

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

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Present: Tanee Edwards, MaryAnn Mommersteeg, Carrigan Cassidy

Absent: Chris Noble, Andrea Klooster, Chris Keeler

Date and Time: August 31, 2016 2:00 Rm 369

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**\* Underlined Items = Action Items**

**1. AUGST INSPECTION REPORT**

- Wave Mez: missing floor tile by old staircase has been patched  
Boxes stored on floor- Shred It has been in to remove old files so floor storage is no longer an issue
- Wave kitchen- carts in front of electrical panel
- Creative Services- new heater/humidifiers in place
- H&S board in Peer Support office to be updated, emergency contact phone numbers (laminated sheets) for phones needed in multiple locations
- ✱ • Food Bank- expired food, mounds of food stored in middle of floor. Photos forwarded to coordinator and Exec. Member. Exec mentioned getting other Execs together to do a clean out prior to school year.
- Staff question regarding getting defibrillators in UCC. Not very likely due to expense and required training/liability. We have SERT and Medical Services in basement and UH moments away.
- Staff Kitchen- Jarmour to determine if a safety outlet needed for Keurig

**2. HAZARD ASSESSMENT UPDATE**

- Jeff Pedlow's report has been seen by upper management. Andrea is now compiling it into manageable sized pieces to present to department managers and will work with them to address fixes to outstanding issues.

**3. BET UPDATE**

- Andrea attended presentation from UWO regarding role of BET's in the buildings. Will look into having them do presentation for us as we do need reps from Spoke, Wave, and 3<sup>rd</sup> floor. Responsibilities are limited to donning a vest in an emergency, doing a quick sweep of immediate areas, and vacating the building. Updates about the incidents will be reported back to them. UWO looking into designating safe areas for those who can't get out (wheelchairs etc.) and for weather-related emergencies.

**4. TRAINING UPDATE**

Andrea has been running H&S training sessions for individual departments as part of their orientations. Monthly sessions will still be held throughout the year- keep an eye out for dates listed in the Internal Communications bulletins.

5. NEW BUSINESS

It was noted that we have not yet held a quiz for the monthly safety topics. ✓

**Next Inspection:** September – Carrigan & MaryAnn

**Next Meeting:** September 28 at 2:00 p.m. in Room 369

AK  
Andrea Klooster  
Management Representative, Co-Chair

Sept 1/16  
Date

Kathy Burns  
Kathy Burns  
General Manager

Sept 2/2016  
Date

T Edwards  
Tanee Edwards  
Recording Secretary

Sept 1/16  
Date

T Edwards  
Tanee Edwards  
Worker Representative, Co-Chair

Sept 1/16  
Date

Eddy Avila  
Eddy Avila  
USC President

Sept 12, 2016  
Date