

Wellbeing & Safety Reps Meeting Minutes

Tuesday 9th September 2025 | 11am-12pm

Meeting Room: B110-2028

PRESENT

Bruce Hillard (Chair)
Geraldine Sidhu
Sandra Potier
Sue Tulett

Jo Adlam
Camelia Pirika
Michael Craven
Sue Wallbank

Maree Lightfoot
Lee-Anne Turton
Mun Naqvi

Diane Lorigan
Mandy Leeson
Tasneem Rajkotwala

APOLOGIES

Glenna Taulilo-Makaea
Saleshni Nand
Stephen Brebner

Margi Grey
Diane Tamati

Daying Wen
Blair Sorensen

Keyu Qu
Alice Henry

NOTETAKER

Inger Andersen

MATTERS ARISING FROM PREVIOUS MINUTES – 12 Aug 2025

Discussion: No matters outstanding.

UPDATES FROM W&S TEAM

Jo –Regional Wellbeing and Safety Lead (*online*)

- *Your Whakaaro Survey* – Sent to all kaimahi/staff on 8 September. Please encourage your teams to complete it and let us know what is going well and what we could do better. The survey includes an opportunity to provide feedback on Wellness Day – do you want this to continue or not.
- *Wellbeing Training Session* – Guest speaker is Craig Bulloch, Wellbeing and Occupational Health Lead. Thursday, 18 September, 12:30–1:30pm. The session will focus on wellbeing conversations and what you can do. This session is part of the annual learning for the wellbeing and safety committee.
- *Your Wellbeing Newsletter* – Please promote this month’s events and webinars to your teams.

Diane – Wellbeing and Safety Advisor

- *Fire Evacuation Drill* – Scheduled for October. Please invite us along to deliver fire warden refresher training to your teams (30–45 minutes).
- *Health Reminder* – please stay home if you have any cold or flu-like symptoms.

Maree – Wellbeing and Safety Advisor

- *Friends of Whaikaha* - Helped with Supported Learning students to take them to Disability Connect Expo for disabled school leavers. Lots of different suppliers with support ranging from employer conversations, banking, transport and support to live independently.
- *Hidden Disabilities Sunflower Programme* - Unitec and MIT are now members of the Hidden Disabilities Sunflower Programme. For many, disability or chronic conditions are not visible and are acquired. This programme was created to encourage inclusivity, acceptance and understanding. If you see a person wearing the lanyard or pin, you will know what this means and how you can check if support is needed. More info on our intranet and website:
[Hidden Disabilities at Unitec – Te Aka](#)
[Hidden Disabilities at MIT – MIT Intranet](#)
Newsletter comms on 11 Sept and a launch event 29 / 30 September so watch this space for more information.
- *Te Pou – E Learning* - This e-learning introduces you to the concept of neurodiversity. You will learn a bit about the term itself, as well as different groups of people that identify as neurodiverse. [Link here.](#)
- *Supporting Ākonga with Dyslexia* - (EduLink, 1 hr, online free module) - This module enables you to build relationships with ākonga with dyslexia (and similar neurodiversity's) and covers practical ideas for how to provide supportive experiences and improve ākonga access to support. [Register here.](#)

Inger – Wellbeing and Safety Senior Coordinator

- *Your Wellbeing Newsletter* – The latest issue features a photo from Greg in FM to welcome Spring.
- *Mental Health First Aid Course (MHFA)* – Recently attended the two-day workshop, which was extremely valuable and highly recommended. The next course is at MIT Otago campus and is already full, with a waitlist. We will continue to run these courses next year.

Bruce – Wellbeing and Safety Advisor

- *Committee meetings* - Albert Beeming from Security team will attend future meetings.
- *Guards for machines* – we have guards for use with drills presses and other mechanical machinery, to protect people from getting fingers caught in machines and to prevent metal debris from entering eyes.

UPDATES FROM REPS

Sue - Te Puna Waiora

- *Student Wellbeing Update* – Students have been busy and experiencing stress with the end of year course needs and exams approaching.
- *Mental Health First Aid Workshop* – Attended and found it extremely useful.

Lee-Anne - Community Studies

- *Mental Health First Aid Workshop* – Staff who attended found it very valuable and helpful training.
- *Facilities Management* – Carpets have been redone with no issues reported. The team has requested a water filter. Discussion about filters available in B170 that could be relocated.

Sandra – Architecture

- *Semester Break* – is underway.
- *Open Day* – The event went very well, with excellent attendance numbers.
- *Staff Update* – Seven staff members are currently in China, while the office remains busy.

Michael – Creatives Industries

- *Facilities Management* – Broken windows by the basketball court. FM will be replacing broken window with laminated safety glass. Creative have requested all standard glass windows be replaced with laminated safety glass.
- *Production* – The team is busy with ongoing productions and may require support from the WS Advisor.

Sue - Community Studies

- *Disability 102 Workshop* – Highly recommended, ideally to be completed after the 101 workshops. Discussions to be had with the PC Team to have it added to ADEP if possible.
Maree suggested talking to L&D Team.
- *Waitākere Team Relocation* – Staff were asked to move offices on short notice, which caused some pressure.
- *Staff Relocation Update* – B170: there is uncertainty around office moves with pending closure of the building. Classrooms will not be available after 24 November. Offices need to be packed by 28 November. An excess of ring binders will be available for staff or students to take.

Geraldine – Waitākare Library (*online*)

- *Fire Evacuation* – B520: Auckland Council (owners of the Library building) have a document for Levels 1 & 2, but nothing is in place for Level 3. It is recommended that we create our own evacuation document, to be signed off by all staff. All staff will be trained. There is an outstanding issue regarding the Bridge and whether it can be used in an evacuation.
Diane will visit to deliver refresher fire warden training to the team.
Jo confirmed the library team are part of both the Auckland Council and Unitec's twice yearly fire evacuations (the library team will have potentially four evacuations annually). Staff can use either the library emergency exit door/ stairwell or the bridge to the stairwell in B510 to leave the building.

- *Incident Report* – The cat entered the food area at Subway. A staff member was scratched while inspecting the tag to get the number. The owner was contacted and advised. The incident was reported in Vault.

Mandy - Social Practice (online)

- *Fire Safety Checks* – B500 fire hydrants and fire hoses are scheduled to be checked with the move back into this refurbished space. An FM job will be logged for this.
- *Facilities Management* – The lift upgrade is expected to be completed by Friday of this week.

Camelia – MĀIA (online)

- *Facilities Management* – The refit is causing the team to be scattered across a few different workspaces. Painting is underway. Query on type of paint and fumes?
WS team to follow up with Facilities Management to confirm that it poses no risk to staff/students.

Mun - Applied Business (online)

- Nothing to report this month.

Tasneem – Enrolments (online)

- Open Day – Both campuses had a good turnout.

Saleshni - Healthcare, Waitākere Campus (Apologies)

- *Waitākere Update* – Everything is going well. A recent lab visit to ARA's Christchurch campus was very successful. Incidents this month: during a blood lab, a student fainted in class; the incident has been reported in Vault.

Keyu – Facilities Management (Apologies)

- *Incident* – An incident occurred next to the Waitākere car park, resulting in a vehicle windscreen being smashed. No one was injured.

Meeting concluded at 11.35am