Staff Development Update

You may not have noticed, but a few weeks ago we celebrated a national Adult Learners’ Week – an important event for any tertiary institution to support (for pretty obvious reasons), but also important from a staff development perspective. It’s good to be reminded of the importance of life-long learning. The moment you stop learning is the moment you start stagnating.

Our staff development programme has grown considerably in the 12 years or so I have been in my role and it is always good to see a high uptake from Facilities Management staff – whether it has been an introductory session, the latest client service programme, supervisor development, team building, health and safety or computer skills training FMD staff have always been there. Tracey Morgan and myself look forward to seeing you again at future sessions and welcome the opportunity to catch up with whatever is happening in your area.

Of course you don’t have to attend training courses to learn new things. Most of our learning happens through experience. As Mark Twain once said: “A man who carries a cat by the tail learns something he can learn in no other way.”

So remember to make every day an opportunity to learn something new and you’ll never find yourself stuck in a rut. ---- Mike Bell

Xmas Party at the Academy - Reminder

On Friday 13th December there will be a Xmas Party at the WEL Energy Academy of Performing Arts. Invitations will be going out to all Divisions staff and partners.

There will be a charge for this function of $15 for staff members and $25 for partners.

It will be a function not to be missed, so please reserve this date in your calendar, for what is planned to be an enjoyable evening in a great venue with good food and entertainment.

Full details will be on the invitations.

Policy for the removal/disposal of unwanted equipment from the Science Labs:

(extract from SOSAT protocol/process for the safe disposal of unwanted equipment (especially joinery) from Science labs. http://www.info.sci.waikato.ac.nz/docs/has/protocdisposalfurn.rtf)

The University must dispose of unwanted equipment and materials in a safe and responsible manner. Any risk to humans and to the environment must be eliminated, isolated or minimised.

Risks to consider:

- Actual or potential contamination with hazardous substances, especially on work surfaces
- Broken glass, sharp edges, protruding nails, screws etc

Procedure:

- Plan what is to happen well before the day the items are to be shifted, (e.g. at the time when the process for refurbishing the lab begins)

Manage the risk:

- Can the materials be recycled/re-used in a safe manner?
  - Yes
  - Materials should be reused within the Department in the first instance, or, alternatively recycled via the porters from FMD. They must not be sold.
  - No
  - Materials that cannot be safely re-used or recycled must be smashed and properly disposed of in a landfill or incinerated as hazardous material.

- NOTE:
  - Bench tops with black coating may not be on-sold. The coating of these benches contains carcinogens chromium and aniline dye. Reprocessing of these bench tops (i.e. cutting or sanding) must be undertaken with extreme care. Adequate PPE equipment (overalls, face mask) must be worn and all dust and shavings must be collected, bagged and safely disposed of. FMD job managers are to inform any contractors of this danger prior to reprocessing.

--- Susan Jensen

Useless info quiz:

1. How long did it take to build the Empire State Building in New York?
2. What is the average gestation period of a pig?

--- Answers overleaf ---
One year on and still enjoying it!!

Exactly a year ago two people joined the management team of the University of Waikato FMD.

We have both thoroughly enjoyed our time here and so ... yes, you are likely to be stuck with us for quite a while longer.

Our backgrounds are varied and our daily tasks differ widely, but we both agree the people at the University are great and we are glad to be members of an organisation which is supportive and cheerful.

Thank you all for accepting us into the FMD whanau - we hope all new employees get as well treated as we have been.

Ray Hayward and Tony Dicks

FMD Porters

At a recent Health and Safety seminar there was particular special mention and praise of the Porters and their work around Campus.

It is indeed great recognition of the Porter’s presence on campus that every one of the many people whom I have met has had nothing but good comments to make about them.

The team consists of 3 permanent porters and 3 on-call casual porters with a range of duties that are many and varied. These include but are not limited to, the relocating of furniture around the campus, delivery of goods from the central store as well as an increasing amount of time spent on recycling tasks. During other times of the year the porters are kept busy with the set-up of Graduation ceremonies, Exam room and enrolment room set-ups, etc.

The permanent Portering staff are as follows:

Merv Kapea - Who doesn’t know Merv? - a man of great presence and mana whose characteristic laugh can be heard echoing along corridors, without Merv’s knowledge of “things campus” I would be lost

Luke Karanga - soon to be Koro, another who without his help and knowledge my job would be harder

And last but not least ...

Derek Freeman - The FMD’s answer to Tiger Woods, Derek just loves his golf. Derek’s duties include the delivery of goods to and from Waikato Print and Campus Computers, and the ITS workshop.

Laurie Drummond

FMD Social Club Update

- 19th November - The next social club meeting is scheduled for 10.30am in the FMD tearoom.
- 29th November after work - Hangi & BBQ - Xmas Social in FMD Courtyard.
  Thanks for the response and we hope you enjoy it!
  Social Club committee members - be ready for Mahi on 28th November!!

Winners since previous newsletter have been:

- Lotto bonus: 
  No. 17 - Heather Doherty = $40
  No. 10 - Malcolm R = $40 & No. 16 Evelyn = $10
  No. 6 - Marie Moir = $40 & No. 37 Nan = $10

- Raffles:
  No.35 - Meatpack - Mike Anderson
  No. 38 - Movie Tickets & Dinner - Terry Judge
  No. 8 - Meat Pack - Peter Burrows

Another enjoyable sausage sizzle lunch was held in the FMD courtyard on 14th November. Thanks to all those involved!!

Staff Appointment

As you are probably all aware, we recently bade farewell to Graeme Donaldson our Buildings Maintenance Manager who left us for the challenges of being the Property Manager of the new Riverside Casino.

The vacancy was advertised, applications received, interviews held and we have now appointed Trevor Harris who will start here on 9th December. Trevor is a civil engineer currently working for Beca Carter Hollings and Ferner, a consulting engineering firm. He lives in Cambridge, has been there for about six years, and he brings to the position a wealth of experience in engineering and facilities management which has been gained over many years in Britain and New Zealand.

We trust that his time with us will be long, challenging and enjoyable.

Well done FMD!!

In the last 3-month reporting period Facilities Management has had no accidents or near misses. This is a great effort considering that frequently by nature of our work we tend to be amongst the highest number of accidents and injuries reported within the University.

Generally it means that everybody is making considerable efforts to ensure that the work we do is done in a safe and appropriate manner.

Once again, well done!

John Cameron

There is no path to peace – Peace is the path. (Mahatma Gahndi)

Answers to useless quiz:
1. 1 year and 1 month
2. 3 months 3 weeks and 3 days

"Gratitude unlocks the fullness of life. It turns what we have into enough, and more. It turns denial into acceptance, chaos to order, confusion to clarity. It can turn a meal into a feast, a house into a home, a stranger into a friend.”
- Melody Beattie

Facilitation is to be published twice monthly.
For communications relating to the FMD newsletter please contact Judy Brighting, ext 4980, email judyb@waikato.ac.nz.