

Wellbeing & Safety Reps Meeting Minutes

Tuesday 13th October 2025 | 11am-12pm

Meeting Room: B110-2028

PRESENT

Diane Lorigan (Chair)
Geraldine Sidhu
Albert Beeming

Maree Lightfoot
Camelia Pirika
Michael Craven

Stephen Brebner
Mun Naqvi
Sue Tulett

Glenna Taulilo-Makaea
Tasneem Rajkotwala
Sue Wallbank

APOLOGIES

Jo Adlam
Margi Grey
Blair Sorensen
Alice Henry

Bruce Hillard
Saleshni Nand
Diane Tamati
Frank Reinhold

Keyu Qu
Daying Wen
Lee-Anne Turton

Mandy Leeson
Sandra Potier
Amruta Kar

NOTETAKER

Inger Andersen

MATTERS ARISING FROM PREVIOUS MINUTES – 9 Sept 2025

Discussion: No matters outstanding.

UPDATES FROM W&S TEAM

Diane – Wellbeing and Safety Advisor

- *Mates in Construction* - Mates in Construction attended as guest speakers for the Trades and Services Men's Health Awareness morning tea. The session was well received by the team. We will continue partnering with Mates in Construction to provide ongoing wellbeing support for both students and staff.
- *Near miss – Science Lab (Building 114)* - A blind fell off the wall while being pulled down almost hitting a kaimahi.

- *Hazard – Potholes on Farm Road* - A kaimahi reported several potholes on Farm Road (Unitec section near the marae and Building 48), posing a risk of tyre punctures and potential accidents as vehicles swerve to avoid them. An FM job has been logged.
- *Slippery Paths on Campus* - A kaimahi slipped and fell due to slippery paths. Please remind everyone to slow down and take care while moving around campus. These incidents are not all weather-related. All slips, trips, and falls should be reported in Vault.
- *Basketball Court* (outside Building 108) - Basketballs from the court have been hitting nearby windows. The affected glass has been replaced with hardened glass to reduce future damage.
- *Last Meeting for 2025* - The final meeting for the year will be held in person on Tuesday 11 November.

Maree – Wellbeing and Safety Advisor

- *Breast Cancer Awareness Month* - This is the perfect time to support Breast Cancer Foundation NZ towards zero deaths from breast cancer. Breast Awareness – checking for lumps and/or signs and when to start getting a mammogram (free from 45yrs).
How to get involved:
 - Pink Ribbon Street Appeal 17 & 18 October. Volunteer for a two-hour collection shift at a time and location that suits you.
 - Donate – donate online or in person on Saturday or Sunday.
- *Loud Shirt Day* – Support The Hearing House this Friday – competition for the loudest/brightest shirt team. Email photo to the safety@unitec.ac.nz inbox.
- *National Thank you Cleaners Day* – Wednesday 15th October. FM team putting on a cake for City Cleaning.

UDATES FROM REPS

Albert - Security (online)

- *Building Site Security* - Quotes are being obtained for the installation of security cameras on the building site.

Sue - Community Studies (online)

Building 170 Relocation Update -

- Staff are working to a short timeframe and tight deadlines for the relocation. It has also been advised that during the final week of the move, there will be no running water in the building. Additional communications to staff is needed on the move.
- Waitākere Team: Moved from Level 3 in Building 510 to Level 5. A further move is planned to Building 500, Level 6 at the end of October.
- IELTS: Moving to the ground floor of Building 115.
- Signage: To be installed to inform students of staff moves and new locations.
- Risk Analysis: To be completed to identify and manage potential relocation-related risks.
- Student Wellbeing Concerns: There are concerns about student/staff interactions during the move. Students will need a safe and appropriate space to go to.

- **Recycling Centre:** A temporary recycling centre has been set up in a spare office in Building 170. Furniture and materials will be recycled and repurposed where possible.

Tasneem – Enrolments (online)

- *General update* - All progressing well. Flexible working hours continue to be helpful and well-received.

Geraldine – Waitākare Library (online)

- *Security Incident – Lower Basement Carpark* - Staff have reported feeling vulnerable when exiting their vehicles to swipe their access cards. A request has been made for an in-vehicle remote control. A meeting has also been held with Auckland Council to discuss the placement of their buses, which are currently blocking the swipe-card drive-up access.

Sue - Te Puna Waioira (online)

- *Student Wellbeing* – Students at this time of year are experiencing higher levels of stress, resulting in increased demand on the Counsellors.

Camelia – MĀIA

- *Slips in Wharakai* - Slip mats have been installed to reduce risk.
- *Lighting outside Marae* - FM job has been logged regarding insufficient lighting in front of the Marae. Concern around night classes with students in wheelchairs navigating uneven surfaces.
ACTION: Wellbeing and Safety team to follow up with FM.
- *Waitākere Campus – Night Classes* – on Tuesday. Concerns raised regarding the lack of Security during evening classes. Security presence has been requested. Kaimahi can ring the Security Team Leader phone number (021 610877) They will utilise the security guard that is in place in the Carpark Building for assistance with escorting to vehicles which would be required between 8–9pm.
ACTION: Camelia to email details to Albert in Security.
- *Pukenga Renovations* - Awaiting final cleanups and touch-ups before staff can move back in.
- *External Deck (overlooking the Marae)* - A slip incident occurred on the deck.
ACTION: An FM job to be logged to implement a solution. Builders have been informed and spoken to regarding the incident.

Michael – Creatives Industries

- *Fire Evacuation – 8 October* - A fire alarm was triggered due to someone smoking in the UPC bathrooms. There is concern that the Mac Labs were locked, preventing staff from checking the area during the evacuation. The doors were showing green, but the doors would not unlock even with a swipe card.
ACTION: Michael to log a job with FM and put this into Vault as a near miss.

Mun - Applied Business

- *Building 115* - We are into spring, and the pigeons have returned. Staff have been complaining about the annoying pecking sound in the ceiling 115-3007, 3009, 3027. In 3007 there is bad smell attributable to the pigeons in the ceiling.

ACTION: Log FM job.

Saleshni - Healthcare, Waitākere Campus (Apologies)

Waitākere Science Labs

- Overall, lab operations are running smoothly.
- Some inconsistencies with temperature control have been noted and are being monitored.

Mt Albert Lab Spaces

- Strong progress has been made toward improving our standards across lab spaces, with several improvements already implemented.

Meeting concluded at 11.45am