

BEL Faculty Health, Safety and Wellness Committee

Date 22 June 2022

Time 2.30pm – 4pm

Venue Joyce Ackroyd Boardroom, Room 430, Level 4 and online via Zoom - <https://uqz.zoom.us/j/82063306158?from=addon>

Subject Health, Safety and Wellness Committee Meeting

Attendees Chris Pye (attending as HSW Division Rep), Zoe Cahill, Karen Teitzel, Leo H.Luong, Maria Parnell, Trevor Gormley, Catarina von Herten, Luke Welch, Kathy Hung, Natasha Bromilow

Apologies Bronwyn Diffey, Carol Bell

Item.	Time	Agenda Item	Responsible
1		Welcome/ Apologies/ Confirmation of minutes from previous meeting	Chair
2		Matter arising from previous minutes	
		2.1 Review actions from previous minutes	Chair
3		Items for Discussion	
		3.1 Updates from Schools\Division	All
		3.2 Seeking committee representation	Chris Pye
		3.3 Psychosocial Hazards Actions	Chris Pye
		3.4 Wellness Initiatives	All
		3.5 Proposed significant workplace changes	All
		3.6 Proposed significant plant/equipment purchases	All
4		Matters for noting	
		4.1 Outstanding Action Items	Chair
		4.2 Faculty OHS training compliance	Chair
		4.3 Incident and Hazard reports	Chair
		4.4 Faculty EAP Data	Chair
		4.5 Workers Compensation data	Chair
		4.6 Reportable \ Notifiable Incidents	Chair
		4.7 BEL Top Risks	Chair
		4.8 HSW manager written update	Chair
5		Other Business	
6		Close meeting	Chair
		Next meeting date – Sep 27, 2022	

Item 1 – Welcome\Apologies\Confirmation of minutes (Chair)

- Welcome Luke Welch acting as BEL HSW Manager and Chris Pye acting as Deputy Director – HSW Division
- Wendy Parley resigned from the UQ Brisbane City (Queen Street) All Staff Committee Representative role

Item 2.1 – Review actions from previous minutes (Chair)

	Action	Person responsible
1	Promote the risk registers in the BEL Bulletin after the psychosocial hazards section is finalised. Carry action over as we only just finalised psychosocial sections.	CP
2	<ul style="list-style-type: none"> • Submit a hazard report for the recent water leak in the internal fire stairs at Queen St. C Pye has not seen a report and W Parley has now left. 	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. COMPLETE. This has been updated	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. Final draft was provided to ZC. We are continuing with that draft and continue to seek notification of any other action plan items that may be relevant to reflect in the HSW plan. 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. COMPLETE. Spreadsheet has been sent.	ZC, NB & CVH CP

Agenda

10	Distribute HSW information relating to travel following the release of the travel policy. Email was sent to share the travel guidance and request it be promoted to workers who travel and their supervisors that approve travel.	CP
11	Follow up with Security on the process for taking a staff member to the hospital. COMPLETE Security confirmed that 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.	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. COMPLETE CP met with TG for committee induction, but nothing further raised. Happy to discuss further if required.	CP
14	Promote the Active and Thriving Wellness App	ZC, NB, Schools

Item 3.1 – Update from Schools\institutes (ALL)

Item 3.2 – Seeking committee representation (Chris Pye)

Item 3.3 – Psychosocial Hazards Actions (Chris Pye)

Item 3.4 – Wellness Initiatives (ALL)

Item 3.5 – Proposed significant workplace changes (ALL)

Item 3.6 – Proposed significant plant/equipment purchases (ALL)

4. Matters for noting

Item 4.1 - Outstanding action items

Risk level indicated in colour code **High**, **Medium** or **Low**

Actions from Assessments and Audits

Area	Description	Status
UQ Brisbane City (from 2020 internal audit)	Document risk assessment for access control of UQBC identifying and assesses risks associated with access to the site.	19.5.22 – Asked J King for an update and they explained it has been a very busy period but are planning to get to the action at the end of the month
Faculty office (from 2020 internal audit)	Assess first aid requirements across the faculty through a risk assessment process that includes requirements for first aid officers, first aid kits and kit contents (as per the code of practice).	19.5.22 – Asked J King for an update and they explained it has been a very busy period but are planning to get to the action at the end of the month
Faculty office (from 2021 faculty Tier 1 audit)	Develop risk assessment for hazards related to working in isolation for BEL student centre staff	20.4.22 – Met with BSC team to discuss risks and consult about experiences and controls to implement. They will implement a procedure for all staff interacting with students to use to get assistance if required.

4. Matters for noting

Actions from Incidents

Area \ Date	Description	Status
Faculty Office (March 2021)	Action to upgrade trolley for hazardous manual tasks still outstanding.	21.6.22 – Multiple controls identified in a risk assessment have been implemented. Emailed person who was assigned action to get an update.

Actions from Risk Registers

Area	Description	Status
Business School	Hazards identified for IT teamwork including tasks involving manual hazardous work such as transporting and setting up equipment. Recent incident indicated that a risk assessment is required.	December 2022 – C Pye discussed with new manager for team and agreed to review together in 2022. Reminder sent 24.3.22
Faculty Office	Audits and feedback from academics indicate they are experiencing intimidating and harassing behaviour from students (with no specific controls in place for this hazard). Arrange consultation with academic staff to understand more details and/or patterns.	13.6.22 – Psychosocial hazard items finalised (this action waiting on those), and consultation plan will be developed following Q2 HSW committee meeting on June.
Economics (PH)	The change to online assessment to replace exams has had significant impact on workload for course support staff. Review of additional support staff is continuing in 2022.	26.5.22 – C Bell confirmed that a new position has been advertised that will include support for this issue.
Faculty wide (PH)	Staff have raised concerns with lack of change management processes (for lower-level changes). Introduce a basic change management checklist for use across the faculty	New item. Not started

4. Matters for noting

Area	Description	Status
Faculty wide (PH)	A number of local org units raised the issue with increased stress in staff related to job security (for example for fixed term\casual staff). Identify and share support\wellness resources.	New item. Not started
Faculty wide (PH)	Performance anxiety was a concern raised during consultation on psychosocial hazards as staff often have need to present as part of their work activities. Identify any training or resources that can help reduce performance anxiety and increase awareness. Add any relevant information to the faculty staff support services guide.	New item. Not started
UQ Brisbane City	Faculty working out of hours guideline not applicable in UQBC. UQBC to develop local process\guidance.	31.5.21 – UQBC actions in progress.

4. Matters for noting

Item 4.2 – OHS Training Compliance (casuals omitted)

Data as of 22.3.22	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibility
Aust Inst for Bus & Econ	100%	80%	50%
Faculty Office	94%	88%	91%
Ctr Bus & Econ of Health	100%	93%	100%
Sch Business (UQ Bus Sch)	92%	70%	86%
Sch Economics	97%	91%	86%
Sch Law (TC Beirne)	97%	75%	76%
BEL Faculty Total	94%	77%	84%

Data as of 20.6.22	Health Safety & Wellness Induction	Annual Fire Safety	Supervisor HSW Responsibility
Aust Inst for Bus & Econ	88%	75%	33%
Faculty Office	97%	88%	89%
Ctr Bus & Econ of Health	100%	93%	100%
Sch Business (UQ Bus Sch)	91%	71%	86%
Sch Economics	97%	89%	87%
Sch Law (TC Beirne)	94%	73%	73%
BEL Faculty Total	97%	97%	89%

4. Matters for noting

Item 4.3 – Incident and Hazard Reports (March 24 – June 20)

Job Ref:	Details	Actions	Status
8224	No Lost Time Injury Walking across campus, stepped into hole in grassy area and resulted in sprained ankle.	First aid provided (Ice pack). Follow up visit with GP. P&F job logged to fill in the hole and is complete.	Closed
8377	Near miss Ill-mannered email received by tutor from student in relation to test result, followed up by disruptive and aggressive behaviour in class.	Follow up conversations have occurred with both tutor and student. Support services have been offered to both parties. Options provided for student integrity and misconduct. Student moved out of classes involving that tutor.	Closed HSW manager still investigating opportunities to improve proactive measures and resources

4. Matters for noting



Item 4.5 – Workers Compensation Data (March 24 – June 20)

- 23 claims admitted across UQ
- No claims admitted from BEL

Item 4.6 – Reportable \ Notifiable Incidents (March 24 – June 20)

No incidents reported

4. Matters for noting

Item 4.7 – BEL Faculty Top Risks

The following two tables indicate the current ‘Top Risk’ and ‘Watch List’ priorities for BEL in order of highest to lowest managed risk level (MRL). These have been identified through the current risk register. More details can be found in the BEL HSW Top Risk Report, in the HSW Management Plan Document folder

BEL Faculty HSW Top Risks Last updated June 13, 2022

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	Hazardous Manual Tasks (Business School) Recent incident identified that a risk assessment is required for the IT team.	●	●	●	●	➡
2	Work Off-Campus \ Field Work (Faculty Wide) Faculty guidance developed and available to supervisors or workers to assist with identifying HSW requirements for travel. Risk level reduced from medium to low. This item will be moved to the Watch List in next report.	●	●	●	●	⬇
3	Psychosocial Hazards – Work Demands (Faculty wide) Reduction towards the target risk level not expected without change at enterprise level. All local areas encouraged to report on issues with effectiveness of existing controls. Enterprise level concerns are escalated for consideration.	●	●	●	●	N/A New
4	Psychosocial Hazards – Poor Support (Faculty wide) Reduction towards the target risk level not expected without change at enterprise level. Specific to reduced ‘admin’ support from reduction in staff. Ongoing action for all areas to share their learnings for time saving. Guidance potential to help reduce lost time from processes that lack clarity.	●	●	●	●	N/A New
5	Exposure to unwanted behavior - Violent, aggressive, intimidating, harassing, threatening etc. (Faculty Wide) Tier 1 level audit indicated increased risk for student facing staff and travelers. Further consultation occurring.	●	●	●	●	➡
6	Psychosocial Hazard – Work Demands (Economics) Increased workload specific to course support staff from change to online assessment for exams. The need for additional staff being reviewed in 2022.	●	●	●	●	N/A New
7	Out of hours work\Working in isolation (UQ Brisbane City) Low risk for most of BEL but some issues related to UQ Brisbane City.	●	●	●	●	➡

4. Matters for noting

BEL Faculty HSW Watch List Last updated June 13, 2022

#	Risk description	IRL	MRL	TRL – ST*	TRL – RAS*	Change to MRL
1	Biological \ Pandemic (Faculty Wide) COVID-19 risk management	●	●	●	●	➡
2	Slip, trip or fall (Faculty Wide) This risk is relevant across the faculty. Controls indicate it is well managed.	●	●	●	●	➡
3	Working in Isolation (Faculty Wide) Many areas across the faculty have staff working alone and/or outside of standard hours.	●	●	●	●	➡
4	Hazardous Manual Tasks (Faculty wide) Hazard relative to work tasks in org units across the faculty. In particular event management and facility work tasks.	●	●	●	●	➡
5	Exposure to shared traumatic experiences (Law School) Pro Bono students liaise with members of the public about experiences of a serious nature (suicide, assault etc)	●	●	●	●	➡
6	Exposure to unwanted behaviour - Violent, aggressive, intimidating, harassing, threatening etc. (Business School) Controls are in place in the UQ Brisbane City location (293 Queen Street) for appropriate emergency response in the event members of the public enter work areas displaying unwanted behaviours.	●	●	●	●	➡

4. Matters for noting

Item 4.8 - Written update

1. Annual HSW Assessments Update

A proposed schedule for annual OHS\HSW assessments in 2022 for BEL is provided below. Assessment reports completed this quarter can be found in the HSW Committee shared folder for this meeting.

Month	Area	Status
March	Law	Complete
April	Economics	Complete
August	Business	
December	BEL FO (inc UQBC)	

2. Addition of context to HSW Committee minutes

Following some recommendations during an external audit review, we will now include the agenda papers with minutes from HSW committee meetings. This will help to provide context to the minutes for any staff that review them.

3. Ventilation Monitoring undertaken

The table below provides information on CO2 monitoring that has been carried out locally to support the UQ initiative to measure and improve indoor air quality. UQ have a target level of below 1000ppm. Ranges above 800ppm indicate further action may be required. The HSW Division now have a team of staff undertaking building wide monitoring and are updating a [central spread sheet](#) that all staff can access.

Room	CO2 range ppm (parts per million)	Action
37-501	474-735	No action required
39-429	469-669	No action required
39-227	405-588	No action required
39-629	436-531	No action required

4. UQ Fire Safety Network

The UQ fire safety team are initiating a fire safety network which will involve all chief wardens across UQ sites in regular meetings.

4. Matters for noting

5. PPL\Procedures currently under review or in draft and seeking HSW network feedback

- Fire Safety Management and Evacuation Procedure draft – 19.5.22

6. HSW Communications in the last quarter

A list of key HSW communications will now be provided in this written update to increase awareness. A copy of the communications can be found in the HSW Committee folder.

- Final draft of psychosocial hazards shared with heads of org units
- Fire Safety Management and Evacuation Procedure draft shared with committee members
- HSW Quarterly update shared with committee members
- Email sent to heads of org units to highlight a few initiatives including materials to help encourage use of UQSafe for reporting and increasing awareness, Faculty OHS Travel Guidance for workers and supervisors, UQ Safe Meetings Guide shared for consideration in local teams, encouraging sharing of local wellness initiatives, increasing awareness of EAP for casual staff, Safety Seminar series past recording access.

7. Updates to Risk Registers in the last quarter

A list of updates to Faculty and local risk registers will now be provided in this written update on a quarterly basis.

Date	Area	Risk Factor	Details	Risk level impact
13.6.22	Faculty Wide	Psychosocial Hazards	Removed the single line item related to psychosocial hazards as this has now been divided into specific categories in the risk register	Not applicable
13.6.22	All	Psychosocial Hazards	Added psychosocial hazards identified through consultation process across Faculty.	Not applicable
13.6.22	All	All	Updated Notes section for all hazards	Not applicable
13.6.22	Faculty wide	Biological \ COVID-19	Updated controls including HR assistance with vulnerable person plan, removing event restriction info, removed vaccination mandate, added information about P2\N95 respirator process, and booster clinic provision	No change

4. Matters for noting

13.6.22	Faculty wide	Work off campus	Moved proposed control into existing control column following completed action to develop and share travel guidance.	Medium to Low
13.6.22	Faculty wide	Exposure to unwanted behaviour	Moved proposed control into existing column following completed action to consult with travel team to consider hazards in their work when working off campus.	No change

8. List of HSW Goals with low compliance

A list of HSW Goals for which BEL has low compliance will now be listed in this written update on a quarterly basis.

- Quarterly safety walks conducted by heads of organisational units – at 80% (target is 1 per quarter from each head, up from 60% in Q1)
- Managers and Supervisors complete required HSW training – at 84% (target is 95%, same as last quarter)
- All workers complete online Fire Safety Training module – at 78%, (target is 95%, up from 77% in Q1)

Other Business