

# Wellbeing and Safety Reps Meeting Minutes

Tuesday 9 July 2024 | 11.00am-12.00pm

Waitākere Campus - Building 510 Room 2013

## PRESENT

Maree Lightfoot (Chair)	Diane Lorigan	Bruce Hilliard	Keyu Qu
Daying Wen	Mandy Leeson	Saleshni Nand	Lee-Anne Turton
Geraldine Sidhu			

## APOLOGIES

Margi Grey	Jo Adlam	Odette Rizk	Tasneem Rajkotwala
Stephen Brebner	Maja Zidov	Sandra Potier	Jonyne Mariu-Komene
Michael Craven	Alice Henry	Glenna Taulilo-Makaea	Blair Sorensen
Sue Tullett	Sandra Potier	Diane Tamati	Mun Naqvi

## MATTERS ARISING FROM PREVIOUS MINUTES

**Discussion** no matters outstanding.

Saleshni Nand gave the group a tour of the labs and chemical storage room, and Mary Yan took the group through a Health & Safety Induction for the laboratory.

## UPDATES FROM H&S TEAM

### Jo Adlam – Wellbeing and Safety Lead Rohe 1

- Jo is currently away in Northland visiting NorthTec Campus's.

### Diane – Wellbeing and Safety Advisor

- **Fire Warden Training** being delivered. Please let us know if you would like us to come to your area and deliver this training to your teams.
- **Next meeting location** - looking at holding our next WS Reps meeting in B108.
  - Lee-Anne will look at hosting in her area and taking us through the gym in B111 for one of the following meetings.

### Maree – Wellbeing and Safety Advisor

- **Clothing swap** happening at Mt Albert Campus tomorrow in Te Puna. Household goods and brick brack is included. You will receive a token and first look at the items if you donate items.

- **Zumba classes** are happening at the YMCA in Mt Albert. Heavily discounted for staff/kaimahi at a cost of \$32.00 for ten sessions (further details on Te Aka).

#### **Bruce – Wellbeing and Safety Advisor**

- **Unwell flu/Covid** - a reminder that it is flu season, please don't come to work if you are unwell. Talk to your Manager about sick/Covid leave. To utilise this leave you will need to complete the Covid form on Te Aka/The Nest.

#### **UPDATES FROM REPS**

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

- Fire Warden training is being delivered to her team on 9 July by Maree and Diane.
- Can we have an update on the lighting on Farm Road (Gate Entre 3) please.  
*Jo comments: we are awaiting a go live date for street lighting from developer and HUD.*

##### **Saleshni - Healthcare, Waitākere campus**

- Nursing students will return next week. They will be issuing lab coats and carrying out Health & Safety Inductions.
- Carpark issues – staff are feeling unsafe, and rubbish is not being cleared.
  - Geraldine advised that there had been a meeting held to address the Waitākere carpark issues. Regular weekly cleaning should now be taking place early on Monday mornings, however staff feel that this is not being done.  
*WS response: please log an FM Job to let them know that the cleaning is not being done.*
- A positive is having the WS Reps meeting held in the labs at Waitākere campus.

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

- Water blasting was carried out last week to remove the pigeon poo.
- Fire Warden vest needs another hook.
  - Maree will put one up.
- New Fire Exit signage has been put up near B115. There has been a leak in this space.
  - Maree carried out a leadership engagement/safety walk in the area with Head of School, Laura Harvey. FM have this leak on their repairs and maintenance list, they are working on this.

##### **Munn – School of Applied Business – Building 115**

- A new project is underway in B115-3023 turning this space into staff workstations

##### **Mandy Leeson – Social Practice, Waitākere Campus**

- Disabled toilets on level 1 are out of action, an FM Job has been logged.
- A staff member is having ACC visit her Workstation to see what modifications can be made. Diane will also attend this meeting.
- Positive is that 3 mobile First Aid kits have been supplied for their area.

##### **Daying – Environmental & Animal Sciences**

- Eyewash and First Aid cabinets have been installed for the herbarium in B115.
- New Student inductions followed by a quiz are underway.
- Wellbeing – are there still gym memberships available for staff?

*Maree confirmed that Maja is working on this now. More Exercise Lab memberships will be available this semester, information will be up on Te Aka/The Nest shortly.*

*Link: [The Exercise Lab – Te Aka \(unitec.ac.nz\)](https://unitec.ac.nz)*

#### **Geraldine – Waitakere Library**

- The B500 roof leaked badly during heavy rain. A membrane surface is being put in place on the roof. Work is still being carried out. They will log an FM Job to replace the ceiling tiles in that area once the roof is finished being repaired and they are certain there are no more leaks.
- Flooding soaked the carpet. An FM Job was logged, the carpet has been cleaned and smells clean now. My positive is having the carpets clean and smelling good.

#### **Keyu – Facilities Management**

- The FM Team - Shar and Jinky will be coming out to Waitākere campus today to look at the carpark and follow up on the concerns raised.
- My positive is having Jinky join the team again, they now have more resources to assist the FM team.

**Meeting concluded at 11.50am**