

Wellbeing and Safety Reps Meeting Minutes

Tuesday 13 May 2025 | 11.00am-12.00pm

Building 110-2028

PRESENT

Maree Lightfoot (chair)	Bruce Hilliard	Stephen Brebner	Sandra Potier	Daying Wen
Camelia Pirika	Mun Naqvi	Tasneem Rajkotwala		
Lee-Anne Turton	Mandy Leeson	Sue Tulett	Glenna Taulilo-Makaea	
Inger Andersen	Saleshni Nand	Margi Grey	Camelia Pirika	

APOLOGIES

Keyu Qu	Jo Adlam	Geraldine Sidhu
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NOTETAKER

Diane Lorigan

MATTERS ARISING FROM PREVIOUS MINUTES

Discussion no matters outstanding.

UPDATES FROM W&S TEAM

Maree – Wellbeing and Safety Advisor

- Pink Shirt Day is this Friday 16 May.
- ‘The Big Swap’ including clothing is being held in Te Puna Events Kitchen of B180 19-21 May.
- Introduction and welcome to Inger Andersen who has joined our team as our Senior Wellbeing & Safety Coordinator. Inger’s previous role was as Business Administrator for the School of Trades & Services.

Jo – Regional Wellbeing and Safety Lead Rohe 1

- Jo sent her thanks to everyone for their continued support of all the mahi we do.

- Vitae (employee assistance provider) is available for our kaimahi (the same provider as our ākonga/students use for online support). We will send a communication shortly updating on the changes and the additional services they provide. Vitae's latest newsletter is attached.

Bruce – Wellbeing and Safety Advisor

- Bruce reminded everyone to stay at home for 5 days if you have any cold or flu symptoms. Please take a Covid test. Covid leave is available.
[Covid-19 – Information – Te Aka](#)
- Hazardous Substances cabinets – a person from Hazero has been completing an assessment of Unitec, NorthTec and MIT campuses and how we store Hazardous Substances, LPG bottles, and lithium battery charging. We received positive feedback on what we are doing in this space. A follow up report will be provided with recommendations shortly.

Diane – Wellbeing and Safety Advisor

- Flu Vaccinations held at Mt Albert Campus on Wednesday 14 May from 10.45am – 12.30pm. Kaimahi can book a timeslot via the post up on Te Aka.
- Hand sanitiser stations that were mounted on the walls during Covid times, are no longer being refilled so are being removed. Please order the pump bottles through OfficeMax for your areas/schools.

UPDATES FROM REPS

Keyu – Facilities Management

- The FM team have moved location from B110 to B107, they are settling in well.

Lee-Anne – Community Studies

- Everything is going well in her area.

Mun – Applied Business

- One of his team had a fall on the pedestrian crossing near B115. This was recorded into Damstra/Vault and the person has recovered well.

Tasneem – Enrolment Processing

- All good in her area. Occasional flu is going around.

Sandra – Architecture

- Moving out of building 48 shortly, we have commenced packing up in their area.
- Noise from construction site, reversing beeping etc, is challenging.

Suggestion for noise cancelling headphones to be used and making other available spaces for staff affected by this. Flexible working spaces or from home where possible.

Mandy – Social Practice, Waitākere

- Carpark building lift - issues with the lift breaking down and trapping a student. This was resolved.
- Main automatic door – this was malfunctioning last week, contractors attended. This has now been repaired.
- Scooters and e-bikes - a question about charging of e-scooters or e-bikes on campus. For Mt Albert there is the Locky Dock Station which is located outside the security office. This provides free charging for e-bikes and e-scooters (can be locked there while charging).

Glenna – B108

- All good in their area. As issues arise, they communicate with Bruce to ensure things do not escalate further and work on finding solutions.
- Sensor lights - have been installed outside their door building 108-1086. We are waiting for more to be installed along the side of the building leading to the canopy space.

Camelia – MĀIA

- Carpark building lift at Waitākere – one of our team was stuck in the lift. She called the emergency button and got a quick response.
- Fall at the Wharekai (B171) – one of our external visitors fell when they were leaving the building at night. The FM Team have given a timeline of around 3 weeks for the installation of a guard/handrail in this area.
- Pōhiri – when these are taking place, the area outside is getting slippery in these winter months.
Maree responded to please log an FM Job to get this cleaned.
- Lighting outside Wharekai (B171) towards Pūkenga - lights above are not working at night. Not sure where this light switch is.

Diane to check with Bill Dobbin/Coast electrical to find where the light switch is.

Margi – Student Success B180

- Subject librarians move – they have moved upstairs in B180. This will change the nature of how their space is used. Discussing blocking off some entry ways to avoid staff having people walking behind their workstations. Discussions are taking place regarding emergency evacuation exits.

Diane and Bruce to visit their space and check.

- B180-2060 – changing to swipe card access only. Security will manage who needs access to this space.

Saleshni Nand – Healthcare, Waitākere Campus

- Chemical storage room on Mt Albert campus – we are for some unused or older chemical disposals to be disposed of. Daying is working on this and once complete, we will log an FM Job for removal.

- Chemwatch hazardous substances register – awaiting to be given access to update the register with our Labs inventory of chemicals. Currently a manual list in excel. The WS team currently have this it will be good for our Labs to be able to have the inventory list in here as well.
- No other concerns for Waitākere campus.

Sue Tulett – Community Studies B170

- The team will be moving with the demolition of B170 at the end of the year. Staff working in this space are not surprised at the decision to close this building due to water tightness issues. Sue is working on some wellness initiatives to support staff come to terms with the changes, as many have been working in this building since its inception.
Maree is happy to come to their area and support discussions or initiatives.

Stephen – Library B180

- Condensing of space for working areas.

The Occupational Health Nurse is available to come to areas and look at workstation set ups once the moves have taken place, please email: safety@unitec.ac.nz

- Blocked sinks ground floor of B180 – an FM job has been logged; they are still blocked. There seems to be delays in getting FM Jobs completed.

Stephen to send WS team info for the team to follow up at the WS/FM-IOPS meeting (regular 3 weekly meeting).

Some Helpful info on the FM Team:

<https://thenest.unitec.ac.nz/TheNestWP/services/facilities-management/>.

Daying - Environmental & Animal Sciences

- Labs - two new eyewash stations have been installed in their space.
- Heating is now working in their area, but a little too hot.
FM Jobs are to be logged regarding temperature control.

Meeting concluded at 11.50 am.