

# Wellbeing and Safety Reps Meeting Minutes

Wednesday 9 April 2025 | 11.00am-12.00pm

Building 110-2019

## PRESENT

Maree Lightfoot  
Geraldine Sidhu  
Mun Naqvi

Bruce Hilliard (chair)  
Michael Craven  
Sandra Potier

Maya Zidov  
Jonyne Mariu-Komene  
Tasneem Rajkotwala

Keyu Qu  
Diane Tamati

## APOLOGIES

Diane Lorigan  
Sue Tulett  
Lee-Anne Turton

Jo Adlam  
Mandy Leeson  
Saleshni Nand

Daying Wen  
Blair Sorensen

Stephen Brebner  
Margi Grey

## MATTERS ARISING FROM PREVIOUS MINUTES

**Discussion**      no matters outstanding.

## UPDATES FROM W&S TEAM

### Jo – Wellbeing and Safety Lead Rohe 1

- A very big thank you to Jonyne to acknowledge the service to our Whai Ake learners, our Wellbeing and Safety team and Unitec.
- Safe travels if you are on the roads over the mid semester break and Easter time. Enjoy the break and special time doing what you want to do!

### Bruce – Wellbeing and Safety Advisor

- **Chemwatch** - an online chemical management system which to help us record and manage our chemicals onsite. All dangerous goods and chemicals at each campus will be recorded (by the Lab and WS team).

The software provides SDS (Safety Data Sheet) sheets, to ensure we know how to properly handle any substances that are deemed to be hazardous (included is information on how to store, health effects, exposure limits, physical properties and emergency procedures).

- Any kaimahi that order chemicals need to ensure supplier provides an SDS sheet (either hard or soft copy).

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

- **First Aid** - recommending kaimahi do this training. We need to have good coverage within your teams. We have medical incidents on campus and this training will give kaimahi the confidence on how to respond in a situation. This training helps you so much if you are first on the scene.
  - Next training - Wednesday 30 April and then Thursday 12 June.  
[Book on Te Aka](#)
- Slips, trips and falls - please report any near miss, incidents etc into Vault, and report slippery areas by logging an FM job so area can be cleaned.
- Student's accidents and incidents - please ask students to report any incidents, either via Moodle or to their Lecturer.
- Next WS Reps meeting in a different area.
  - Michael has agreed to hosting in the Creative space.

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

- Announced her final day is 30 April, leaving due to restructuring. I am looking at redeployment options. However, views this an opportunity to find a role that is more in the sustainability world.
- Wellbeing activities:
  - **The Financial Wellbeing: optimising your Kiwisaver. Thursday, 24th April, 12.30 - 1.30pm, online.** Understand your KiwiSaver's workings, discern whether you should be in Conservative, Balanced or Growth funds, identify the best-performing fund and learn how to avoid the three major mistakes that can hamper your KiwiSaver balance at retirement. Register here.
  - **Family Relationships webinar, Tuesday 29th April, 1.00 - 1.45pm.** Join us for a real talk about some of the relationship challenges and obstacles that many of us are dealing with in everyday family life e.g. help your kids maintain a love of sport – regardless of ability or season, and the top relationship behaviours happy couples choose. Register here.
  - **Desk Yoga & Breathwork Webinar:** Desk yoga and breathwork are simple yet powerful practices that can help you combat physical and mental strain of long hours at your workstation. Watch the [recording and get the handout](#).

## UPDATES FROM REPS

### Geraldine – Library and Learning, Waitākere Campus

- Leak in library and the new carpet got wet. Logged a job with Auckland Council and they came in the night and carpet is now dry.
- Security incident – we have been made aware that a lady was reported to have started a fire near the public parking and our carpark. The Fire and Emergency services attended. There were comments made that a toy weapon was pointed at the fireman. Police were called and took the person away.
- Maintenance - Frank (FM) has been onsite more recently and this is helpful for getting things fixed quicker (latest being ceiling tiles).

### Keyu – Facilities Management

- Curious about what Wellness Day and what this is.
  - Maja confirmed you can use it for whatever you would like e.g. spa day, or mental health day, it comes off your sick leave balance. Came because of Your Whakaaro survey feedback and aligns with MIT (they have the same opportunity to request the day).

### Jonyne – MĀIA

- It has been great working with all the Health and Safety Reps, my last day is 30 April. Very excited about her new chapter. Not moving straight away but moving to East Coast to be closer to Mum and Dad. Thanks to Di especially, very grateful as has helped through lots of change in her role.
- Last week was spent celebrating Pasifika and Kahurangi.

### Michael – Creative

- Question regarding sick leave and when a medical certificate is required.
  - As per the [Leave Management Policy on Te Aka](#), or please check your employment agreement. More than 3 days in a row is the normal timeframe to be away and then a medical certificate/clearance is required.
- Logged an incident in Vault as a kaimahi got hit someone opening a door in Makerspace that opens out into a corridor. Also logged a job with FM to ask if the door can be switched to open inwards.
- Air intakes in B108 are unfiltered - any dust goes straight into building e.g. earthworks dust, business case for ventilation.
  - Bruce advised we currently have AirSuite monitors that have been collecting data in workshop and makerspace in B108. If we have hot rooms, we can put sensors up and gauge temperature, dust, and noise. Micro dust is the worse (the smaller the dust the more dangerous). Monitors are currently reading green which indicates no issues.

### **Mun – Applied Business**

- Thanks to Maree who helped with kaimahi that had a back issue and needed a workstation amendment and new chair. They are feeling good now and very grateful.
- Kaimahi crossing road on campus last week and they slipped and fell. Mun went to area but couldn't see any hazards.
- Fire warden jackets have been taken from Applied Business.
  - Maree will replace.
- Pigeons are back in 115 – I have logged a job with FM.
  - Bruce advised Trades had a similar issue. FM has got PestX pest control company to help eradicate.

### **Tasneem – Enrolment Processing**

- All good in her area.

### **Sandra – Architecture**

- Moving out of building end of this semester (building being repaired), so starting to pack and a bit chaotic. Kaimahi will be relocated throughout campus for 7 months until building is ready to move back into.
- Four kaimahi are interested in 90 minute - Supporting Distressed Ākonga workshop.
  - Maree advised 8 required so will see if another school would have others interested and we could combine.

**Meeting concluded at 12pm.**