

Wellbeing and Safety Reps Meeting Minutes

Wednesday 11 April 2024 | 11.00am-12pm

Microsoft Teams / 110-2019

PRESENT

Bruce Hillard (Chair)	Jo Adlam	Diane Lorigan	Maree Lightfoot
Stephen Brebner	Jonyne Mariu-Komene	Lee-Anne Turton	Maja Zidov
Saleshni Nand	Sandra Potier	Irene Wu (Student Council)	

APOLOGIES

Margi Grey	Sandra Potier	Alice Henry	Odette Rizk
Daying Wen	Mun Naqvi	Sue Tulett	Michael Craven
Blair Sorensen	Diane Tamati	Margi Grey	Tasneem Rajkotwala

Glenna Taulilo-Makaea

MATTERS ARISING FROM PREVIOUS MINUTES

Discussion no matters outstanding.

Action nil

UPDATES FROM H&S TEAM

Jo – Wellbeing and Safety Lead Rohe 1

- Byron Losia and Rossana Reyes resigned from HS Committee. A huge thank you to them for their support and contribution.
 - **New Zealand Institute of Safety Management (NZISM)** membership put in place for our Wellbeing and Safety team members. This allows all our Te Pūkenga WS team to keep
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current in their roles and connect with other safety practitioners across the country in other industries as well. We will share information and learnings with you all and see if there are some online webinars which you may find informative if you are interested.

- **Chemwatch – Chemical Management System**
 - Currently three other business divisions have this in place to support their inventory management of hazardous substances in their labs. We are looking to see if there are benefits in extending this to all to enable consistency across providers.
- **Introducing the Learning Teams approach**
 - We are shortly able to link into a one-hour monthly workshop sessions focused on the continuing change in the way we look at wellbeing and safety in our workplace. Moving away from being a checklist/tick box compliance to a learning journey. We are moving away from using the word “investigation” to “learning review” using the 4Ds process. We will let you know when these sessions are in place and invite you along to the webinars.

Diane – Wellbeing and Safety Advisor

- **Blood Drive**
 - Waitakere on 10 September 2024. Booking details on Te Aka shortly.
- **Flu Vaccinations**
 - Organising another 1/2 day at Unitec with Maxwell Health for Flu vaccinations to pick up people that were missed (date to be confirmed).
 - Reminder to get your Covid booster in light of prevalence of Long Covid.
- WS team attending Addiction 101 course 15 April. Learning objectives are reducing stigma and discrimination towards people experiencing addiction challenges.
- Anyone experiencing room/building temperature issues please log an FM Job.

Bruce – Wellbeing and Safety Advisor

- **Tai Poutini Polytech - Scaffolding & Confined Space** training has moved from Penrose site to Unitec under Maataho canopy. Teaching expected to be starting early April.

Maree – Wellbeing and Safety Advisor

- **Farm Road, Gate 3 update:**
Open and working well. Large sign is owned by HUD so unsure if the lighting box can be turned on or not.

Jo responded – the land at gate 3 where Unitec plinth is located is HUD owned land (the sign belongs to us). The HUD lighting cabling is not yet completed between Carrington along Farm Road. The Strategic Property team have asked if Carrington Road entrance lighting is possible for our sign, we will have to wait until lighting work is completed to see options.

We can control what is on Unitec owned land - the access off Farm Road to our marae. FM have confirmed improvements will be made shortly to lighting in this area.

- **Traffic Management** update

New traffic management plan for the surrounding area of B108 has been handed over from the Project Manager to Property team. We will update when we have further details. Interim measures have been put in place beside the back Maataho access ramp, the delivery and pick up drop off space beside BreakTime and Supported Learning.

- **Whaikaha (Supported Learning) Open Day**

Official open and welcome day to new space on 12 April. Tour of the school and entertainment from Whaikaha band.

Maja – Sustainability and Wellbeing Manager

- **Boot Camp for kaimahi** - Sports students running six-week boot camp for kaimahi (pay what you can to join). To date fifteen people have signed up.
- **Exercise Lab** - Wesley Verhoeff has resigned from Sports Centre school. Massive thanks to him for his support of the lab and continued support for more exercise machines that benefit sport ākonga and kaimahi.
- **Walk the Talk** - May wellbeing challenge. Exercise for 30 minutes a day which is the average amount of time Youth helpline counsellors spend daily supporting young people with their mental health.

UPDATES FROM REPS

Sandra - Architecture

- Graduation – a real positive and students all abuzz!
- Gate 3 entry lighting – we had 150 people visit one evening and dark at night.
 - Recent update from Facilities Manager that they are working on Unitec lighting. Quotes confirmed and proceeding on scheduled work.
 - Gate 3 – HUD owns Gate 3 and Marketing is trying to see if this can get lit up.

See Jo's comments above for update following Sandra's query on lighting.

- Smoking and Vaping on Campus – [Policy \(unitec.ac.nz\)](https://unitec.ac.nz/policy)

Discussion about policy and enforcement responsibilities. Kaimahi all responsible to enforce this and politely remind anyone smoking/vaping of the Smokefree / Auahi Kore Policy, ask the person to stop smoking/vaping and show them the areas off Campus where they can.

Saleshni - Healthcare, Waitākere campus

- Test and tag for lab equipment in labs and prep room is complete, however the equipment stored in the tech office has test and tag pending.
- Nursing students on mid semester break so quieter in the labs with only Bridging Education students. Nursing students will be back next week.
- Overall going well in our science labs.

Stephen - Library

- Waitākere library floor space is shared ownership with Council. Would like a better relationship with Auckland Council so korero can happen when parking issues arise. Forging something at a higher level would be advantageous e.g. Regional Property Manager and Council relationship.
- Wind causing issues in B180 Te Puna as high windows open. Have logged an FM job to get them closed for winter.
- Concerns with Rosanna resigning that HS rep work may fall on one person e.g. Stephen, so would like to find a replacement for Rosanna that works in Te Puna.
Maree and Di - to see current support in B180 and review.
Update current B180 HS reps are – Stephen Brebner, Margi Grey, Diane Tamati, and Student President (sufficient for this building currently).

Jonyne – MĀIA

- Drain outlet placed beside Māia was not in an appropriate area, this has been removed and relocated which is a good outcome.
- No issues with Māia or Marae, proud of Whai Ake taura for performing the Haka Pōhiri at the Autumn Graduation.
- Congratulations to Māori Rep Hemi Piahana.
Jo congratulated Jonyne on graduation work as an exhausting week, and her mahi is appreciated.

Michael – Creative Industries

- Noticed with the removal of the southern carpark and changes around B180, people are inventing carparks wherever they can.
Maree confirmed from 3 April approximately 30 new carparks have been introduced next to the Childcare centre. Please remind your team these are now available (Te Aka communication has been sent)
- Several of the fire exits often have cars just outside them. Suggest some yellow exclusion zones should be painted outside these to discourage blocking them.
Michael - complete Vault safety observation and log a job with FM.

Lee-Anne – Community Studies

- One of the latches on the double exit external doors by 112-1016 is jammed shut so would be a hazard at the time of evacuation. Job has been logged with FM.
Maree - follow up and logging another FM job.
- More Fire Wardens required.
Due to flexible working from home, all kaimahi are fire wardens. Internal fire warden training available from May.
Maree - email details of wardens' vests and signage. Training can be completed by Maree and Diane internally.

Student Council Representative – Irene

- When they start organising events, they will ensure safety is top of mind.

Tasneem – Enrolments

- No update from the Operations team, just some sickness due to flu otherwise everything is going well.

Meeting concluded at 11.45am