

Health, Safety and Wellbeing Committee | Part One



Venue -Committee Room North, Clocktower Building

21 August 2026 11:00 AM - 12:30 PM

Agenda Topic	Presenter	Page
Part 1 - Open Committee		
Opening Karakia		2
Apologies To receive and note apologies.		
1. Minutes	Decision	3
1.1 Minutes 27 February 2026 Part One To confirm Part 1 of the Minutes of the meeting of the Health and Safety Committee held on 27 February 2026.	Decision	3
1.2 Minutes 22 May 2026 Part One To confirm Part 1 of the Minutes of the meeting of the Health and Safety Committee held on 22 May 2026.	Decision	5
2. Exclusion of the Public To approve a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the specified parts of the proceedings of this meeting.	Decision	7

Karakia

This karakia has been composed for use across Ōtākou Whakaihu Waka | the University of Otago as a means of opening and/or closing hui, meetings, and everyday gatherings.

Kupu	Translation
Tau mai te mauri	Let the mauri settle
Te mauri tū	The mauri that stands firm
Te mauri ora	The mauri of wellbeing
Te mauri o tēnei kaupapa	The mauri of this purpose
e whakaū nei i kā uara ki Ōtākou Whakaihu Waka	affirming the values at the University of Otago
Te mana	Mana
Te tapu	Tapu
Te whakapapa	Whakapapa
me te mauri	and mauri
Puritia kia ū, puritia kia mau	Hold fast, hold firmly
Haumi e	Let us be united
Hui e	Let us come together
Tāiki e	It is complete

Purpose:

The primary purpose of this karakia is to whakatau the mauri — to settle, ground, and bring into balance the mauri of those who recite it. It is intended to help people arrive fully, be present with one another, and move forward collectively in a calm way.

Notes:

This karakia is grounded in the context of Ōtākou and acknowledges the importance of place and relationship. It has been composed in the Kāi Tahu dialect¹ to reflect the mana whenua of Ōtākou and the local context of Ōtākou Whakaihu Waka.

This karakia has been carefully shaped for use across a diverse institution, incorporating the values of mana whenua at Ōtākou Whakaihu Waka². It respects a wide range of belief systems within the University community while upholding Māori values, language, and tikaka.

¹ Kāi Tahu dialect uses 'k' in place of the more widely used 'ng' (e.g., kā instead of ngā, manaakitaka instead of manaakitanga).

² [insert link to values here]



HEALTH AND SAFETY

Minutes of a Meeting of the Health and Safety Committee

27 February 2026

- Present** Mr B J Boyle (Convenor and Pro-Chancellor), Ms T Oakley (Chancellor), Mr M Brunton (video conference), As. Prof. M Gibbons (Pro-Vice-Chancellor, Health Sciences), Mr S Willis (Chief Operating Officer), Professor D M Evers, and Mr G Cook (Deputy Vice-Chancellor, Research and Innovation).
- Apologies** Mr D Leamy (President of OUSA), Mr F B Barton, Mr G Robertson (Vice-Chancellor), Mr G Roy (Acting Director, Property and Campus Development).
- In attendance** Ms A McMillan (Director, Health, Safety and Wellbeing), Ms C King (Acting Director of Human Resources), Mr C Ennis (Chemistry), Hon Dr D Clark (Registrar and Secretary to Council, by video conference) and Ms L Ross (Acting Deputy Secretary to the Council).

Part 1 - Open Committee

1. Minutes

Part 1 of the minutes of the Health and Safety and Committee meeting held on 21 November 2025 were confirmed.

2. Exclusion of the Public

The Committee

- APPROVED** a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the remaining parts of the proceedings of the meeting as appended to these minutes.

Exclusion of the Public

The Convener moves that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely,

- Item 3 Part 2 of the Minutes of the meeting of the Health and Safety Committee held 21 November 2025
- Item 4 Terms of Reference 2026
- Item 5 Action Follow-up Register
- Item 6 Reports from Other Committees
- Item 7 Health and Safety
- Item 8 Wellbeing Support
- Item 9 Health and Safety Reports (December 2025 and January 2026)
- Item 10 Convener's Business

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: -

General Subject resolution	Reason for passing this 48(1)(a) for the passing of this resolution	Ground under Section
Items 3 - 10 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 3	Part 2 of the Minutes of the meeting of the Health and Safety Committee held 21 November 2025	ss9(2)(a), (i), and (k)
Item 4	Terms of Reference 2026	ss9(2)(a), (i), and (k)
Item 5	Action Follow-Up Register	ss9(2)(a), (i), and (k)
Item 6	Reports from Other Committees	ss9(2)(a), (ba)
Item 7	Health and Safety	ss 9(2)(a), (ba) and (c)
Item 8	Wellbeing Support	ss9(2)(a), (ba)
Item 9	Health and Safety Reports (for December 2025 and January 2026)	ss 9(2)(a), (ba) and (c)
Item 10	Convener's Business	ss9(2) (ba)

AND THAT Ms C King, Mr G Roy, Ms C Ennis, Ms A McMillan be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are responsible. The Registrar and Secretary to the Council and the Deputy Secretary to the Council are also permitted to remain at the meeting so as to provide secretarial support and advice.



Minutes of an Ordinary meeting of the University Health and Safety Committee

22 May 2026

Present: Mr B Boyle (Convenor and Pro-Chancellor), the Chancellor, the Vice-Chancellor Mr M Brunton, Professor D Eyers, Dr. P Bramley, Mr D Leamy, the Pro-Vice-Chancellor Health Sciences, the Chief Operating Officer, Acting Director, Human Resources.

Apologies The Deputy Vice-Chancellor (Research and Innovation)

In attendance The Director, Health, Safety and Wellbeing, the Registrar and Secretary to the Council, the Deputy Secretary to the Council.

Part One – Open Committee

The Convenor opened the meeting with a karakia, and noted apologies.

1. Minutes

Part 1 of the Minutes from the meeting held 27 February 2026, will be presented at the next Health, Safety and Wellbeing meeting, for approval.

2. Exclusion of the Public

The Committee

APPROVED a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the remaining parts of the proceedings of the meeting as appended to these minutes.

The Convener moved that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely,

Item 3	Part 2 of the Minutes of the meeting of the Health and Safety Committee held 27 February 2026
Item 4	Health, Safety and Wellbeing Committee Work Plan and Action Register
Item 5	Health and Safety
Item 6	Site Visit Briefing – Lasers
Item 7	Convenor's Business
Item 8	Late Papers

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: -

General Subject	Reason for passing this resolution	Ground under Section 48(1)(a) for the passing of this resolution
Items 3 - 10 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 3	Part 2 of the Minutes of the meeting of the Health and Safety Committee held 27 February 2026	ss9(2)(a), (i), and (k)
Item 4	Health, Safety and Wellbeing Committee Work Plan and Action Register	ss9(2)(a), (i), and (k)
Item 5	Health and Safety	ss 9(2)(a), (ba) and (c)
Item 6	Site Visit Briefing – Lasers	ss9(2)(a), (i), and (k)
Item 7	Convenor's Business	ss9(2) (ba)
Item 8	Late Papers	ss9(2)(a), (i), and (k)

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Item 3	Part 2 of the Minutes of the meeting of the Health and Safety Committee held 27 February 2026 and 22 May 2026
Item 4	Health, Safety and Wellbeing Committee Work Plan and Action Register
Item 5	Health and Safety
Item 6	Site Visit Briefing – Working at Heights
Item 7	Convenor's Business
Item 8	Appendices
Item 9	Meeting Dates 2026
Item 10	Late Papers

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Item 5	Health and Safety	ss 9(2)(a), (ba) and (c)
Item 6	Site Visit Briefing – Working at Heights	ss9(2)(a), (i), and (k)
Item 7	Convenor's Business	ss9(2) (ba)
Item 8	Appendices	ss9(2)(a), (i), and (k)
Item 9	Meeting Dates 2026	ss9(2)(a), (i), and (k)
Item 10	Late Papers	ss9(2)(a), (i), and (k)

AND THAT Mr G Roy, Ms C Ennis, Ms A McMillan, Ms K McEwan be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are

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