

# Health & Safety Monthly Update

May 2021



## Well You - Why not!

Over the coming weeks, a Well You series will bring wellbeing sessions to help boost your mental and physical resilience in the workplace. [Click here](#) for more info!

- ✓ **Te Whare Tapa Whā workshop:** learn how an inter-connected approach to four key aspects of life can lead to healthier, happier ways of living. Thursday, 17 June, 3pm-4pm
- ✓ **Healthy Thinking Bites:** a set of 10-minute mind exercises to better understand personal stress responses.
- ✓ **Three Circles – taking control of changes around you:** a 20-min mapping exercise to help you and your team identify things within your control.



Email [connect@unitec.ac.nz](mailto:connect@unitec.ac.nz) for more info or to book in for any of these sessions.

## Flu season is just around the corner - stay home if you're sick!

Feeling sneeze-y, cough-y, or even just sniffly? It may be a good idea to stay out of the office away from your co-workers, even if you feel OK enough to work. Discuss with your manager around working from home if you are able to and this is an option for your role in these instances in alignment with our [flexible working guidelines](#).



Alternatively, don't forget to take sick leave if you are unwell to allow adequate rest and time for your body to get better so that you can return to work renewed, refreshed, and ready to go. A reminder to log your leave via *Staff Portal* > *PeopleSoft HR* on the Nest.

## Working alongside someone who is sick



If you're working near someone that generally appears to be unwell and you feel uncomfortable approaching them about it, please speak with your manager, who will be able to assist with gently reminding your co-worker not to come in if they are sick.

## Free flu vaccines for staff



Flu vaccinations are now being offered to staff of all ages in Te Puna Waiora. [Click here](#) for more information, including how to book in. (Walk-ins are not able to be accepted).

## Good-practice hygiene reminders



It's important that we continue to follow those good hygiene practices that we developed over COVID times last year. These include: coughing or sneezing into your elbow, not your hands, washing with soap and drying or sanitising your hands often, regularly cleaning and wiping down surfaces that get touched frequently, and signing in to all buildings via the NZ COVID Tracer app or with the manual sign-in sheet provided. New QR code posters can be requested via [FM Help](#).

  
**eap services**  
partnering for performance

## How do I access EAP Services?

To request a confidential in-person phone, video or e-counselling appointment phone or visit the website:

**NZ 0800 327 669 |**  
[eap services.co.nz](https://eap services.co.nz)

# Out and About Around Campus

Bruce Hilliard and Diane Lorigan from the Health and Safety team recently took our Supported Learning students for a walkthrough of our Trades building – Mataaho.

The students were shown through the workshops and were given a talk by Bruce Hilliard (Mataaho Supervisor) about the importance of wearing the correct Personal Protective Equipment (PPE) for each area of the building and were also shown all of the various trades that are taught in the building.

The students all completed the online Health and Safety Induction, which gave them a taste of what they will experience in the workforce. The students were engaged and happy to share this experience.



## COVID-19: Alert Level 1

The virus is currently contained in New Zealand, but the worldwide pandemic is not over. Please continue to use the Unitec contact tracing app to scan in when you come to campus and continue to follow good hygiene practices. Remember to stay home if unwell and please continue to bring home your laptop and other essential items each night.



## Safety Heroine of the Month – Sandra Potier

May's Safety Heroine of the Month goes to **Sandra Potier** from the School of Architecture.

Noticing that her School's fire warden numbers were a bit on the low side, Sandra took the lead in getting staff from her School trained up, resulting in 9 new or refreshed Wardens in B048. In April, the fire evacuation report from her building was very positive, noting a huge improvement in efficiency, safety, and time (2 minutes faster than November's trial). Well done Sandra and team!

