

Wellbeing and Safety Reps Meeting Minutes

Tuesday 14 May 2024 | 11.00am-12.00pm

Mataaho Tour – then meeting room 307-2023

PRESENT

Maree Lightfoot (Chair)	Diane Lorigan	Jo Adlam	Michael Craven
Stephen Brebner	Sue Tulett	Maja Zidov	Sandra Potier
Odette Rizk	Saleshni Nand	Margi Grey	Jonyne Mariu-Komene
Daying Wen	Lee-Anne Turton	Diane Tamati	Geraldine Sidhu

APOLOGIES

Bruce Hilliard	Mun Naqvi	Tasneem Rajkotwala	Alice Henry
Glenna Taulilo-Makaea	Blair Sorensen		

MATTERS ARISING FROM PREVIOUS MINUTES

Discussion no matters outstanding.

Action Emails sent and jobs logged.

UPDATES FROM H&S TEAM

Jo – Wellbeing and Safety Lead Rohe 1

- **Occupational Health Checks** are being carried out on staff working in what we consider our higher risk areas. We are using an external provider and have carried out approximately 35 health checks so far. Pleased with the progress and more to be completed. MIT and NorthTec are doing the same.
- **HUD construction work adjacent to southern area of campus.**

- Dust - the contractors have put in place blue netting to control any dust and regular watering will occur should it be needed. Less likely to be a concern in winter months.
- Sound – southern carpark area - some of the digger work is higher than the fence height, so will not be effective to install sound baffling barriers.
- Sound baffling near house construction site – has been installed. Digger work will continue near the accommodation block for the next few months.
- Carrington development – HS Monday morning meetings are being held with all the contractors discussing any concerns and letting everyone know the schedule of work for the week. There are three developments underway that have different contractors. HUD owns the development and the contractors for each development are completing the work. I have provided our exam dates and will remind them again as this time approaches of June and November.
- HUD construction work will continue for at least the next 2 years.

Diane – Wellbeing and Safety Advisor

- **Fire Evacuation Drills** – held last week and highlighted the need for everyone to be ready to operate as Fire Wardens. With flexible working arrangements, and working from home, all staff need to act as Fire Wardens.

We can now deliver this training, no longer using an external provider.

Please contact Maree or I to book your teams in for this training which can be delivered at your regular team meetings and will take approximately 30 minutes.

Maree – Wellbeing and Safety Advisor

- **Pink Shirt Day, Friday 17 May** – fight bullying with cake!
Bake sale is being held this Friday 17 May from 10.00am. Gold coin donations. Dress up in pink, there are T Shirts available to purchase. Proceeds go towards the Mental Health Foundation and ALLY network.

Maja – Wellbeing Manager

- **Wellbeing Newsletter came out last week.** Good to share at your team meetings to promote wellbeing activities.
- **Card night** - scheduled for Thursday 23 May at 4.30pm.
- **Financial Wellbeing Workshop** – the final of four financial wellbeing workshops. This one focussing on getting ready for retirement being held on 30 May. Please share the details to register with your teams, they are informative.
- **Next month is junk free June.** Focussing on nutrition, clothing swaps, book swaps and cooking workshops using leftovers.
- **Sustainability Club** – there has been a big intake in members.

UPDATES FROM REPS

Sandra - Architecture

- School of Architecture Safety Walk was achieved a couple of weeks ago. A few minor infringements that have/are being rectified.
- The students appreciated the heating being turned on when it was much needed.
- It appears the grounds around Building 48 are on track with regular mowing, paths kept clean etc.

Saleshni - Healthcare, Waitākere campus

- A student had a seizure and fainted in our science lab 510-2013. All necessary steps and precautions were taken by the Lecturer in charge. Ambulance was called and the incident has been reported in vault.
- While teaching in the lab 510-2017 a BE lecturer nearly tripped on the legs of the TV trolley. Action to avoid future incident has been taken. TV has now been installed on the wall. All lab users have also been reminded to report all near misses, incidents, and accidents on vault.
- At times it becomes very cold in our labs and office. The fluctuations in temperature not good for health. FM job has been logged.

Stephen - Library

- A student recently required medical attention. Ice packs were not in the First Aid cabinets installed on the walls in B180.
 - *Ice Packs are available in Labs 114-3015. Or come to the office in room 3018 where Odette and her team will obtain the ice packs for you.*
- Crutches were needed and were found in Te Puna Waiora. What is the procedure regarding medical attention?
 - *White Cross St Lukes or New Lynn are the nearest medical facilities or Auckland Hospital, these are the options should medical attention be needed.*
 - *There is a wheelchair in Te Puna Waiora that can be used if needed.*

Jonyne – MĀIA

- Pūkenga is well heated, with underfloor heating working.
- Between four kaimahi in the Māia team, they have celebrated 66 years of long service. Wonderful experience and service in the team.
- Leadership in the Māia whanau is awesome, kaimahi are happy.

Diane Tamati - MĀIA

- New water fountain has been installed outside of the Māia office.
- All else good in area.

Michael Craven – Creative Industries B108

- An external contractor working in their area cut themselves and could not access the first aid cabinet within the area as no swipe card access.

- *Maree met with the contractors involved after this happened. Confirmed contractor had their own first aid kit in their van as per their procedures. Ensured they understood procedure if emergency services required on site (call 111 and notify Security).*
- Reminding students to keep fire doors closed.
 - *Maree sent email clarifying that fire doors cannot be removed. Working on educating lecturers and students not to prop the fire doors open.*
- Yellow Road markings are confusing around lobby 3 area. Security have been putting signs on cars parking in the wrong places. Would like parking spaces to be available outside of B108.
 - *Jo confirmed that once the traffic management plan is completed this will have a few changes surrounding B108.*
- A staff member is measuring the noise levels with the air conditioning in B108.
 - *Please ask them to log FM Job regarding this and letting the team know about their readings.*

Sue – Bridging Education

- All very busy in her area. Recently while using the wharekai in the morning and plugging in the sandwich press, it tripped the electrical switch and started to smoke. The was not tagged. A reminder about tagging and testing. If electrical appliances are not tagged, do not use them.
 - *Log an FM Job for tag and testing. Coast Electrical are carrying out the tagging and testing.*
 - *A reminder to also check power boxes at home and don't overload them.*

Tasneem – Enrolments

- Everything is good in her area.

Odette – Environmental & Animal Sciences

- Two students cut themselves dissecting in the labs. Incident reports were completed. All else is good in her area.

Daying – Environmental & Animal Sciences

- Issue with contractors completing onsite work for FM, they had obtained access from Security into the research lab without anyone in the Lab area being notified. Potential health and safety issues. We should know when they are on site. Technicians can help the contractors to make sure they are working safely in this space. Nothing should be moved except by our Technicians team.
 - *Johnnie Yoon has been notified of this.*
- Very busy now due to staff shortages.

Margi -

- Her team are all doing well.

Geraldine – Waitākere Library

- The team are based in the Auckland Council building, so take part in their fire evacuation drills. Unitec are part owners of this building.
- Very cold in their space. Have let Auckland Council know.

Lee-Anne Turton

- Windows are shut due to the cold, so noise and dust from earthworks is improved.
- Staff happy

Meeting concluded at 12.05pm