

# Wellbeing and Safety Reps Meeting Minutes

Tuesday 11 February 2025 | 11.00am-12.00pm

Building 110-2028

## PRESENT

|                        |                 |                       |                |
|------------------------|-----------------|-----------------------|----------------|
| Bruce Hilliard (Chair) | Diane Lorigan   | Daying Wen            | Keyu Qu        |
| Jo Adlam               | Maree Lightfoot | Geraldine Sidhu       | Michael Craven |
| Jonyne Mariu-Komene    | Lee-Anne Turton | Glenna Taulilo-Makaea | Saleshni Nand  |

## APOLOGIES

|                        |                    |                 |               |
|------------------------|--------------------|-----------------|---------------|
| Margi Grey             | Maja Zidov         | Stephen Brebner | Mandy Leeson  |
| Blair Sorensen         | Tasneem Rajkotwala | Sue Tulett      | Sandra Potier |
| Mun Naqvi              | Diane Tamati       | Alice Henry     | Sue Tullett   |
| Odette Rizk (resigned) |                    |                 |               |

## MATTERS ARISING FROM PREVIOUS MINUTES

**Discussion**      no matters outstanding

## UPDATES FROM W&S TEAM

### Jo – Wellbeing and Safety Lead Rohe 1

- Welcome back and I hope everyone had a nice break. It is exciting to see students coming back onto campus.
- A reminder to send your HS Rep update through prior to meeting (regardless of if you can attend or not). Please share updates from Reps meeting at your team meetings. Not everyone reads their emails regularly so please also share our Wellbeing newsletter.
- Our EAP provider offers counselling and financial support, and we would like to see this support better utilised, for more than counselling. We want to continue to provide two options for people. MIT have an existing provider - TELUS Health who are very proactive offering lots of webinars and events at no additional cost e.g. examples are young parents'

tips and financial amongst many other. Communications will come out once this has been finalised.

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

- Covid-19 continues to be around, as does the flu. Please don't come to work if you have any cold or flu-like symptoms. Please remind your teams to do the same. Take a RAT test and get a Covid booster shot if you are eligible. Find out more details and your eligibility [here](#).
- HS Reps to please email ideas through of what you would like to learn wellbeing and safety wise in the year ahead.

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

- First Aid dates have been scheduled for 2025 and are now up on Te Aka. Please let your teams know and register here
  - Tuesday 4 March
  - Wednesday 30 April
  - Thursday 12 June
  - Friday 15 August
  - Monday 6 October
  - Tuesday 2 December

Click here to make a booking: [Wellbeing and Safety – Te Aka](#)

- Flu Vaccination will be happening on campus on the following dates:
  - Mt Albert Campus 1st and 3rd of April
  - Waitakere Campus 4th of April
- If anyone would like to offer their space for our next meeting hui.

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

- Curiosity Connects event Wednesday 13 February. Everyone should have a calendar invite but if not and you'd like to attend, email [mflightfoot@unitec.ac.nz](mailto:mflightfoot@unitec.ac.nz).
- Unitec has a stand at the [Big Gay Out](#) on Sunday 15 Feb at Pt Chevalier. It's always a fun afternoon so come along and say hi.

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

- Block Parties happening today 11 Feb, Thursday 13 Feb at Mt Albert, and next Tuesday 18 Feb at Waitakere. Attend anyone that suits your schedule. They are each 90min long but drop in for however long you can. Please RSVP via email ([mzidov@unitec.ac.nz](mailto:mzidov@unitec.ac.nz)) for catering purposes and number of attendees.

- We are in the process of setting up the chess club again. If you know any chess lovers (whatever expert/beginner level) please let them know and ask them to email (mzidov@unitec.ac.nz) for more information.
- Language exchanges – any suggestions from kaimahi if we were to set up language exchanges. Has anyone had experience or been a part of this at Unitec or other workplaces?
  - *Keyu Qu was a Mandarin teacher so is happy to assist.*
- Exercise Lab - sign-ups for this semester have started.  
[Banner on Te Aka](#) has more information.  
HelloFresh – an exclusive offer to Rohe 1 coming out in the wellbeing newsletter tomorrow morning.
- [Mental health workshops](#) facilitated by the Wellbeing and Safety team, can be scheduled to accommodate your team's availability.  
Please email connect@unitec.ac.nz with preferred date and time (8 people minimum).

## UPDATES FROM REPS

### Margi – Student Success

- Nothing to report from her team.

### Tasneem – Operations

- Semester starts in 2 weeks' time, so rushing to complete all applications for this term, trying to get as many students over the line as possible.

### Mandy – Social Practice

- Air Conditioning – Level 4 & 5 major problems – level 1 – 1037 classroom like a fridge.
- Car Park Building still major problem – FM organising a meeting.
- Level 6 – Building 500 – the unused space has had a ceiling collapse, needing a tidy up.  
All the above FM jobs have been logged.

### Saleshni - Healthcare, Waitākere campus

- Nursing started this week - we will carry out their Lab H&S induction in the first lab session.
- H&S Lab Equipment, an audit all done for this month.
- Overall, all is well in our Waitākere Science Labs

### Geraldine – Library and Learning, Waitakere Campus

- All fine at Waitākere. We had an afternoon tea yesterday to show everyone the new carpet!
- Lift in the large carpark not working, challenging being 6 floors up. The Council said contractors had come to fix it but so dirty they refused to fix. When they came back some people were hassling them.

*Diane updated – I attended a meeting around carpark issues this week, and FM is wanting some solutions. Good suggestions are being made and expediting a solution to the problems.*

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

- Lab cleaning – the area around windows is now clean. The initial clean was not as detailed as we wanted, follow logging another job and a deep clean we are satisfied.
- Extraction fan in chemical room not removing fumes – the electrician came to check, and lab manager helped with solution. Needs a more powerful fan but needs to check if the duct in the top is big enough for powerful fan.
- Going to Mental Health First Aid workshop on Friday.

#### **Keyu – Facilities Management**

- Contractor management - currently being refined and moved to onsite report system, so we know when contractors are coming onsite and to help support their safety e.g. sufficient PPE etc. The new refinement will mean that managers can be advised. Completion due in March.

#### **Stephen – Library B180**

- Most of the staff have just returned to campus and we are all gearing up for orientation.

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

- Grime and dust still happening from construction behind their office. They are cleaning their own desks as cleaners can't move items. Have new staff member who has bad allergies and eczema so ordering from FM a deep clean for her office. Put in FM job for fans. Logged jobs to get tag and test and it was closed.

*Maree asked Lee-Anne to forward the job, she will investigate as to why it was closed.*

#### **Jonyne – MĀIA**

- Nothing to report about marae.
- Māori ākonga orientation day tomorrow, presentation on Whai Ake as well as H&S induction.
- Airconditioning issue raised - there was a flood that happened with aircon at 110. The mahi was done but concerns about airborne contamination (staff moved while mahi was completed).
- Parking meters have notices on machines that parking free but nothing on app.

Lee-Anne asked if we could have reminder posters of have you paid your parking notices to see in building. Maree advised for Lee-Anne to talk with Shar in FM regarding signage.

#### **Michael – Creative**

- Test and tagging completed in our area.

- B108 installed QR codes for booking system created (Tech Hub) for the technicians who work in this space. Interacts with their outlook calendars so new bookings can be scheduled around their commitments. Great job by Michael says Bruce.

*Michael is emailing QR Code so Reps can see and share.*

- Complaints about dust build up from technician room so they bought an air filter for room (industrial unit).

Lee-Anne asked for suggestions for her office. Advised Dyson not good. Bruce advised that when buying make sure it's compliant with NZS2024. A unit maybe cheap but filters might be expensive, please research and link in with FM and Wellbeing and Safety.

#### **Blair – Unitec Pathways**

- All good in his area. Health and safety walk-through of Te Kākatai - Building 108 has been booked in for next week.

**Meeting concluded at 11.45pm**