

# Wellbeing and Safety Reps Meeting Minutes

Tuesday 12 November 2024 | 11.00am-12.00pm

Building 110-2019 Boardroom

## PRESENT

Diane Lorigan (Chair)	Bruce Hilliard	Sandra Potier	Daying Wen
Keyu Qu	Jo Adlam	Stephen Brebner	Maree Lightfoot
Saleshni Nand	Geraldine Sidhu	Maja Zidov	Mun Naqvi
Tasneem Rajkotwala	Michael Craven	Jonyne Mariu-Komene	Sue Tulett
Lee-Anne Turton			

## APOLOGIES

Margi Grey	Glenna Taulilo-Makaea	Mandy Leeson	Diane Tamati
Odette Rizk			

## MATTERS ARISING FROM PREVIOUS MINUTES

**Discussion** no matters outstanding.

## UPDATES FROM W&S TEAM

### Jo – Wellbeing and Safety Lead Rohe 1

- Acknowledgment of another challenging year, a very big thank you for all your hard work supporting kaimahi, ākonga and Wellbeing and Safety.
- **Wellbeing and Safety Te Aka/The Nest** page now includes additional information on the righthand side of the page including: medical providers contact details close to campus (Mt Albert and Waitākere), an online doctor option open to anyone who may need to see a GP – PocketLab and the WS minutes are online, see the right-hand side of the page.  
Link: [Wellbeing and Safety – Te Aka](#)  
Option for online healthcare link: [Pocket Lab | Online Doctors](#)
- **EAP services** - we are reviewing our EAP provider agreements and looking at the service we receive from each. Unitec offers EAP services, MIT offers Telus Health. The offering from

each has now progressed to much more than counselling, it includes webinars on mental health, wellbeing initiatives and menopause in the workplace. We want to ensure we get the best support we can with the providers we use. Vitae has been provided by Te Pūkenga as a second option. Kaimahi have given positive feedback on having the choice depending on the support they needed.

Discussion:

*Stephen – are we supposed to be acting as a separate entity, so unsure why we are continuing group offerings. If we are not getting doctors for our medical centre, why are we keeping the medical centre open?*

*Jo – the counselling team still operate from Te Puna Waiora for our learners and Student Success still use this space for other services they provide. WS are using the space for our annual health assessments and the space is useful for vaccinations we may want to do and any other medical support that may be needed. Equipment has been downsized in the centre.*

*Vitae counselling for learners is funded by Te Whatu Ora, this has been very successful. It has been valuable to have 24/7 access to those that need these services.*

*Vitae counselling for kaimahi is available up until the end of the year funded by Te Pūkenga. From next year, it is up to each business division to continue with the provider/s they choose to use. WS want to offer choice of services where possible, at a time when we are going through continued transition.*

*Taumauri Synergy Health funded by Te Pūkenga will finish at the end of the year. We are building a new in-house page on Te Whare which we support our wellbeing offerings available.*

*Jonyne -our Māori Counsellor from Te Puna Waiora is now based at Puukenga. Concern was previously raised by the union regarding WS of ākonga not having nurse or doctor on site. All kaimahi must support accidents with no clinic. Is there going to be part time nurse at clinic available?*

*Jo – our clinic closed December 2023 because of the GP shortage, and we were not able to recruit successfully for the role. Our nurses were not able to continue to operate without GP oversight. This has not changed, we struggled to attract doctors when they are sought after all around the country. Other Polytech's are facing the same challenges.*

*We have kaimahi with First Aid training and emergency services available for incidents. This is the same as we had previously while the medical centre operated. When the centre was operational their priority was to their patients in the clinic.*

- **AirSuite** portable environmental monitoring equipment has arrived, and we are getting used to using this equipment and it will be placed in areas where dust and particles may be present. The equipment is able to moved around our region to check areas and identify if we need to bring in Occupational Hygienist. Examples of areas where this may

be used are trades and services, hair and beauty salons, our labs etc. *General discussion on areas this could be used.*

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

- **Holiday travel and driving** - if you're driving over the holidays, take it easy and take regular breaks. Don't eat and drink too much. Thanks for all your fantastic work in the Wellbeing and Safety space.

#### **Diane – Wellbeing & Safety Advisor**

- **Managing Workplace Psychosocial Risks** – the WS Advisors attended a workshop. It is designed to provide practical tools, knowledge and support to make a difference in your workplace. It covered topics including bullying and harassment, workplace autonomy and high workloads.
- **NorthTec HS Reps hui** – the WS Advisors visited Northtec. Topics discussed were STEP (situation, task, equipment, people), respirator masks and fit testing and recognising signs of poor Mental Health training. We would like to share some of this content with you in the new year.
- **Movember Trades and Services** – on 15Nov the Occupational health nurse is at Unitec and will attend a Movember morning tea for the school to raise awareness and discuss health checks and keeping active. This is to promote our health assessments and for people to know their health numbers.

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

- **All staff awards and team end of year get togethers** – a communication is going out to leaders with guidance on end of year get togethers. The all kaimahi staff awards are put on by Unitec, please register. There is an allowance for team events as well. Please let us know if you are going to get more adventurous, we can help you with a safety plan.
- **Understanding and Recognising Poor Mental Health workshop** - currently facilitating a 90minute online or in person workshop. Please get in contact if you would like to me facilitate this course for your team.

#### **Maja – Sustainability & Wellbeing Manager**

- **Workshops** – we are currently offering two workshops which are below, contact me if you would like to book a workshop for your team:
  - Understanding Stress workshops
  - Managing Risks to Mental Health
- **Staff Power Hour** – unwind, connect and enjoy some friendly competition with your team. Anything from 6 to 20 people, booked as part of team breakfast or take a break from busy week. Email [connect@unitec.ac.nz](mailto:connect@unitec.ac.nz) to arrange your hour.
- **Movember** – is not always about raising money but asking people to keep active this month. The Exercise Lab is offering Thursday fitness classes, and free Zumba class with one of our staff.

## UPDATES FROM REPS

### Margi – Student Success

- All is good in our area health and safety wise.

### Sandra - Architecture

- All ok, ongoing lighting issues addressed at meeting. Busy with monitoring and events plus six kaimahi going to China.
- Logged a job for painting of the zebra crossing next to building 48 to carpark.

### Saleshni - Healthcare, Waitākere campus

- All is going well in the science labs.
- Waiting for new technician to start soon.
- Purchased a new autoclave and now are doing correct micro disposal.

### Geraldine – Library and Learning – Waitakere Campus

- No updates – been on leave. Excited about getting carpet replaced.

### Daying – Environmental & Animal Sciences

- Temperature in our classrooms - an issue raised by teaching kaimahi a few times and is not new, we had similar last year with level 3 labs. More than 25 degrees and students and staff wearing lab coats. Opened windows until the boiler heating was turned off.  
FM advised they have applied for CAPEX to have air conditioning installed in each lab next year.

### Keyu – Facilities Management

- Have seen emails from EAS, the business case is going through approval process for aircon in labs.
- Henderson carpark cleaning – trying for once a week.
- Tree cutting will take place two weeks prior to holidays.
- Gates being installed in campus Gate 4 so nobody can drive in at night (24/7 security).  
*Jo - background is tools were stolen from building and construction site earlier in the year. Our campus is very open and does not need to be so accessible overnight. Manual barrier gates will be installed, and campus will be locked overnight. Security will open and close them. Communications will come to let everyone know the times and contacts. The accommodation block people shouldn't be using our roads/area, they should come and go through gate 3. In the future they will access their site through Laurel Street.*
- CCTV being upgraded and trying hard to complete before the holidays.

### **Tasneem – Enrolments**

- All going well.

### **Stephen – Library B180**

- Nothing to report in his area.

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

- Toilet upgrade in building 112 complete and they are amazing.
- Aware of some recent domestic violence issues emerging with our ākonga. We have placed some posters on noticeboards and bathrooms for options accessing help.
- ECE kaimahi team member Helen passed away; grief counselling support has been communicated.

### **Mun – School of Business**

- Pigeons - challenge with pigeons in offices, but now all gone then big clean up. It took a while to get them out of ceiling, some staff impatient. The tapping was annoying from the birds.
- Lighting – fluorescent lights have gone bad and been replaced with new lights. Logged jobs and it took 10-12 days to replace light.

### **Jonyne – MĀIA**

- Things going well and Marae and can't wait to see the end of this year. Thank you to the Wellbeing and Safety team – great job of keeping staff well.

### **Michael – Creative**

- Spate of injuries during productions with actors. I have taken a student to A&E and stayed with them 8pm to 1am but wanting confirmation of protocol.  
*Jo – thank you for taking them to A&E and the emergency contact swaps you out. Discussion about best emergency contact person in event form safety plan form. Good to confirm with ākonga that emergency contact must be nearby and available.*
- Event form is arduous to fill out.  
*Maree – to ensure you have the correct form as we updated this to make it easier. We can go through and prepopulated to make it easy.*
- AirSuite Monitoring – Michael would like it in the Maker Space.

**Sue – Bridging Education**

- Lab technician role - recruitment has gone ahead. Thank you to Salesni and Daying for stepping in. Technicians are an important to provide active learning for students. Two positions were required - Lecturer job and technician job.

*General discussion that illness had slowed approvals down, now all resolved but did take some time.*

**Meeting concluded at 12.05pm**