

Meeting Minutes

Date	22 June 2022
Time	2.30 pm - 4 pm
Venue	Room 430, Joyce Ackroyd Boardroom and via Zoom
Attendees	Zoe Cahill (Chair), Chris Pye, Kathy Hung, Karen Teitzel, Luke Welch, Maria Parnell, Trevor Gormley and Natasha Bromilow (Secretary).
Apologies	Bronwyn Diffey, Carol Bell, Catarina von Hertenzen and Leo H Luong.

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

ZC welcomed members and provided the Acknowledgment of Country. A special welcome was given to Luke Welch, Acting BEL Health, Safety and Wellness Manager and Chris Pye Acting Deputy Director, HSW Division. ZC acknowledged the resignation from Wendy Parley at UQ Brisbane City. ZC noted apologies received prior to the meeting.

Minutes from the previous meeting held 25 March 2022 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 CP returns to role as HSW Manager. CP will discuss the risk register at the Faculty Leadership Team meeting and promote more broadly to the Schools and Faculty.

Action: *Promote the risk registers at the FLT meeting and within Schools and Faculty. (CP)*

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

LW will follow up the hazard report with Jarna Dark, UQBC Venue Coordinator now Wendy Parley has finished at the School of Business.

Action: *Follow up on the water leak in the internal fire stairs at Queen St hazard report with Jarna Dark, Venue Coordinator. (LW/CP)*

2.3. Circulate updates and progress report for the cultural improvement plan in the Business School.

CP has received a copy of the Cultural Improvement plan for the School of Business. The plan was presented at the Faculty Board Meeting on 24 May 2022. Schools can share local plans with staff and between schools.

2.4. Share results from the School of Business Staff Inclusion Project with HABS students when finalised.

The final report from the School of Business Staff Inclusion Project will be shared with the committee when complete.

Action: *Share the final report from the School of Business Staff Inclusion Project once complete. (BD)*

2.5. 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.

The timeline to review the BEL HSW Ops Management plan has been updated.

2.6. 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.

The final draft BEL 2022 HSW Ops Management Plan was provided to ZC. The draft is ongoing, with notification sought of any other action plan items that may be relevant to reflect in the HSW plan.

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. Include CP in the planning process for the refurbishment of the Level 6, CC, kitchen and lounge area.

CP has shared the spreadsheet on previous design issues with ZC, NB and CVH. ZC has provided the spreadsheet to BD and Property and Facilities (P&F) to see how this could be built into UQ project processes.

2.9. Distribute HSW information relating to travel following the release of the travel policy.

An email was sent to share the HSW travel guide and request it be promoted to workers who travel and supervisors that approve travel.

2.10. Follow up with Security on the process for taking a staff member to the hospital.

Security confirmed their procedure is to not escort/transport people from campus to hospital or other medical centres. They can assist with escorting them to the campus health centre but not off campus. Queensland Ambulance Service will do this or otherwise arranged personally. Discussion included the possibility of calling a cab or Uber to take injured parties to the hospital if there is a long wait for an ambulance.

2.11. Promote the EAP to casual staff.

EAP was promoted to casual staff in the School of Business and Law School. KH will confirm if School of Economics has promoted the EAP to casual staff.

Action: *Confirm if School of Economics has promoted the EAP to casual staff. (KH)*

2.12. Discuss further with TG a staff members' responsibilities when another staff member raises an issue with them that may need EAP support.

CP met with TG for a committee induction, but nothing further was raised. Further discussion can be arranged if needed.

2.13. Promote the Active and Thriving Wellness App

The new Active and Thriving Wellness App was promoted in the BEL Bulletin and distributed to all Faculty and School staff on 28 March 2022. The app has been cross promoted through many avenues and no further promotion is needed at this stage.

3. Items for Discussion

3.1. Updates from Schools/Division

School of Economics

CvH has resigned from the School of Economics and KH is now the nominated representative for the HSW Committee. KH will need to attend regardless of CB's attendance. LW will clarify CB's role within the Committee directly with CB. A new first aid officer is needed now Karen Warren has left the School.

Action: *Clarify CB's role within the HSW Committee with CB. (CP)*

CP and KH recently conducted the annual HSW assessment. The main issue is the zip tap newly installed in the Level 6 kitchen, Colin Clark, which is connected incorrectly to the water tap. When the tap is left on hot following washing dishes the water comes out boiling hot next time it is used. Warning signs have been displayed in the kitchen asking staff to place the temperature back to cold. ZC advised provisional approval was received today for the refurbishment of the Level 6 Colin Clark kitchen so to avoid spending money on a solution as it will be addressed during the refurbishment. This issue will be flagged in the design scope. LW will follow up with P&F regarding the incorrect installation of the zip tap. KH will provide the work request number for this job from Archibus to LW.

Action: *Follow up with P&F on the incorrect installation of the zip tap (LW/CP). Provide the work request*

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number for the zip tap job in Archibus to LW. (KH) Flag zip tap issue during design phase of the Level 6 kitchen refurbishment in the Colin Clark building. (NB/ZC)

The annual test and tagging process is underway within the school.

The issue with HDR seating in 31B has been resolved. Lighting and bathroom maintenance issues have been repaired.

School of Business

KT reported a new first aid officer is needed now Liisa Partanen has left the school.

The student bullying a tutor issue has been submitted as a hazard report.

TG reported the bathroom odour issue in Joyce Ackroyd has improved. KT advised the odour was due to a blocked drain.

Law School

MP reported P&F have visited the school to measure the lighting again. CP reported P&F is waiting on two different types of lighting to be trialled to see the impact.

HDR

TG reported lighting located on the road between the Forgan Smith lawns and the athletic track has improved since a maintenance request was submitted in Archibus.

Pedestrian safety is an ongoing issue at the roundabout located near the car park behind the sports field stadium. Pedestrians are walking across the road and not using the pedestrian crossing. Vehicles are exiting the roundabout with poor visibility.

TG reported tradesmen speeding on Campbell Road between the Sir Llew Edwards Building (SLEB) and General Purpose North 3 buildings. Even though there is a default speed limit on campus there is no visible speed signage in this area. NB will raise this issue with the Project Management Team for the Façade Replacement works on SLEB. ZC recommended providing LW with the car registration and company name when possible, for follow up with P&F.

Action: Raise the tradesman speeding issue on Campbell Road with the Project Management Team for the Façade Replacement works on SLEB. (NB) Provide LW with car registration and company names, when possible, to LW for follow up with P&F. (TG)

TG suggested an app could be useful in reporting maintenance issues on campus in which you could take a photo and make an instant report. Many staff and students are not aware of who can be contacted for maintenance issues. CP advised this was a feature in the iAuditor system which UQ currently uses for assessments but there was the issue of assigning it to the right person. ZC advised this occurs informally with local contacts within the Schools and Faculty. Security can also be called to report an issue immediately. CP will follow up to understand the challenges with using the iAuditor system

Action: Follow up why iAuditor is not used for reporting of maintenance issues on campus. (CP)

HSW Unit

CP reported procurement and safety in the Contractor Management process is under review.

The unit has received approval to engage ITS for outstanding projects which may lead to improvements in database and reporting information.

A lawyer from another university has reported a cases where information has been requested by legal counsel investigating claims of psychosocial injury and included requests for exit interview details.. ZC advised staff participation in exit interviews is low and the feedback provided is difficult to action as it cannot be considered a grievance once they are no longer employed by the university. If an issue is raised by multiple staff members on exit it can be considered a red flag. A lawyer could request exit interview details through a Freedom of Information submission.

3.2. Seeking Committee Representation

HSW Committee representatives are needed in all Schools and Faculty. ZC suggested the committee role could be considered as a citizenship goal in the APD process. A more targeted approach may be needed with individual's approached personally. Health and Safety Representatives (HSRs) are not compulsory in UQ workplaces, but they can be requested by a work group. UQ must establish HSRs where there has been a request for representation or an election. The HSR representative weeklong training is not required for a HSW committee representative. A request in HASS was received recently for a casual HSR. This is the first request for a casual HSR at UQ and there may be more requests if this is successful in HASS. As with any HSR, a casual would be entitled to receive the same pay as they usually would while undertaking the power and functions of the role.

CP advised previous requests for committee representatives did not include casuals. The next request for representatives will include all areas and casual staff members. Communications will be sent to all staff, including casuals to inform them about the representative roles. The Terms of Reference will be updated as required.

Action: *Distribute a request for HSW committee representative to all Schools and Faculty, including casual staff members for areas that do not have a representative. (CP). Distribute a communication for areas that have representatives explaining the representative role and include casual staff. Update the HSW Committee Terms of Reference. (CP)*

3.3. Psychosocial Hazards Update

The draft Psychosocial Hazards Risk Register has several actions highlighted. CP requested KT and KH discuss the psychosocial hazards risk register with the School Managers to ensure they are aware of the actions and to flag if controls are effective or not working well. Certain groups may have specific issues and could need a local risk register. All controls are dependent on feedback, and this will be included in the annual assessments going forward.

Action: *Provide psychosocial hazards update and actions to School Managers for awareness and to flag if controls are effective or not working well. (KT & KH)*

The following areas were discussed further:

- Work demands: several items will be escalated to the enterprise level as they are UQ decisions. This is provided for feedback only.
- Poor administrative support: Staff reduction processes in recent years and the introduction of the TARC process has resulted in reduced staffing levels in areas that provide admin support. All areas are encouraged to share methods they have identified to reduce admin burden for common tasks, to help reduce this impact on all areas. Introduction in the TARC process has also contributed to the increase of fixed-term and casual staff. This impacts workload and staff retention. There is also difficulty in recruiting staff for positions. ZC will add this to the feedback provided to central.
- Organisation injustice: included due to feedback from the pulse survey around poor behaviours not being addressed. This issue has been attributed largely to the perception of the behaviours not being addressed due to the confidentiality required. Where poor behaviours are reported and it is not being addressed, please encourage staff to report these issues appropriately. ZC cautioned the committee to be careful as there are historical issues within the School of Business that were not address and this is a sensitive topic.
- Job security: has been added due to the number of casuals and fixed-term staff. Resources to help with stress and anxiety around job security can be helpful. The EBA negotiations are ramping up again and ZC recommended staff be aware of their rights within the EBA.

LW discussed the People@Work program as option for identified areas or groups needing further assistance. The UQ People@Work program is based on the Workplace Health and Safety Queensland (WHSQ) risk management guidelines for managing risks to psychological health in the workplace. It a five-step process to identify, assess and control risks to psychological health at work. Part of this approach is implementing the People at Work survey in work areas. This survey is a validated psychosocial risk assessment survey and assesses psychosocial risks and factors and creates an automatic report for implementation. The HSW division can support the rollout of the UQ People@Work program for work areas wishing to implement this approach. CP and ZC are reluctant to undertake People@Work due to survey fatigue and the Faculty and Schools are already very busy responding to the results from the Pulse Survey. It was agreed People@Work could be beneficial for a small work group if there were concerns and challenges.

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3.4. Wellness Initiatives

CP would like to receive more feedback from Schools on Wellness initiatives. These can be sent as dot points to LW. Consider nominating staff in your local areas for the VC's Excellence awards for achievements in well-being and mental health. The deadline for applications has been extended to 27 June 2022.

Action: Send details on wellness initiatives in your areas to LW.

TG discussed the promotion of wellness with HDR students and ways integrate and build networks. TG will send an email to LW and discuss further off-line.

Action: Discuss HDR student wellness activities. (TG & LW)

3.5. Proposed significant workplace changes

The refurbishment of the School of Economics Level 6 kitchen and breakout space in the Colin Clark building has been provisionally approved through the new Project Management Office (PMO) approval process. A project manager will be assigned next week.

A project proposal was submitted to the PMO for the conversion of four breakout booths into quiet pods, the enclosure of the reception space and the addition of ten new workstations to the open plan office on Level 5 SLEB.

Action: The HSW Manager will be engaged in the design process for both projects. (NB & ZC)

The whole floor of Level 4 SLEB refurbishment will not be progressing following advice the project won't be supported by the Capital Management Group (CMG). A proposal will be submitted instead for the refurbished part of Level 4 SLEB if the Associate Dean, Research and Deputy Associate Dean, Research agree it is fit for purpose.

MP reported communication will be distributed to the Law School staff advising if their office isn't in use three days a week then it will become a shared space. ZC suggested speaking with experts in the Business School if support is needed to build a case for shared office space.

The School Managers and Faculty Functional managers will visit the new UQ Brisbane City, 308 Queen St in November 2022.

3.6. 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. The following matters were discussed further:

- Assess first aid requirements across the faculty through a risk assessment process is a UQ Brisbane City action and not a Faculty action.
Action: Update the ownership of the assess first aid requirements through a risk assessment process to the Business School (CP)
- The actions to upgrade trolley for hazardous manual tasks from March 2021 is being addressed in the risk assessment and doesn't require escalation.
- Escalate the action for the Business School where hazards identified for the IT teamwork including tasks involving manual hazardous work such as transporting and setting up equipment to BD for follow up.
Action: Escalate outstanding Business School assessment and audit actions to BD for follow up. (LW/CP)
- KH will confirm with CP if additional support staff have been recruited to assist with online assessment changes.
Action: Advise CP if additional online assessment support staff have been recruited. (KH)

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- ZC will discuss concerns raised from staff faculty wide on the lack of consultation for change management processes and the suggested action of a change management checklist with the HSW Manager.
Action: *Discuss concerns on the lack of consultation for change management processes and proposed checklist with HSW Manager. (ZC)*
- Performance anxiety as a faculty wide concern was discussed. As a staff members role is within the duty statement supervisors need to know if further support and development is needed for the staff member and how to access this support. ZC will ask the HR Senior Manager to make supervisors aware of this and how to support staff in identifying goals through the APD process.
Action: *Discuss support for staff in identifying goals through the APD process with the HR Senior Manager. (ZC)*

4.2. Faculty OHS training compliance

OHS training compliance data was provided in the meeting papers for noting. ZC advised the data is not correct and differs from the report she has used. The results are higher in ZC's report, with Faculty completion for the fire safety training now showing as 97%. LW will run the report again to see if it is different. KT advised staff are reporting they have completed the training but it is not showing in the report. ZC would like the target percentage for completion of mandatory HSW online training to be 90% as at least 5% of the workforce is onboarding at any one time. Training is also not overdue if staff are on parental leave. CP will raise this with the HSW unit.

Action: *Run the OHS training compliance data report again to see if it is different. (LW) Discuss the target percentage being reduced from 95% to 90 % with HSW Unit for online mandatory safety training. (CP)*

4.3. Incident and Hazard reports

The Incident and Hazard report for the period 24 March to 20 June 2022 was provided in the meeting papers for noting.

4.4. Faculty Employability Assistance Program (EAP) Data

The Faculty EAP data for Q1 2022 was provided in the meeting papers for noting.

4.5. Workers Compensation data

Workers Compensation data for 24 March to 20 June 2022 was provided in the meeting papers for noting. There were 23 claims across UQ, and no claims were admitted from BEL.

4.6. Reportable/Notifiable incidents

No reportable/notifiable incidents were occurred during 24 March to 20 June 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

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

5. Next meeting: Tuesday 27 September 2022

	Action	Person responsible
1	Promote the risk registers at the FLT meeting and within Schools and Faculty.	CP
2	Follow up on the water leak in the internal fire stairs at Queen St hazard report with Jarna Dark, Venue Coordinator.	LW
3	Share the final report from the School of Business Staff Inclusion Project once complete.	BD
4	Confirm if School of Economics has promoted the EAP to casual staff.	KH
5	Clarify CB's role within the HSW Committee with CB.	CP
6	Follow up with P&F on the incorrect installation of the zip tap. Provide the work request number for the zip tap job in Archibus to LW. Flag zip tap issue during design phase of the Level 6 kitchen refurbishment in the Colin Clark building.	LW KH NB & ZC
7	Raise the tradesman speeding issue on Campbell Road with the Project Management Team for the Façade Replacement works on SLEB. <i>The project management team were advised during the Façade Replacement meeting held 23 June 2022 of the speeding issue and need to notify the contractors and tradesmen of the speed limit at UQ.</i> Provide LW with car registration and company names, when possible, to LW for follow up with P&F.	NB TG
8	Follow up why UQ Safe is not used for reporting of maintenance issues on campus.	CP
9	Distribute a request for HSW committee representative to all Schools and Faculty, including casual staff members. Update the HSW Committee Terms of Reference to include casual staff.	CP
10	Provide psychosocial hazards update and actions to School Managers for awareness and to flag if controls are effective or not working well.	KT & KH
11	Send details on wellness initiatives in your areas to LW. Consider nominating staff in your local areas for the VC's Excellence awards for achievements in well-being and mental health.	All
12	Discuss HDR student wellness activities.	TG & LW
13	Engage the HSW Manager in the design process for the Economics Level 8 kitchen and breakout space refurbishment and the Level 5 SLEB workspace enhancement projects.	NB & ZC
14	Update the ownership of the assess first aid requirements through a risk assessment process to the Business School.	LW
15	Escalate outstanding Business School assessment and audit actions to BD for follow up.	LW
16	Advise CP if additional online assessment support staff have been recruited.	KH



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17	Discuss concerns on the lack of consultation for change management processes and proposed checklist with HSW Manager.	ZC
18	Discuss support for staff in identifying goals through the APD process with the HR Senior Manager.	ZC
19	Run the OHS training compliance data report again to see if it is different. Discuss the target percentage being reduced from 95% to 90 % with HSW Unit for online mandatory safety training.	LW CP