

# Wellbeing and Safety Reps Meeting Minutes

Tuesday 8 October 2024 | 11.00am-12.00pm

Building 110-2019 Boardroom

## PRESENT

Bruce Hilliard (Chair)  
Keyu Qu

Diane Lorigan  
Jo Adlam

Sandra Potier  
Stephen Brebner

Daying Wen

## APOLOGIES

Maree Lightfoot  
Diane Tamati  
Margi Grey  
Sue Tulett  
Mandy Leeson

Saleshni Nand  
Maja Zidov  
Alice Henry  
Lee-Anne Turton

Geraldine Sidhu  
Mun Naqvi  
Michael Craven  
Diane Tamati

Odette Rizk  
Tasneem Rajkotwala  
Jonyne Mariu-Komene  
Glenna Taulilo-Makaea

## MATTERS ARISING FROM PREVIOUS MINUTES

**Discussion**      no matters outstanding.

## UPDATES FROM W&S TEAM

### Jo – Wellbeing and Safety Lead Rohe 1

- **Guidelines on Managing Workplace Impairment and Drug Testing** – the Te Pūkenga guidelines that we have mentioned previously, we are looking to adopt permanently. The new guideline covers a wide range of impairment in the workplace as opposed to alcohol and drugs e.g. fatigue (mental and/or physical, substance use (legal and/or illegal), medical condition (chronic pain, menopause, insomnia, migraines, and so on). We are removing the Alcohol and Drug Policy and Procedures for Students and Staff and replacing it with this more holistic “fit for purpose” view of people and the workplace. This view on impairment in the workplace is supported by UK, Canada, Australia and WorkSafe’s view on how we better support our people in their work environment.

For those that work in areas considered 'safety sensitive,' we carry out pre-employment medicals where we get baseline readings for hearing and lung function and the medical includes drug and alcohol testing. We will now not do the drug and alcohol testing for these roles. The guideline is adopting a more holistic approach. This covers lack of sleep, medications, menopause and other forms of impairment. Please have a look at this on the following links:

- [Managing Workplace Impairment](#)
- [Drug Testing](#)

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

- **Dust and vibration** - Bruce and Diane have been studying this as part of their SIT Health & Safety Diploma. Interesting statistics that if you smoke you are around 3 times more likely to get cancer. Engineering stone benchtops which contain silica, these are banned in Australia, Bunnings NZ have already banned these and New Zealand and is now looking at banning these too. It is 4 times more likely that you will be exposed to silicosis than asbestosis. Asbestosis can happen over a long period of time, e.g. 20 years, whereas silicosis can develop from high exposure rates within months. We have also been looking at the negative health effects from vibration through operating tools and machinery, this can cause many serious health issues. For the homeowner, these include things like hammer drills, chainsaws, and hedge trimmers.
- **End of Semester** - There are only 6 more weeks of teaching left from next week.
- **AED/Defibrillators** have recently all been serviced.
- **Next WS Reps meeting** on 12 November will be our last meeting for the year.
- **A reminder to pay the FM Team compliments** for jobs well done. There is an option through FM Help to log a compliment which is always appreciated by the FM Team.
- **Workshop Procedures** - Maree and Bruce are working with the Architecture & Creative Industries teams to streamline the workshop procedures.

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

- **First Aid Training** course is being held this Thursday 10 October. Please let your teams know as we can still take more enrolments.
- **Manual Handling** – training was delivered to the student support & scholarships team. The WS Team were able to suggest better storage ideas including installing appropriate shelving, and suggestions for the correct types of trolleys to be used.
- **Fire Evacuation Drills** – will be held late October. A notice regarding this is about to go up on Te Aka.

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

- **Highlighting 3 things from the October Wellbeing Newsletter.** If you haven't read the monthly newsletter already, check out the attached, as there are lots of offerings.
- **Staff Power Hour** – see the poster one-hour onsite facilitated team building sessions. Six teams have already booked their sessions, some as part of their monthly catch ups, and others, as a stand-alone, mini team break activity. If you are interested and would like to find out more or a book session, please email [connect@unitec.ac.nz](mailto:connect@unitec.ac.nz)

- **Annual Wellbeing calendars** - Our Rohe 1 Wellbeing and Safety team collaborated to create [Wellbeing calendar for 2024](#) . We will start working on our offering for 2025 and welcome anyone to join November brainstorming sessions. if you would like to be involved, please contact our Sustainability and Wellbeing Manager, [Maja Zidov](#).

Link: Te Aka The Nest

### [Wellbeing and Safety – Te Aka](#)

**Wellbeing Calendar** (see right hand side)

Our 2024 [Wellbeing Communication Calendar](#)

**FITNESS CLASSES starting tomorrow at the Exercise Lab** -sessions every Thursday 12-1pm. The sessions are free for members of the Exercise Lab. Membership to the Lab is \$4 per week, a total of \$40 for the remaining year. If the extended hours, or the stories by our returning members, [Angelina Wright](#), [Michael McGurk](#), [Dan Brady](#), and [Dave Hicks](#), weren't enough to convince you to give it a go, we are hoping that spring season and the fitness class offer might do the trick. To find out more about the Exercise lab and sign up, [click here](#).

## UPDATES FROM REPS

### Sandra - Architecture

- Everything is good in her area.
- **Disability Module** - completed the Disability Module and I found it to be very good and beneficial.
- **Seismic Testing** - seismic testing has been completed on Building 48.

### Saleshni - Healthcare, Waitākere campus

- All is going well in the science labs.

### Geraldine – Library and Learning – Waitakere Campus

- **Mental Health Week** - Geraldine put up a library display for Mental Health Week.
- **Auckland Council/Unitec Car park** - Geraldine did a walkabout in the Auckland Council/Unitec owned carpark and noticed that someone had lit a fire in the lift and that the stairs were very dirty. Photos were taken and FM Job was logged and recorded this into Damstra/Vault.
- **Water blasting on the roof** was happening and the noise was very bad. Geraldine complained to Auckland Council, but the job could not be halted. It caused some leaking in the ceiling which Auckland Council are coming to look at.

### Daying – Environmental & Animal Sciences

- **Freezer temperature control** - Taking advantage of not having many staff around to look at safety issues. Important biological samples which need to be stored at certain temperature

levels for the freezer - if too hot or too cold an alarm system will generate a text message to the security team. There is a procedure for the security team to follow when needed.

#### **Keyu – Facilities Management**

- **Lift issues at Waitakere Campus.** The team are working on this.
- **Mental Health Week** - The team had a get together for mental health week which was great.

#### **Stephen – Library B180**

- **Furniture redesign** - There has been considerable internal redesign of furniture in Te Puna building 180. Most of the casual furniture on levels 2 and 3 have been moved down to the ground floor and the desks and study spaces have been realigned to maximise study outcomes.
- **Heating on level 2** Staff room 2020 is fluctuating between cold and hot and creating issues for some staff. FM Job has been logged.
  - Keyu advised to email FM General to follow up now that FM jobs have been logged.
- **Air conditioning** on level 3 of Waitakere branch library has been very hot.
  - Diane advised that Auckland Council have had contractors working on the air-balancing as other levels have been extremely cold. This issue has now been resolved.
- **A positive** - thanks for resealing the footpaths from the Gate 4 entrance onto the campus.
- **Staff taking leave** - Staff have been taking leave during the semester break and several teams are still being affected by flu and cold like symptoms.

**Meeting concluded at 11.40am**