

Wellbeing and Safety Reps Meeting Minutes

Wednesday 13 February 2023 | 11.00am-12pm

Microsoft Teams / 110-2019

PRESENT

Jo Adlam (Chair)	Diane Lorigan	Bruce Hillard	Maree Lightfoot
Stephen Brebner	Kate Harder	Mun Naqvi	Sue Tulett
Rossana Reyes	Jonyne Mariu-Komene	Odette Rizk	Saleshni Nand
Glenna Taulilo-Makaea	Alice Henry	Daying Wen	

APOLOGIES

Margi Grey	Sandra Potier	Diane Lorigan	Winsome Sturgess
Lee-Anne Turton	Blair Sorensen	Maja Zidov	

MATTERS ARISING FROM PREVIOUS MINUTES

Discussion no matters outstanding

Action nil

UPDATES FROM H&S TEAM

Jo – Wellbeing and Safety Lead Rohe 1

- **Monthly meeting schedule** has been sent out and, in the past, we have had varying days and times. This year we have placed all meetings in at the same time, please give us feedback on how this works for you.
- **HS Reps on our distribution list** who haven't been attending, we are asking you to confirm now if they are still interested in being a HS Rep. If we need to find alternatives it is good to

let us know now at the beginning of the year. If you have not been able to come for a while, we would like to see and hear from you!

- **Te Puna Waioira Medical Centre** has closed on 15Dec23. See update from Maree.
 - **Kate H** suggested a flyer on noticeboards that includes the new process.
Maree to create this.
 - **H&S Reps** to remind students to log incidents in Moodle or tell their Lecturer/Tutor who can log this on their behalf.
Maree will share screen shots of process.
- **Farm Road, Gate 3 update:**
 - Due to be re-open for semester one. Comms will go out to kaimahi and ākonga on campus access and car parking. Marae sign will go back on gate 3. Gate 1 or 2 will be closed once we get access again to gate 3.
- **Oaks Accommodation** - Kate asked about tenancy and who is there.
 - The Oaks Accommodation has been run by the same property manager for the past year and half. Tenants are couples and singles and no issues since this has been in place. Onsite Security 24/7 who lives in the accommodation. All units have been refitted. There has been an offer to our ākonga and our Director of Student Success has been over to see the units and discuss possible options for later joiners or families where appropriate.
- **H&S Rep training** available if you have not completed your training.
 - Alice and Daying interested.
Diane to arrange.

Diane – Wellbeing and Safety Advisor

- **External Occupational Health Nurse** provider - Workplace Health, currently on campus every fortnight using Te Puna Waioira medical rooms to carry out Health Monitoring, Pre-Employment Medicals, and Workstation Assessments.
- **First Aid Training** dates scheduled for 2024 and dates and times are on Te Aka/The Nest:
 - Monday 15 April
 - Tuesday 11 June
 - Thursday 15 Aug
 - Thursday, 10 October
 - Friday 6 December

Bruce – Wellbeing and Safety Advisor

- **Traffic Management** update
 - Behind Maataho Trades building there is one way ramp system to access the rear of the building car park. Cars are driving wrong way up the ramp as they are avoiding travelling down the spine road to gate 1. Please a reminder if you know anyone doing this, it should not be done. Cones have been placed to restrict access. We expect this will not be an issue in the next few weeks when gate 3 reopens.
 - New traffic management plan for B108 being worked on by Project Manager.

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

Maree – Wellbeing and Safety Advisor

- **Unitec and Waitākere Block party** all this week:
 - Connection and community are great for wellbeing. Drinks, nibbles, and games provided. Encourage all kaimahi to attend.
- **Te Puna Waioira Medical Centre** closed. A reminder of what to do below:
 - **Emergency: dial 111 immediately then Security on 021-610-877 (they will guide the emergency services to you)**
 - Mt Albert address: 139 Carrington Road, Mt Albert (Gate 4)
 - Waitākere address: 5-7 Ratanui Street, Henderson
 - In a non-emergency situation requiring medical attention, please visit your nearest accident and emergency clinic (White Cross St Lukes is the closest to Unitec) or A&E at Auckland hospital.
 - Please note if transportation is required for ākonga, Unitec protocol is that two kaimahi to accompany and transport the student (Security may be able assist with transportation if others are not here after hours).

UPDATES FROM REPS

Sandra - Architecture

- Would like Farm Road update.
 - *Due to be open for semester one. Comms will go out to kaimahi and ākonga on campus access and Maraie sign will go back on gate. Gate 1 or 2 will then be closed.*

Saleshni - Healthcare, Waitākere campus

- Nursing students have started their academic semester. Great to see lots of new faces and had a successful Lab H&S Induction.
- Test and tag for electrical equipment in lab.
 - Job has been logged with FM.
 - Any equipment that needs urgent attention e.g. exposed cables, should be escalated to Diane.

Stephen - Library

- Requested update on work in 180 Student Support new area and any possible H&S things to be aware of for students.
 - Noise no issue. Glueing and painting fumes are prevalent as not great airflow around Long Black café. Maree has confirmed water-based paints being used and work is due for completion 16.2.24.

Jonyne – MĀIA

- Pūkenga new build still a construction site but new deck is awesome and completion date end of March.
- Kaimahi are working flexi hours/working from home due to construction when needed.
- New railing in stairs and atrium in Pūkenga is very beneficial for kaimahi who need support walking up and down stairs.
- Scholarship funding from Te Pūkenga has been increased – very happy.
- Back door to Pūkenga has become permanently locked and kaimahi would like access.
 - Jonyne to log a job with FM.

Creative - Michael

- Kaimahi interested in attending Mental Health First Aid Course.
 - Check Te Whare for upcoming training dates.
- Feedback from kaimahi and ākonga that aircon in B108 is at unacceptable decibel level.
 - Michael could only find one room where an aircon unit was whistling and will log a job with FM to have this addressed.
- Feedback from kaimahi that Brosnan contractors are making themselves at home in the building using toilets, kitchens and kaimahi lunch areas.
 - Toilets not getting cleaned often. Kaimahi to log FM jobs if toilets are not clean. Understanding is that they are only cleaned during the day and not at night.
 - Maree to discuss contractors use of facilities with Project Manager while they are completing completion and remedial work.
- Creative are requesting an e-bike rack inside as kaimahi prefer not to use Locky Docks outside as exposed to weather (not covered) and expensive bikes they are targeted for theft.

Alice - Environmental and Animal Sciences

- H&S inductions being updated.
- Good to see lots of kaimahi attending Unitec First Aid course. Field work First Aid course also available for EAS kaimahi.

Mun – Applied Business

- First meeting
- FM started a week later than 8Feb and this was difficult to arrange the movements as we needed to organise offices for 6 new staff.

Sue – Bridging Education

- Large number of ākonga this term (waitlist for some Bridgepoint students). Sue is concerned about impact on kaimahi with large classes after having smaller classes for a while.
- Parking 117 used to be concerning that people can still park there.
See updated car parking map for parking options.

Glenna - Maataho

- Architecture workshop
 - Clearing space to get it more teacher friendly and have clear view and access points, items cleared out and this is better.
- New equipment
 - Drop saw with the gears in the front is an improvement safety wise.

Tasneem – Enrolments

- Everything going well.

Meeting concluded at 12.00pm