

The University Students' Council at the University of Western Ontario
Administration JHSC Minutes

Present: Andrea Klooster, Tanee Edwards, Chris Keeler, MaryAnn Mommersteeg, Carrigan Cassidy

Absent: Chris Noble

Date and Time: May 25 2:00 Rm 369

*** Underlined Items = Action Items**

1. MAY INSPECTION REPORT

- Wave Mez: floor tile missing leaving large hole- trip hazard (by old staircase)
- Wave Laundry: chemical rack leaning- to be adjusted and cleaned
- Gazette Editorial- housekeeping: magazines/papers all over floor
- Purple Bikes- improper chemical storage- lids left off, dirty rags in piles
 - Ceiling vent screen missing in back area
- Spoke: multiple stained ceiling tiles in bathroom
 - Not all fire extinguishers checked
 - Canister in 105d not chained (Keeler remedied immediately)
- Food Bank- key not available- EBS has been asked to clean up area. Will try to contact new coordinator at beginning of term and get them more involved.
- On positive note- Server in Gazette office has been moved- temperature is several degrees cooler and new storage furniture has been ordered
 - Creative Services- new heater for paper room will be installed replacing the free standing oil heater

2. NEW INSPECTION/MEETING SCHEDULE

- Andrea to distribute when complete

3. HAZARD ASSESSMENT UPDATE

- Jeff Pedlow compiling full report- departments will receive the portions relevant to their operations

4. ORIENTATION TRAINING UPDATES

- New short & sweet videos to be incorporated into part time training session: Safe Lifting and WHMIS 2015

5. H&S PROMOTIONS

JHSC would like to send out videos/safety messages on a monthly or bi-monthly basis to staff via Internal Communications. Possibly looking to tie in with part time staff via USC twitter (contact to be determined). Brainstorming for ideas included: sun safety, water safety, road safety, stress and personal care reminders, mental health, appropriate clothing, slips-trips-falls, food safety etc. Other suggestions welcome.

May look to combine themes into quarterly quizzes- questions to be determined by committee members at meetings.

6. NEW BUSINESS

- At the suggestion of Jeff Pedlow, Andrea is looking to submit an application for a Canadian Safe Workplace Award. Submissions due June 1- prize is bragging rights. Good Luck!
- It was suggested that JHSC members once again take the camera along on inspections so that photos can be submitted to managers along with the recommendations. Also to include a reminder notice that any recommendations must be addressed in some form within 30 days.

Next Inspection: June – Carrigan & MaryAnn

Next Meeting: June 29th at 2:00 p.m. in Room 360

AK
 Andrea Klooster
 Management Representative, Co-Chair

June 9/16
 Date

K. Burns
~~Cathy Clarke~~ K. Burns
~~General Manager~~ COO

July 4/2016
 Date

TEdwards
 Tanee Edwards
 Recording Secretary

June 15/16
 Date

TEdwards
 Tanee Edwards
 Worker Representative, Co-Chair

June 15/16
 Date

F. A. A.
 Sophie Helpard
 USC President

July 4, 2016
 Date