

Wellbeing and Safety Reps Meeting Minutes

Tuesday 10 September 2024 | 11.00am-12.00pm

Building 110-2019 Boardroom

PRESENT

Bruce Hilliard (Chair)
Geraldine Sidhu

Maree Lightfoot
Tasneem Rajkotwala

Sandra Potier
Keyu Qu

Mun Naqvi
Odette Rizk

APOLOGIES

Diane Tamati
Margi Grey
Glenna Taulilo-Makaea
Lee-Anne Turton

Saleshni Nand
Jonyne Mariu-Komene
Sue Tulett
Jo Adlam

Maja Zidov
Alice Henry
Michael Craven
Diane Tamati

Diane Lorigan
Daying Wen
Stephen Brebner
Mandy Leeson

MATTERS ARISING FROM PREVIOUS MINUTES

Discussion no matters outstanding.

UPDATES FROM W&S TEAM

Jo – Wellbeing and Safety Lead Rohe 1

- **Managing Workplace Impairment and Drug Testing** - a reminder that the Te Pūkenga guidelines on [Managing Workplace Impairment](#) and [Drug Testing](#) that we have referred to previously are located on the [Te Aka / The Nest](#) policies and procedures page (see under the heading, Te Pūkenga policies and guidelines). There will be a communication about these shortly, I am happy to chat if you receive any questions.
The new guideline covers a wide range of impairment in the workplace as opposed to alcohol and drugs e.g. fatigue (mental and/or physical, substance use (legal and/or illegal), medical condition (chronic pain, menopause, insomnia, migraines, and so on).
We are removing the Alcohol and Drug Policy and Procedures for Students and Staff and replacing it with this more holistic “fit for purpose” view of people and the workplace.

This view on impairment in the workplace is supported by UK, Canada, Australia and WorkSafe's view on how we better support our people in their work environment.

- **Gate 3 Farm Road** – the HUD development have let us know the street lighting is now working for pedestrians and vehicles accessing our campus through this gate.

Maree – Wellbeing and Safety Advisor

- **Understanding and Identifying Poor Mental Health in Ākonga 90min programme** – I have currently facilitating this course to all Competenz Training Advisors to help them support anyone struggling with their mental health. The programme will be available to Unitec schools and departments very soon.
- **Mental Health Awareness week 23-29 September.**
Mental Fitness Webinars with Taumauri are great. Register and if you can't make the day and time, watch the recording later.
- **Acts of Kindness** – a challenge for all Reps to do one of these Acts of Kindness (help someone in a small but meaningful way).
 - Compliment others: a little recognition can go a long way.
 - Offer help: if you notice a coworker struggling with a task, offer to assist them or share your expertise.
 - Share knowledge: provide helpful tips, insights, or resources that might make someone's job easier or more efficient.
 - Bring in treats: surprise your team with coffee, snacks, or homemade goodies. It's a small gesture that can brighten everyone's day.
 - Be a good listener: take the time to listen to your colleagues' ideas and concerns without rushing to offer solutions or advice

Bruce – Wellbeing and Safety Advisor

- Currently studying towards his Health and Safety Diploma and wanted to share a learning for both work and home environments:
 - Assignment about vibration and noise and how to control an environment. The same illnesses come from vibration and noise. Exposure is measured in how long you're meant to use a tool e.g. angle grinder used for more than 2 hours a day will start to affect your health.
Question was asked what to do to prevent illnesses. Where you can limit exposure and think about work and home e.g. use earmuffs when mowing lawns etc.
- Future learning – suggested that we incorporate learnings in our meetings going forward. Subsequently, if there is an aspect of W&S that reps would like to know, please advise prior to meeting and we can gather the relevant information.

UPDATES FROM REPS

Sandra - Architecture

- Happy that Farm Road entry lights are going.
- Two lights by gravel carpark not working and akōnga use the carpark at night so light required. Job has been logged with FM.
- Advised the gas is being shut off for the day of 17Sept. Has concerns about heating and would like to know what time it will be turned off in the morning.
Maree to follow up with FM.
Building compliance inspector through last week. Inspector advised an exit touch pad should be installed in case the magnetic door fails to operate (external door from 1055). Inspector completes a report, who do the findings go to.
Findings go to Facilities Management (FM). Maree will follow up on this matter.
- Cove Kinloch Inspectors - query on how many areas they can access without a swipe card. Can they advise when coming.
Maree is following up with FM regarding this.
- Open Day – was very positive and went well – very busy in morning.

Saleshni - Healthcare, Waitākere campus

- Fire Extinguishers and fire hoses were tested and tagged.
- Student nicked their finger in a dissection lab, report logged on vault.
- All is well in the Science lab area
- Car parks still quite dirty.

Tasneem – Enrolments

- Everything is going well in her area.

Odette – Environmental and Animal Sciences

- Incident in the simulation lab where an akōnga splashed urine in their eyes during a lab session. Eye wash station used; no injury sustained. All labs except simulation lab had safety glasses as considered low risk - now wear safety glasses.
- 115-3010 needs cleaning. Job logged with FM.
- Labs very hot in building 115. Job logged with FM.

Geraldine – Library and Learning

- Library Level 3 at Waitākere - extremely happy to report that high temperature in office has been rectified.

- A weekly floor cleaning has been finalised with FM for research lab.
- Funding application has been approved by School of EAS to install an alarm system for -80oC freezer in research lab. Alarm is designed to alert if temperature is dropping.

Keyu – Facilities Management

- FM adding another 3 disabled parking spots at B108.
- FM working on PPE Matrix design and signboard.
Updating fire exit signage for Fire Exit in building 111-115.
Building 97 more exit signs needed.
- Air conditioning B180 level 3 upgraded.
- Building 112 has had server room air-conditioning updated.
- Building upgrade for UPC approved and contractors will commence work soon.

Mun – School of Business

- All good in his area.

Next meeting to be held in Creative Industries B108 (room to be advised).

Meeting concluded at 11.30am