

Wellbeing and Safety Reps Meeting Minutes

Wednesday 12 March 2025 | 11.00am-12.00pm

Building 110-2028

PRESENT

Maree Lightfoot (chair)	Bruce Hilliard	Diane Lorigan	Jo Adlam
Maya Zidov	Daying Wen	Keyu Qu	Geraldine Sidhu
Michael Craven	Lee-Anne Turton	Saleshni Nand	Jonyne Mariu-Komene
Diane Tamati	Stephen Brebner	Ryan Tongapuna (guest from MIT)	

APOLOGIES

Margi Grey	Mandy Leeson	Mun Naqvi	Sandra Potier
Blair Sorensen	Tasneem Rajkotwala	Sue Tulett	

MATTERS ARISING FROM PREVIOUS MINUTES

Discussion no matters outstanding.

UPDATES FROM W&S TEAM

Jo – Wellbeing and Safety Lead Rohe 1

- The WS team attended the New Zealand Institute of Safety Management (NZISM) members event, and this provided us updated on recent changes in health and safety. Recent court case rulings were discussed and how these may influence what we do. The session was helpful for our team to be across and hear the discussion from other businesses as well.
- A reminder to please encourage your teams to report all events: incidents, injuries, near misses. We want to hear about them as soon as you can after the event.
- Pedestrian pathway beside the new B106 house construction site. Children on bikes, scooters and pedestrians are shortcutting across entrance and carpark area. We have now closed this pathway and re-routed the public access to another entrance. This prevents the shortcutting through the carpark from occurring.

Bruce – Wellbeing and Safety Advisor

- Going to MIT once a week to support our new WS Advisor and support the aligning of safety practices at TechPark and Maataho where possible.
- The WS Advisors went to a NZISM event and one update was on Engineered Stone (Silica). It was discussed that in Australia, approximately 30% of workers who work with this product, could be affected by silicosis. These types of cancers take approximately 30 years to show. A reminder for us all to wear dust masks in the home environment, wash your clothes separately after you may have been doing any really dusty work. It is also a reminder to read Safety Data Sheets (SDS sheets, is what they are sometimes referred too).

Diane – Wellbeing & Safety Advisor

- The Flu Vaccination post is now up on Te Aka/The Nest with the link to register/book for a timeslot. Dates are as follows:
 - Mt Albert campus: 1st and 3rd April
 - Waitakere campus: 4th April
- NZ Sign language interpreters were used at Trades & Services Orientation Powhiri interpreting Te Reo.
- Reminder to report all injuries into Damstra Vault within 24 hours, the sooner the better, so that we can provide support.

Link: [Te Aka – The Nest](#)

See Quick links – Report an incident/injury/near miss

Maree – Wellbeing and Safety Advisor

- **Pacific Day** on 25 March held in the Fale. Very helpful information is in the latest Wellbeing Newsletter.
- **Identifying Poor Mental Health in Ākonga** – a 90 minute in person workshop recommended for kaimahi to attend so you can provide support to ākonga. Contact me if you would like to arrange a workshop.
- Suggestion to move the next WS Reps meeting to a different venue so we can come together with kai to celebrate Jonyne.

Maja – Sustainability & Wellbeing Manager

- World Sleep Day this Friday 14 March. If anyone has a story regarding sleep issues, e.g. Sleep Apnoea etc please reach out to me.
- New Wellness Newsletter is out now with a new format. Interested in receiving any feedback kaimahi may have on this change.
Diane Tamati gave positive feedback on this new format.

UPDATES FROM REPS

Margi – Student Success

- Everything is going well.

Saleshni - Healthcare, Waitākere campus

- No issues in the laboratories.
- Waitākere carpark – a security person is now in place in the carpark next to campus, and cleaning in this space has also been improved.

Keyu reminded the group:

- please be pro-active and report all incidents in this space so that we have a record.
- recommendation for akonga and kaimahi to leave in groups when walking to their vehicles for personal safety depending on the time of day or evening.

Geraldine – Library and Learning, Waitakere Campus

- All good in the library area and enjoying the new carpet.
- Carpark is very clean.
- The lift is still out of service.

Keyu advised that there is a project underway regarding the lift repair.

Lee-Anne – Community Studies

- Question on availability of e-bikes?

Maja confirmed the batteries on the e-bikes are no longer holding a charge, they have reached the end of the battery life. The needs have changed as our campus is no longer so spread out. The standard bikes are available.

- **Manaaki Whenua Wellbeing** event on Friday 14 March 2024 at Te Moho Kotahitanga Marae, Mt Albert Campus. There will be four Manaaki Whenua events this year, aligned with Maramataka Māori. These gatherings bring together both the community and the wider organisation in the spirit of kaitiakitanga and manaaki whenua — care, protection, and guardianship of the land.

Daying – Environmental & Animal Sciences

- A busy time in their Labs with Semester 1 commencing. There is a new technician for their area. Found the Chemical Handling training that was undertaken last semester very helpful, so would like the new technician to complete this also.

Diane to arrange the chemical handling training.

- Ventilation in the chemical storage room now resolved and further housekeeping and cleaning changes.

Keyu – Facilities Management

- The pigeon issue across campus is being addressed with a new external provider. Please log FM Jobs if any areas have pigeon issues.

Jonyne – MĀIA

- Nothing to report from her area.
- Jonyne advised that she has just resigned from Unitec, the final day being 30 April.

The team will be sad to see you leave, Jonyne. Your input has been valuable to not only these meetings but in supporting the Māia team and your Wahi Ake learners. Suggestion to make the next WS Reps meeting an in-person one so that we can all share kai with Jonyne.

Michael – Creative

- B108 – an air purifier is now in place in our area. Since the building renovation, external lighting is an issue particularly with the winter months coming.

Bruce advised to please log an FM Job for the external lighting. I understand this was not part of the B108 upgrade project.

- The team have completed inductions for their area for all new ākonga.
- Michael has been working on the lighting design for the production show “SMASHED – The Nightcap” check this out via the link below:
<https://www.aaf.co.nz/whats-on/smashed-the-nightcap>

Stephen - Library

- Bathroom cleanliness is an issue in Te Puna with the large numbers of kaimahi and ākonga now in this space.

Maree – please log FM Jobs and give specific feedback on this. This will then give the FM Team information to increase the regularity of cleaning.

- The team are looking forward to Graduation where his whole team take part in this.

Diane T - MĀIA

- Some concerns regarding leaks in her area. FM are already investigating the issue.

Meeting concluded at 11.50pm