 months through BUPA credits, via the corporate health fund. ZC would like to promote the app and website.

Action: *Promote the Active and Thriving Wellness App. (ZC, NB, Schools)*

5.2. COVID Concerns

BD reported staff have raised concerns over the increase in staff COVID cases in the workplace and measures implemented at the start of the pandemic, such as deep cleaning, are no longer being performed. BD is also concerned regarding the impact on workloads and the domino effect on the person helping someone who is a close contact or ill.

JT advised UQ follows Qld Government guidelines in all COVID decisions, except for the vaccination requirements which were introduced this year. The government's approach is to move towards an endemic rather than pandemic scenario and to treat COVID like the flu, where people take individual responsibility for their health and well-being. If staff feel unsafe, they are able to wear a mask, make other arrangements with supervisors for work and take personal responsibility for cleaning.

At the commencement of the pandemic the virus was spread via droplets and deep cleans were necessary. The virus is now spread via aerosols and through the ventilation system, so the focus is on the ventilation project and how quickly the air changes over in a room to bring in air from outside. Along with the ventilation project, current measures include the vaccination requirement, fit testing P2 masks for concerned or at-risk individuals, central and local Business Continuity Plans and team a and b work plans for essential areas. Consultation is underway with groups across UQ, including members of the HSW committee, regarding the ongoing use of the vaccination requirement.

JT advised a booster clinic and flu vaccination clinic will be set up onsite soon. CP can provide further background information on the vaccination procedure proposal as required.

ZC will continue to monitor updates and wait for a decision on the vaccination requirement.

6. Next meeting: Wednesday 22 June 2022

Action Items

	Action	Person responsible
1	Promote the risk registers in the BEL Bulletin after the psychosocial hazards section is finalised.	CP
2	Submit a hazard report for the recent water leak in the internal fire stairs at Queen St.	WP
3	Circulate updates and progress report for the cultural improvement plan in the Business School.	BD
4	Share results from the Staff Inclusion Project with HABS students when finalised	BD
7	Update the timeline to review the BEL HSW Ops Management Plan to the last meeting of each year and the Terms of Reference to the first meeting of each year.	CP
8	Send BEL 2022 HSW Ops Management Plan to ZC for a first review and to see if goals are captured through other plan development already within the faculty. Send any updates for the BEL 2022 HSW Ops Management plan to CP.	CP ALL
9	Include CP in the planning process for the refurbishment of the Level 6, CC, kitchen and lounge area. Share spreadsheet on previous design issues with ZC, NB and CVH.	ZC, NB & CVH CP
10	Distribute HSW information relating to travel following the release of the travel policy.	CP
11	Follow up with Security on the process for taking a staff member to the hospital.	CP
12	Promote the EAP to casual staff.	Schools
13	Discuss further with TG a staff members' responsibilities when another staff member raises an issue with them that may need EAP support.	CP
14	Promote the Active and Thriving Wellness App	ZC, NB, Schools