

Wellbeing and Safety Reps Meeting Minutes

Tuesday 11 June 2024 | 11.00am-12.00pm

Pūkenga Building 171 Room 1005/1006

PRESENT

Bruce Hilliard (Chair)	Maree Lightfoot	Diane Lorigan	Jo Adlam	Keyu Qu
Stephen Brebner	Maja Zidov	Sandra Potier	Jonyne Mariu-Komene	
Margi Grey	Daying Wen	Mun Naqvi	Diane Tamati	
Tasneem Raijoktwala				

APOLOGIES

Lee-Anne Turton	Michael Craven	Sue Tulett	Saleshni Nand
Geraldine Sidhu	Odette Rizk	Glenna Taulilo-Makaea	Blair Sorensen
Alice Henry	Geraldine Sidhu	Ali Rasheed	

MATTERS ARISING FROM PREVIOUS MINUTES

Discussion no matters outstanding.

UPDATES FROM H&S TEAM

Jo – Wellbeing and Safety Lead Rohe 1

- **HUD construction work adjacent to southern area of campus.** I continue to attend a weekly Health and Safety meeting with HUD to discuss any events and communicate planned works. A reminder about our exams times has been passed on so noise related work can be scheduled around in the next few weeks.
Action: If anyone hears any noise in Southern carpark or southwest area adjacent to campus, please let the Wellbeing and Safety team know.
- **Campus Lighting update** – a timeline on street lighting being available at Gate 3 and along Farm Road is estimated to be in the next few weeks. We are trying to see if our Unitec Gate 3 sign can be reconnected if possible (this is now located on HUD owned land). The suggestion for reflective strips has been passed on to Marketing (having light is the first preference if we can).
- **Security communications** have been shared with all kaimahi/staff. Please share this information with your teams and raise at your team meetings.
- **Security Text Alert system** - is being tested. Currently in use by Security at MIT, we are now wanting to use this at Unitec to alert key emergency management kaimahi contacts in a faster timeframe when emergency services are on site.

Diane – Wellbeing and Safety Advisor

- **Fire Warden training** – a reminder that all kaimahi/staff are considered fire wardens. The Wellbeing and Safety team are offering 30-minute inhouse fire warden training for all schools and departments (we no longer use the external provider).
Action: please can you book Di, Maree, or Bruce to deliver this training time with your team.
- **Slips, trips, and falls** - be mindful with winter weather here. If you see slippery surfaces, please log FM jobs and into Vault so that these can be attended too.

Maree – Wellbeing and Safety Advisor

- **Sweat With Pride** – a reminder to exercise 21 minutes each day during June and fight discrimination with perspiration. A great initiative to track your exercise and raise money for essential health services for Rainbow Whanau either individual [Sweat with Pride](#) or join a team [Unitec Ally Network workplace](#).

Bruce – Wellbeing and Safety Advisor

- **Men's Health Week** – a free webinar on Friday 14 June, with Kent Johns (certified Health and Mental Wellbeing Coach and Nutritional Counsellor). Tips if you are looking to improve your own health or support a loved one. Taumauri has six men's health quizzes that I recommend helping look after yourself and your wellbeing.
- **Electrical equipment** – a reminder that no personal heaters or electrical equipment are to be bought into the office in case of any malfunctions (for insurance purposes).

Maja – Wellbeing and Sustainability Manager

- **Winter Wellness offerings** - as part of our always improving winter wellness offerings, I am trying a change of tact and asking for feedback before we commit to offerings. We need minimum numbers and seeing who's keen for what.
- **Zumba** – floating this idea of organising subsidised sessions. If this is something you love or would like to try, please email connect@unitec.ac.nz.
- **Junk Free June** - [Junk Free June](#) (physical and mental spaces). Please share with your teams.
- **Wellbeing Webinars** – there are lots of amazing webinars available. Please register to attend and if you can't go, then you can still watch the recording in your own time.

UPDATES FROM REPS**Sandra - Architecture**

- No issues for Building 48. Entering our last weeks of semester, completing end of term crits, etc.
- Requested update on lighting on Gate 3 sign.
Update - see Jo's update above.

Saleshni - Healthcare, Waitākere campus

- A couple of technicians doing a first aid refresher course on 11 June 2024.
- Technicians will be having an annual Occupational Health Check in the semester break.
- Staff reminded to be careful when using heaters in the office.
- Overall, all good in our Science Labs.

Positives

- Nik the BE technician who works on both campuses is trying to mirror Waitākere's chemical room practices at Mt Albert. This positive attitude towards chemical health and safety is paramount for creating a safe and productive work environment.

Margi Grey – Learning and Achievement

- Everything is good in her area. Asked if it's mandatory for everyone to be a fire warden?

Advised that it's voluntary but flexible working means some days there are very few people here which is why we are encouraging all kaimahi to be fire wardens.

Stephen - Library

- Discussed sensitive subject regarding online social media learner invitations for meetups at toilets in Unitec.

Security will be made aware of this, and we can increase patrols of this area.

Jonyne – MĀIA

- Thanked Diane for approving Off Campus experience forms as she was away and whāea Linda stepped in to support.
- Lighting between Pūkenga and manake (between carpark and footpath) is not good.

Lighting on side of building scheduled to be replaced in the coming weeks.

- Some offices in Pūkenga have bad lighting and are dark. Job has been logged with FM.

Bruce reminded that lamps from home should not be bought to campus for safety reasons.

- A reminder that union support is available to support workers health and wellbeing.

Tasneem – Enrolments

- Everything is good in her area.

Daying – Environmental & Animal Sciences

- Finished practicals for this year are being completed. Query re cardboard recycling for large cardboard only metal bins outside B180.

Keyu – Property/Facilities

- Welcome to Keyu and the committee, it is great to have representation.
- Updated team that projects come to her in the last stages, I am able to provide updates with what is underway and near completion.
Currently we have: the external lighting upgrade in the carpark underway, dedicated motorcycle parking areas on campus, UPC air conditioning system upgrade allowing better temperature flexibility in classrooms. We need for everyone that comes to our site to ensure they have the correct PPE.

Mun – School of Business

- Everything is good in his area. One concern is laptops going outside Unitec and ensuring information safety is not compromised.

Our IT team can support this follow up. A reminder that there is the Cybersecurity phishing module out for our kaimahi/staff to complete. Be aware that there continues to be a number of scams, our IT team can help to discuss this further if you need.

Next meeting on 9th July is to be held at Waitākere and hosted by Saleshni and the Nursing Lab team. Please catch the shuttle to attend.

Meeting concluded at 12.05pm