

# Wellbeing & Safety Reps Meeting Minutes

Monday 14 July 2025 | 10.30am-11.30am

Meeting Room: 110-2028

## PRESENT

Diane Lorigan (Chair)	Bruce Hillard	Jo Adlam	Maree Lightfoot
Camelia Pirika	Daying Wen	Geraldine Sidhu	Keyu Qu
Lee-Anne Turton	Mandy Leeson	Michael Craven	Mun Naqvi
Sandra Potier	Stephen Brebner		

## APOLOGIES

Alice Henry	Amruta Kar	Blair Sorensen	Frank Reinhold
Glenna Taulilo-Makaea	Margi Grey	Jacob Waugh	Saleshni Nand
Sue Tulett	Sue Wallbank	Tasneem Rajkotwala	

## NOTETAKER

Inger Andersen

## MATTERS ARISING FROM PREVIOUS MINUTES – 10 June 2025

**Discussion**      No matters outstanding.

## UPDATES FROM W&S TEAM

### Jo –Regional Wellbeing & Safety Lead – Region One

- *Fitness Passport*: Q&A session scheduled to help answer any questions you may have. Full details are available on Te Aka.
- *Couples Connection Workshop*: Hosted by Telus Health on Tuesday at 12:00 PM.
- *Learning Together Series* – Webinar: "Contributing to a Psychologically Safe Team Culture" on Thursday, 24 July at 11:30 AM. Details available on Te Aka.
- *National Safety Show*: The Wellbeing & Safety team will be attending this week. Details to be forwarded after meeting. An opportunity to see new products available. Unitec normally has a stand onsite for Architecture and Construction – great to be visible to employers for our training.

### Bruce – Wellbeing and Safety Advisor

- *LPG Gas Bottle Inventory & Storage:* An review of LPG gas bottles and storage practices is underway. Please notify Bruce if you have any bottles in your area.
- *Lithium Battery Disposal:* Do you have any dead or broken lithium batteries in your area?  
Storage - Swollen batteries should be stored in metal buckets filled with sand, currently located in Mataaho, until removed from site.  
Disposal - Contact Bruce for questions or to arrange disposal/recycling. Laptop and phone batteries are still being sent to IMS.

### Diane – Wellbeing and Safety Advisor

- *Electric Shock Incident:* A recent incident has occurred. As a reminder, anyone who experiences an electric shock of any form should visit a medical provider (A&E or their doctor) immediately and inform the Wellness and Safety team. **Report** – incident injury or near miss [click here](#)
- *Standing Desk Review:* The Facilities Management (FM) & Wellbeing and Safety (WS) teams are completing a review of previously issued standing desks to injured kaimahi. The goal is to assess recovery status and reallocate desks to other kaimahi where appropriate.
- *WS Rep training:* An update will be provided at the next meeting.

### Maree – Wellbeing and Safety Advisor

- Buddle Findlay Academic Series – Introduction to Health & Safety Law webinar. Thursday 26<sup>th</sup> June @ 9am. Maree to share the presentation to the group as an fyi.

## UDATES FROM REPS

### Keyu Qu – Facilities Management

- All going well.
- Ordering PPE.
- New staff member has joined the team – FM Coordinator.

### Sandra – Architecture

- Moved into B108. Staff happy.
- Needing First Aid kits, in discussion with W&S Team.

### Daying - Environmental & Animal Sciences

- Student orientations. Updated induction material.
- Hot and humid in the labs – job logged with FM. Hoping to be resolved.

### Mun

- Flooding issues resolved – compliments to FM & W&S.
- Orientation this week.

### Michael

- *Building 108 – External Lighting:* Additional external lighting required; job logged with FM.
- *Building 110 – Carpark Lighting:* No fixed lighting in the area. Michael to send photos to FM for follow-up.
- Queries about Rep Training -W&S team will confirm at next meeting.

### Geraldine – Waitākare Library

- *Roof Leaks:* A temporary fix is currently in place (Auckland Council Library building). A full repair will be a major job requiring partial roof replacement.
- *Carpark Lift:* Currently out of service. Auckland Council has been notified.

### Mandy

- *Basement Carpark – Water Leakage:* Issue has been logged with FM; W&S team has been notified.
- *Building 510 – Lift Project:* Project is progressing on schedule.
- *Building 500 – Air Conditioning (Levels 2, 3 & 6):* Refurbishment project work is on track to be completed this semester. Carpet installation and painting to follow.
- *Levels 4 & 5 Kitchen Areas – Zip Units:* Existing units are outdated. Awaiting upgrade.

### Lee-Anne

- *Building 112 – Hallway Lighting:* New lighting has been installed; area is now noticeably brighter.
- *Workstation Assessment:* A staff member underwent an ergonomic assessment with excellent outcomes, including a new desk setup. She also saw a podiatrist and received new insoles, resulting in a significant reduction in lower back pain.
- *Classroom Carpet Replacement:* Scheduled for next term. Planning is underway to minimise disruption.
- *Illnesses:* Cold and flu symptoms circulating among staff.

Meeting concluded at 11.20 am