

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

Present: MaryAnn Mommersteeg, Tanee Edwards, Andrea Klooster, Candace Quinlan,
Carrigan Cassidy

Absent: Karla Pacheco, Cassandra Rodenhurst, Nick Vassiliou,

Date and Time: May 27, 2015 – Rm 373 UCC

*** Underlined Items = Action Items**

1. Review of Monthly Inspections

- Numerous offices closed so unable to inspect
- Numerous ceiling tiles missing/shifted out of place throughout operations
- Exit door blocked in Gazette office by sorting table- Iain to arrange to get it moved
- Fire extinguisher in Mustang Lounge (outside women's bathroom) not checked
- Wave Mez- Keith's tables from Spoke lying across floor blocking walkway, exposed bolt plate in darkened corridor (inspector tripped on it) should be removed or highlighted.
- H&S boards required for Western Film and Productions- possible locations include Sue's new space on 3rd floor, crew room, look into possibility of digital notice board

2. Discrimination Harassment & Violence Prevention Policy

Waiting on Board approval before posting revised policy. Will be included in training sessions for P/T staff and will most likely be presented to F/T staff in a future Town Hall.

3. Team Member Update

Welcome to both Candace and Carrigan- our new Management and Worker Reps!
Andrea provided an overview of what the committee does, what the main responsibilities are and touched on incentives such as Harold the Safety Hog and the Piglet awards, and audit processes. Andrea will also provide Candace and Carrigan with certification schedules should they wish to become certified with Level 1 & 2.

4. Wellness Update

With a Health & Wellness Committee established, "Wellness" initiatives will no longer be part of the JHSC discussions

5. Inspection Schedule

Andrea will send out the new inspection and meeting schedule by mid June.

6. Training Session Update

Orientation sessions and refreshers for returning staff will be updated over the summer. Executives will receive training June 1 and will be taking Mental Health First Aid. Working at Heights training completed by Productions. First Aid refreshers and training by SERT to be organized over the summer months- Corporate policy requires at least one trained person per area.

Note to staff: new part time staff must either be trained or scheduled for training prior to starting work. Returning staff will be required to take a refresher course.

Questions arose regarding the training of Coordinators and volunteers. Now that there is a system in place to track them, a possible H&S training session or information package may be rolled out in the future.

7. Network Tracking Sheets

Reminder that network tracking sheets are due at the end of the year- don't forget to track your contacts with the H&S world.

8. New Business

H&S membership posters to be updated with new photos and distributed.

Next Inspection: June – Nick & MaryAnn

Next Meeting: Wed. June 24th, 2:00pm, Room 369



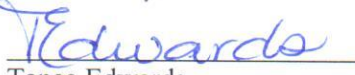
Andrea Klooster
Management Representative, Co-Chair

June 2/15
Date



Cathy Clarke
General Manager

June 2/15
Date



Tanee Edwards
Recording Secretary

June 2/15
Date



Tanee Edwards
Worker Representative, Co-Chair

June 2/15
Date



Matt Helfand
USC President

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June 8/15
Date