

# Wellbeing and Safety Reps Meeting Minutes

Tuesday 12 March 2024 | 11.00 am-12.00 midday

Microsoft Teams / 110-2028

## PRESENT

Maree Lightfoot (Chair)	Jo Adlam	Diane Lorigan	Bruce Hillard
Stephen Brebner	Mun Naqvi	Sue Tulett	Daying Wen
Odette Rizk	Maja Zidov	Alice Henry	Jonyne Mariu-Komene
Diane Tamati	Tasneen Rajkotwala	Lee-Anne Turton	Margi Grey
Sandra Potier			

## APOLOGIES

Winsome Sturgess	Blair Sorensen	Christine Fusio	Rossana Reyes
Glenna Taulilo-Makaea	Saleshni Nand		

## MATTERS ARISING FROM PREVIOUS MINUTES

**Discussion** no matters outstanding.

**Action** nil

## UPDATES FROM H&S TEAM

### Jo – Wellbeing and Safety Lead Rohe 1

- **Inwood Goods and paper deliveries.** This was raised in email prior to the meeting and at the extended leadership Monday meeting. Following the Inwoods Goods change approximately a year ago, Malcolm Yurak purchased trolleys which are suitable for use when moving the paper between Inwoods Goods drop off and schools/departments. The WS team can support you with technique and ensuring you are moving your items and using the correct equipment. Manual Handling Training is available if you would like us to run through this with you or your teams, please reach out. Please discuss with your Manager and Malcolm the best options for

your area needs. If you have concerns keep raising any issues regarding this with your managers and submit a vault entry and we can follow up.

- **Gate 3** is open again for access to Mt Albert campus.
- **HUD Carrington Development** – continue to attend weekly meetings with HUD and contractors working on surrounding land carrying out development.

We have raised concerns received regarding noise levels (digger operation in southern carpark and rock crushing beside housing construction site) and dust. Controls in place to help manage these issues include water sprinkler for dust and noise monitoring is being completed. Requested sound barrier panels to be installed on fences adjacent to our areas to reduce noise and awaiting response. They contactor has been very responsive to date.

- **Creative Challenge** – please promote this with your teams. This challenge came about from feedback to have a more creative rather than exercise-based challenge. Encourage you to take some time to have some fun with your colleagues and do something a little different outside your comfort zone perhaps. Keen to hear back what you think of it.

#### Maja – Wellbeing & Sustainability Manager

- **Chair Yoga event is being run in April.** Learn from an international recognised yogi teacher. There are 3 Options – HS Reps to give Maja their feedback on which option they would prefer.

#### Diane – Wellbeing and Safety Advisor

- **Blood Drive** today in B183-1104 – Mad Cow restrictions have now been lifted and you can now donate. Please promote this with your teams.
- **Flu Vaccinations** – with the closure of Te Puna Waioira Medical Centre we will be using Maxwell Health this year to provide free flu vaccinations for staff. This will be done in Te Puna Waioira. Communications will be coming with the link to make bookings. The dates are as follows:
  - **Mt Albert Campus** - Monday 25<sup>th</sup> March and Wednesday 27<sup>th</sup> March
  - **Waitākere Campus** - Tuesday 26<sup>th</sup> March

#### Bruce – Wellbeing and Safety Advisor

- **Traffic Management update** – an external provider has been engaged and is working on a traffic management plan. They are working with B108 project manager and the Wellbeing & Safety team on the following areas: B108 surrounding area, B180/Supported Learning pick up and drop off area, ramp at the back of Maataho and Construction house build site access.
- **New Signage** is going up giving clear directions on exiting campus via Gate 3 (from the back of Maataho area of campus).
- **Supported Learning parking area** is now a pickup and drop off point only to allow Supported Learning ākonga access right up to the Te Puna door and delivery vehicle sufficient room to turn in a safe manner. Parking along the side of B110 is now mobility parking only. Temporary signage is in place, this is a high priority within the Traffic Management Plan.
- **Additional Car park** on the former Osteo and Earning Childhood sites will be re-opening up soon after the resurfacing work is complete.

- **Tai Poutini Polytechnic – Scaffold training.** Shifts taking place in the trades building to accommodate the moving to site.

#### **Maree – Wellbeing and Safety Advisor**

- **Creative Everyday team challenge** - series of short creative activities (1 each week for 4 weeks) offering practical prompts and resources to instil new creative habits. Great way to reset the mind, do something fun and try something new!
- **International Women's Day Celebrating Diversity** – Wed 13 March at Waitākere and Thu 14 March at Mt Albert. Come together to talk about our strengths, knowledge and how they are both informed by our unique perspective and experiences, whether cultural, gender, generational and more.
- **Manual Handling training** – WS Team can provide an hour long in person training to help with correct lifting and moving techniques. Let us know if you or your teams are interested.

#### **UPDATES FROM REPS**

##### **Sandra - Architecture**

- **Students are back on campus and happy.** They are enjoying the free food supplied by Unitec.
- **Photocopy paper collection** - it is difficult to have to drive out of the campus to go to Building 107 to collect goods.
- **Question on whether the Medical Centre will re-open?**
  - Jo advised this was closed as we could not get any GPs to work for us (nationwide shortage). There are no plans to re-open currently. We are still using the space to provide our Counselling service to our ākonga/students and for the Occupational Health nurse assessments. Shortly we will deliver the flu vaccinations there too.
- **Gate 3 lighting (Farm Road)** – there is work underway on lighting for this area.

##### **Lee-Anne – Community Studies**

- Working with the HS team over concerns over dust and noise with Carrington Development.
  - Fans have been arranged for office area (weather has cooled off now but still may be needed before summer ends).

##### **Stephen - Library**

- Growing concern amongst the Student Success teams (International, learning advisors have all approached me independently) over the amount of work the increase in student numbers is generating, and the declining of business cases for new staff to support these teams. These are well thought out and much needed positions that are being declined by Te Pūkenga. Exhaustion and exasperation are starting to hit staff hard.
  - Jo confirmed the recruitment of these roles is a Unitec process. Recruitment of roles is being raised and discussed weekly by our Exec and Leadership teams.

##### **Odette – Environmental and Animal Sciences**

- There was recently a fire in a High School. Concern on whether the door to the chemical storage room is a fire door?

- Maree will connect and advise.

### Jonyne – Whai Ake, MĀIA

- **Whai Ake Māori mentoring** - new job opportunity has gone live and is now a paid role. Very happy funding has been increased for the first time in a long time.
- **New Puukenga room and deck space** is amazing, team are really enjoying the new environment.
- **Gate 3** being open again is great for access to the Marae.

### Alice - Environmental and Animal Sciences

- The team is happy to have Maree joining our EAS school meeting next week.
- **Overseas Placements** - The vet nursing team want to thank Maree and Jo for their help with creating a HS protocol for students proposing to complete work placement overseas. The protocol was found to be too demanding to implement. A great exercise to complete to ensure our ākonga is being kept safe and is successful in their studies.
- **H&S Inductions** - Students were taken through HS induction processes for 6 lab/teaching spaces in the past month. The process was an improvement on last year but with some learnings for 2024.
- **Recurring flea infestation** in part of the EAS building affected by repeat flooding last year. We have enough veterinary and entomology staff to rule out common household flea. Current hypothesis is rat fleas and we have caught one if you need.
  - Update from Maree that fumigation should be taking place tomorrow.
- **Heating for their area.**
  - This has been raised with FM following issues last year. We do need to wait for the weather to change. Please let the FM Team know when it becomes colder in their building as we approach winter, then boilers will be turned on.

### Mun – Applied Business

- **Attending orientation** and classes introducing new intakes to Unitec's Health and Safety perspective and ways they can raise any concerns.
- **Picking up of deliveries and copy paper from Building 107**, the trollies the terrain -issues reported by Business Administrators.
  - The copy paper collection continues to be problematic. Please continue to raise this issue with Managers and connect with Malcom to ensure you use the correct trollies. This concern has been raised at the Senior Leadership Team meeting on Monday. Managers follow up was to occur with teams on options available.

### Sue – Bridging Education

- Extremely busy. One staff member is away on unexpected sick leave and Sue is concerned about many other staff also. Have not been able to find cover when staff are away.
- Students are wanting to be here, there have not been the usual number of no-shows this Semester.
- Looking forward to the chair yoga and Wellbeing events, these are much needed by staff.

#### **Daying – Environmental and Animal Sciences**

- HS team to visit the site on level 2 in B115 and review whether to install a first aid cabinet, fire extinguisher and an eye wash station (for rooms 2032 or 2033).
  - Maree to meet with Daying in follow up

#### **Tasneem – Enrolments**

- Very busy, but everything is going well in their area with Semester starting.

#### **Margi – Learning & Achievement**

- No concerns in her area. Her team are aware that Margi is the HS Rep for the area and will come to her if they have any issues.

**Meeting concluded at 11.50 am.**