

# Wellbeing Safety Representatives Meeting Minutes

Tuesday 10<sup>th</sup> February 2026 | 11am-12pm

Location: Mt Albert`

Meeting Room: B110-2020

## PRESENT

Bruce Hillard (Chair)	Jo Adlam	Ryan Tongapuna	Chloe Fuiono
Geraldine Sidhu	Mun Naqvi (online)	Sue Tulett	Sue Wallbank
Stephen Brebner	Saleshni Nand	Keyu Qu	Jo Schwenke
Daying Wen	Samuel Kwong	Camelia Pirika	Michael Craven
Glenna Taulilo-Makaea			

## APOLOGIES

Diane Tamati	Blair Sorensen	Lee-Anne Turton	Mandy Leeson
Albert Beeming	Sandra Potier		

## NOTETAKER

Inger Andersen

## MATTERS ARISING FROM PREVIOUS MINUTES – 11 NOVEMBER 2025

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

## UPDATES FROM WS

### Jo – Wellbeing and Safety Director

- Acknowledgements and team changes
  - Diane Lorrigan and Maree Lightfoot were acknowledged and thanked for their significant contributions in supporting our people and campus operations.
  - A warm welcome to Ryan and Chloe, who join the Wellbeing and Safety team and will support our work going forward.
- Further updates will be provided on which team members will be aligned to specific areas. *Gifts and Donations* – an example raised: Dulux spray cans donated to the School of Trades, with approximately two-thirds unusable, resulting in storage and disposal challenges and costs. Key points:
  - All gifts must be recorded in the Gift Register.
  - Please check with the Wellbeing and Safety team before accepting any gifts if chemicals/hazardous substances are present.

### **Bruce – Wellbeing and Safety Advisor**

- *Office Temperatures* - Thanks for making us aware, please log an FM job for a change.
- *LPG BBQ Bottles*
  - A maximum of 100kg of gas bottles is permitted on site.
  - All BBQ gas bottles must be stored together and booked through FM.
  - Please ensure there are no gas bottles stored in your areas.

### **Inger – Wellbeing and Safety Senior Coordinator**

- *First Aid Training* - training dates are on Te Aka The Nest – six sessions will run throughout the year. Please share with your teams.  
Register here: [First Aid Training 2026](#)

### **Ryan- Wellbeing and Safety Manager**

- *On-campus presence* – you will see myself, Chloe and Santana on campus more regularly. Please say hello and show us your spaces to support us getting to know you and your workspaces and what you do.

### **UPDATES FROM REPS**

#### **Stephen – Library**

- No issues.
- Busy setting up space and repurposing area back into study space.

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

- Good start to the year. A Health and Safety workshop training session was held. The Lab Manager from MIT visited and conducted a safety check, noting areas for improvement.
- Security/FM to advise of any scheduled maintenance in the labs. Visitor logbook to be kept in the labs.

#### **Sue- Te Puna Waiora**

- No issues. Counselling appointments starting to get booked.

#### **Sue- Community Studies**

- Team settled in new spaces.
- Great feedback on Saleshni's Health and Safety workshop training session.
- Waitākere Campus, 6th floor lifts- after 5pm the lifts at one end must be used due to exit and access issues. Several staff have a fear of using lifts. The stairwell at the far end is able to be used.
- Ground floor of Building 115 is inaccessible for a staff member using a mobility scooter. Exit doors are difficult to use.

[ACTION: Job has been logged with FM.](#)

#### **Camelia – Maia**

- Busy period with a lot happening to support start of semester.
- Renovation works have been completed.
- Rainwater catchment area – Vault job logged due to people sitting in this area.
- Issues with wasp nests- pest Control attended due to flies.
- Scheduled maintenance – request for the FM team to advise staff of planned maintenance times.

#### **Samuel Kwong – Operations**

- Replacing Tasneem Rajkotwala as a representative.
- No issues.

#### **Michael – Creative Industries**

- Costume storage – racks need to be secured; however, the walls are fire-rated walls. Discussions underway with FM regarding cost sharing.

[ACTION: Wellbeing and Safety team to follow up.](#)

#### **Joanne – Student Success**

- Jo Schwenke replacing Margi Grey as a Representative.

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

- Carpet project completed.

#### **Daying – Environmental & Animal Science**

- Health and Safety student Inductions next week.
- Project to install central air conditioning system in the lab. Delays due to power supply.

#### **Keyu – Facilities Management**

- PPE – ensure all staff have the required equipment.
- Contractors and sub-contractors – confirm they have completed the Health and Safety induction at Unitec and are wearing appropriate branded clothing so they are easily recognisable. Staff are reminded to raise any concerns if something doesn't feel or look right with a contractor on campus.

#### **Glenna – Architecture**

- Several machines currently under maintenance.

- First aid kits in trucks – responsibility for ensuring these are stocked to be clarified. Kits to be replenished from the First Aid boxes on campus.

[ACTION: Bruce will arrange for In Goods to order replacement packs.](#)

#### **Mun- Applied Business (online)**

- Painting during the holidays – on return to work, doors were found unlocked and pigeons entered the office due to windows being left open.
- Signage and furniture were not restored following completion of painting. The Wellbeing and Safety team to follow up with Kenny, the Project Manager.

Meeting concluded at 11.50am