

Wellbeing and Safety Reps Meeting Minutes

Tuesday 10 June 2025 | 11.00am-12.00pm

Building 110-2028

PRESENT

Bruce Hilliard (Chair)
Daying Wen
Sue Tulett

Diane Lorigan
Lee-Anne Turton
Sue Wallbank

Maree Lightfoot
Mun Naqvi

Sandra Potier

APOLOGIES

Jo Adlam
Saleshni Nand
Alice Henry
Geraldine Sidhu
Tasneem Rajkotwala

Margi Grey
Blair Sorensen
Amruta Kar
Jacob Waugh

Mandy Leeson
Camelia Pirika
Frank Reinhold
Michael Craven

Keyu Qu
Glenna Taulilo-Makaea
Diane Tamati
Stephen Brebner

NOTETAKER

Inger Andersen

MATTERS ARISING FROM PREVIOUS MINUTES - 13 May 2025

Discussion no matters outstanding.

UPDATES FROM W&S TEAM

Maree – Wellbeing and Safety Advisor

- Matariki celebration is on 20 June. On Thursday 19 June the Marae will have a Matariki Karakia & Breakfast from 6.45am-8.00am – everyone is welcome. This wānanga will give us the opportunity to come together to acknowledge the arrival of Matariki through karakia, followed by a shared Matariki breakfast. We'll also be supporting an incredible installation by Rachael Pedersen, a current MCP student.
Register for this wānanga by emailing - marae@unitec.ac.nz

- Learning Together Series: LGBTQIA+ Ally Awareness 26 June 12 - 1pm.
This session aims to explore what the acronym means, highlights the importance of recognizing LGBTQIA+ in the workplace, as well as explore our own unconscious biases. Register [here](#).

Diane – Wellbeing and Safety Advisor

- Fitness Passport – the survey closes Friday 13 June. Encourage kaimahi to complete the survey [here](#).
- Slips, trips and falls – a reminder to use handrails. Log in Vault any incidents. Log a FM job if any area need cleaning or more lighting etc.

Bruce – Wellbeing and Safety Advisor

- Men's Health Week – 9 to 15 June - [Welcome - Men's Health Week](#)
- **TELUS Health Men's Health webinar** on 17 June 12-12.30pm - register [here](#) to find out about the "big three" health issues: hypertension, cholesterol, and diabetes.
- National Blood Donor Week - [National Blood Donor Week 2025 | New Zealand Blood Service](#)

UDATES FROM REPS

Sandra – Architecture

- Moving out of B48 on 26-27 June, moving into B183, Level 3.

Daying - Environmental & Animal Sciences

- Chemical waste inventory update of items in storage been completed. Waste Management to collect and remove the chemicals no longer needed.

Sue – Community Studies

- Manage moving out of B170 – some kaimahi concerned about relocation uncertainty. Three supported learning students in work placement to assist with archiving of records. Step ladders required to get to top shelves - WS team to look at borrowing from Trades school. Delays in getting security bins replaced.
- Leaks in front doors – FM job to be logged. Currently using buckets. WS team to follow up.
- Evening events with alcohol being served to farewell building. ELT have approved.
- Lighting required (between B170 carpark and Marae) – reflective strips/solar lights required. FM job to be logged.

Lee-Anne – Community Studies

- Colds, Flu and Covid in the office. Encouraging staff to stay home. Will order some masks, tissues and hand sanitiser.

Sue– Te Puna Waiora Counselling

- Busy due to students' exams/assignments.

Mun - – Applied Business

- B115 Level 3 has leaks in the roof – FM job pending. WS Team to follow up with FM.
- The WS team to conduct a safety walk with FM and leadership.

Keyu – Facilities Management (emailed update)

- Team settled into B107. New HVAC system to be installed.

Saleshni – Healthcare, Waitākere Campus (emailed update)

- All going well at Waitākere Labs.
- Hazero conducted a safety walk.

Diane Tamati – MĀIA (emailed update)

- Delays from FM in getting the 2 x leak jobs completed.

Meeting concluded at 11.35 am