

# Wellbeing & Safety Reps Meeting Minutes

Tuesday 11<sup>th</sup> November 2025 | 11am-12pm

Meeting Room: B110-2028

## PRESENT

Bruce Hillard (Chair)	Diane Lorigan	Jo Adlam	Mandy Leeson
Geraldine Sidhu	Mun Naqvi	Sue Tulett	Sue Wallbank
Stephen Brebner	Sandra Potier	Saleshni Nand	Keyu Qu
Lee-Anne Turton			

## APOLOGIES

Maree Lightfoot	Margi Grey	Daying Wen	Diane Tamati
Tasneem Rajkotwala	Camelia Pirika	Albert Beeming	Michael Craven
Glenna Taulilo-Makaea	Blair Sorensen		

## NOTETAKER

Inger Andersen

## MATTERS ARISING FROM PREVIOUS MINUTES – 14 October 2025

Discussion: No matters outstanding. Actions have been logged or followed up as requested.

## UPDATES FROM W&S TEAM

### Bruce – Wellbeing and Safety Advisor

- *BBQ's & Gas Bottles* - If you plan to use a BBQ before the end of year, even one from FM, please email Bruce with the quantity of gas bottles used and where this was source (FM or home).

### Jo – Wellbeing & Safety Director

- *Staff & Student Concerns* – a reminder for yourselves and your teams that should anyone have any concerns to raise, we have both a student complaint process or the staff speak up process to raise concerns. There are times when you may be asked how to do this by kaimahi, it is important that you know the processes and if you are unsure, please ask any one of the Wellbeing and Safety or People and Culture teams.
- *Measles* – If you've been exposed to measles, stay off campus, inform your manager, and notify your doctor (don't go to the clinic – phone ahead).

It is important to notify our WS team, if you have been on campus. We would in turn notify the Ministry of Health. They would guide us on the response.

- *2026 Rep Training* – have a think about whether you would prefer half-day or full-day sessions. We can check in at our first meeting for next year.
- *Emergency management scenario training* – two sessions were run at Waitākere with Medical Imaging and Social Practice. These desktop scenario training sessions were well attended, and good discussions were had on general awareness, security, medical emergencies and lockdowns. Let us know if you would like the same in other areas in the new year.
- Thank you all for your support throughout the year from the Wellbeing & Safety Team.

### Diane – Wellbeing and Safety Advisor

- *Fire Drills* – Thanks to everyone for participating in the drills and attending the Fire Warden refresher courses. Reps are asked to share all fire drill notifications with their teams. The WS team is reviewing fire drill timings for 2026.

### UDATES FROM REPS

#### Sue - Te Puna Waiora

- Busy – no issues.

#### Stephen – Library

- Thanks to the WS team and Reps.

#### Mun - Applied Business

- No issues.

#### Sue - Community Studies

- *Building 170 Relocation update:* -
  - 8 days till moving.
  - Large amounts of plastics and cardboard have been recycled.

- B170 Building Blessing - Thursday 13 November at 3.30pm.
- B170 Building Farewell – Friday 21 November at 3:30 pm in the staff room. All welcome to share stories and write messages on the building’s wall
- Thanks to the WS team and Reps.
- *Fire Drill* – Lecturer contacted the person running the drills to see if they could delay as classrooms had students in the middle of a test.

#### **Saleshni - Healthcare, Waitākere Campus**

- Thanks for the WS team’s support.

#### **Waitakere Science Labs:**

- Finished, some assessments to go.

#### **Mt Albert Lab Spaces:**

- Finished and now tidying up.
- *Compliance Report* – To be sent to the WS team shortly.
- *Health & Safety Video* – New video being made; students have consented to be filmed.
- *PPE Poster* – Designed and to be finalised for display in 2026.

#### **Lee-Anne – Community Studies**

- Thanks for the WS team’s support.
- *B112* - Hallway painting underway; plastic covering on carpet may be a trip hazard.

#### **Sandra – Architecture**

- Thanks for the WS team’s support.
- *Temporary Move* – Must vacate B183 by 15 December. Some staff may need to come in during the Christmas break.

#### **Keyu – Facilities Management**

- *Fire Alarms B180* – Second false alarm this year.
- *B180* – Main switch located in the basement.

#### **Geraldine – Waitākare Library (*online*)**

- *Fire Evacuation* – Staff have been shown procedures.
- *Auckland Council Meeting* – Scheduled for 18 November to review recent issues.

**Mandy – Social Practice (online)**

- *Emergency Procedures* – WS Team ran a desktop training session on emergencies and lockdowns; well received.

**Margi - Student Success (Apologies)**

- *180:2060 – Birds in Room 2067* - Birds are in the ceiling cavity, causing noise and leaving droppings and debris. The issue has been ongoing for over two weeks. Pest X was contacted on 28 October, but it's unclear if they inspected the room. FM General has been updated today and asked to arrange Pest X to remove the birds and clean the room, as the space is needed for student work.

Meeting concluded at 11.40am