

Wellbeing and Safety Reps Meeting Minutes

Tuesday 13 August 2024 | 11.00am-12.00pm

Building 110-2019 Boardroom

PRESENT

Diane Lorigan (Chair)	Maree Lightfoot	Jo Adlam	Bruce Hilliard
Stephen Brebner	Sandra Potier	Daying Wen	Mun Naqvi
Diane Tamati	Lee-Anne Turton	Michael Craven	Geraldine Sidhu
Santana Winter (MIT)			

APOLOGIES

Blair Sorensen	Margi Grey	Mandy Leeson	Jonyne Mariu-Komene
Sue Tullett	Keyu Qu	Saleshni Nand	Glenna Taulilo-Makaea
Odette Rizk	Alice Henry	Maja Zidov	Tasneem Rajkotwala
Jonyne Mariu-Komene			

MATTERS ARISING FROM PREVIOUS MINUTES

Discussion no matters outstanding.

UPDATES FROM W&S TEAM

Jo – Wellbeing and Safety Lead Rohe 1

- **Your own wellbeing** - there is a lot going on around campus, in our lives and the world around us. A reminder to do something good for yourselves each day e.g. slow down, take a few moments to enjoy that coffee or walk in the sun, do something for you. Please remind your teams to the same.
- **Wellbeing communications** - our wellbeing all staff communications are shared each month, please use the topics from this newsletter to talk about at your team meetings. This one featured a new app called SPARX. SPARX e-therapy gameplay equips young people and with life skills to power through stressful and negative emotions.

You can find this and other Staff Support links on our Te Aka/The Nest (click on the link) [Staff Support – Te Aka \(unitec.ac.nz\)](#)

- **Competenz** - you will see a few new faces as Competenz kaimahi are moving into Unitec building 110 from next Monday. The pōhiri and orientation will be held this Friday 16 August.
- **Chemwatch** - is a hazardous substances/chemical inventory system. Currently we use an excel spreadsheet to track our hazardous substances. Some other Polytech's use this software including MIT, NorthTec and Otago. We are in the process of getting this to be available for Unitec and it will make it easier for our laboratories and all other areas that use chemicals. We are required to hold this list as part of our emergency preparedness.
- HUD Carrington development – the Gate 3 road lighting is due to be completed. Transpower are connecting the last two lights and we will let you know as soon as they are working.

Diane – Wellbeing and Safety Advisor

- **First Aid course** - this Thu 15 August if anyone has kaimahi that require training. Register [here](#).
- Positive story was a three-year-old child went missing from a local kindergarten, the little one was discovered on campus by one of our staff and returned to the kindergarten. The mum of the child was very thankful and showed her appreciation by bringing flowers for the Unitec staff member.

Maree – Wellbeing and Safety Advisor

- **Power boards** – one of the most common reasons for home fires is the multiplug/power boards. Read more about this [here](#).
Power boards should only be used with low power appliances e.g. computers, printers, scanners, modems, phone chargers, televisions and stereos.
Please do not use them for heaters, dehumidifiers, electric jugs, washing machines and stoves as these appliances draw a heavy load of electricity.
- **Kitchen appliances** - kaimahi are to use the appliances provided by Unitec in the kitchens, as opposed to bringing in their own appliances and setting these up in individual offices.

Bruce – Wellbeing and Safety Advisor

- **Lighting** – the Marae work has been completed, the FM have been thanked for getting this work completed. Additional lighting on Clints way is on the maintenance list as well.
- **Cold and flu** - please stay at home if you have any cold or flu-like symptoms.

Santana – MIT, Wellbeing and Safety Advisor

- Appreciate being invited to meeting. MIT has similar Wellbeing and Safety challenges as you do, including testing and tagging of power boards.
- Enjoy seeing the differences from our meetings to yours. Enjoy the what's working well/positives to bring along to the meeting. A great idea that I would like to introduce at our meetings.

UPDATES FROM REPS

Lee-Anne Turton – ECE, Community Studies

- Leave tracking - currently working on kaimahi wellbeing and this includes leave tracking. Making sure kaimahi have breaks away from work.
- Purchased microwave for Unitec recently, who does tag and testing.
 - *Tag and test needs to be an FM job request.*

Sandra - Architecture

- Tag and testing - photocopiers have expired tag and testing so logging a job with FM. Coast Electrical charge on an hourly rate. Clarification required around who looks after IT equipment tag and test.
 - *Jo – this is the role of our IT Department.*

Sue Tulett – Bridging Education

- Tag and testing - absent from meeting but asked if we could please raise the issue of expired cords multi-boards and extension leads.
 - *This was raised at meeting and each school is to log jobs with FM to get any electrical items tagged and tested.*

Saleshni - Healthcare, Waitākere campus

- All is going well in our science lab areas.
- Waiting to get some updates about Chemwatch software.
- Stairs and lifts in Waitakere carpark still very smelly and dirty.
Please log an FM job for an additional clean.

Stephen - Library

- Fire alarm activation – we had one at 3.00 pm on Tuesday in Building 180. This took everyone by surprise and the students were a little slow responding.
- Automatic windows in B180 – we had some issues with the windows the following day (the automatic windows pop open during an activation and need to be ‘reset’ to get them to close). Very cold for our staff on the desk.

Tasneem – Enrolments

- All good in operations area. Operations team now on level 2, all upstairs, busy and looks full now.

Diane - Maia

- Akōnga are vaping outside.

As discussed at previous meeting, kaimahi can politely remind vapers that this is prohibited in Unitec grounds as per signage and direct them to the areas where they can vape.

- Kaimahi require First Aid training and will enrol in October course.
- Some electric jugs require tag and testing, I will log a job with FM to get this done.

Geraldine – Library and Learning

- Heat – the work room in level 3 Waitākere is extremely hot. FM know about it but waiting for this to be resolved by the Auckland Library (Auckland Council the landlord).
- Roof leaks - requires repairs and Auckland Council are currently underway on this. Ceiling tiles to be replaced once certain leak is repaired.

Daying – Environmental & Animal Sciences

- Labs have a monthly H&S check list for working area and found hazardous chemical area floor is dirty, so logged an FM job and has been cleaned. Research lab requires special clean.
- Fire Wardens hooks and vests are on the walls in 115.
- New technician started and requires a first aid course so Daying will direct him to Te Aka to book.

Michael – Creative Industries

- Tag and testing - 10amp, 3 phase items that need test and tag. Have logged a job with FM.

Bruce outlined the process, conduct a visual check to see that it looks in order and this is normally enough for it to be ok. If the item is not good in a visual inspection, do not use and log a FM job.

- Require loading docks/spaces outside Creative for Film Shooters to pack and unload equipment. FM has been advised.
- Entrance to 108 - was not working when people were leaving the building so something must have happened to the door, however now rectified.

Mun – School of Business

- Are we insured if our IT system is compromised, and our personal devices are harmed?
Jo - this is a question for IT and to contact Kellie Stansfield.
- New kaimahi space (8 staff, need blinds, job been logged).

Next meeting - 10 Sept, to be held in Creative Industries B108 (room to be advised).

Meeting concluded at 12.00pm