

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

Present: MaryAnn Mommersteeg, Tanee Edwards, Carrigan Cassidy, Nick Vassiliou

Absent: Andrea Klooster, Karla Pacheco, Candace Quinlan

Date and Time: August 26, 2015 – Rm 379 UCC

*** Underlined Items = Action Items**

1. REVIEW OF AUGUST INSPECTION

A very good inspection this month with very little to report.
Two stained ceiling tiles -Andrea has already filed work orders
Bolt plate (trip hazard) in Wave Mez. has been removed by Andy

2. ERGONOMICS UPDATE

Only two responses so it is hoped that everyone else is comfortable at their work stations.
Solutions for those who did respond are in progress.

3. INCIDENT AT SPOKE

There was a fryer burn at the Spoke that was reported as a claim with WSIB. An oil catch pan under the fryer was not fully pushed back into place- it tipped onto a staff members feet and they suffered hot oil burns to their feet. The employee has returned to work after 7 days. The incident was reviewed by Spoke managers who will ensure that all catch trays etc. are returned to their proper places, that they review the procedure with employees, and that they stress this procedure in future operational specific training sessions.

4. PURPLE BIKES UPDATE

Potential solutions are still being discussed by the manager and the staff member, but the best options at this point seem to be a buzzer system to let people in, ensuring that staff members work in pairs, and improving the visitor sign-in/sign-out practice

5. FRONT LINE SAFETY & SECURITY COURSE

Tanee has signed up for a Front Desk Safety and Security seminar in October. Topics covered will include tips on identifying and reducing security issues and potentially dangerous situations (human threats, natural disasters etc) and developing response strategies and coping methods.
Nick has suggested that part time staff may benefit from the information and it may be prudent to have a couple of full time staff attend the course and then bring back or present the information as part of a training session for our part time staff who tend to be the ones situated at service counters throughout the organization.


6. NEW BUSINESS

Carrigan has signed up for the Health & Safety Certification session in October.

Welcome to Chris Keeler who has joined the committee! He will be officially slotted into inspection rotations etc. in the New Year.

Next Inspection: September: MaryAnn and Nick

Next Meeting: Wed. Sept 30, 2:00pm, Room 369




Andrea Klooster
Management Representative, Co-Chair

Aug 29/15
Date




Cathy Clarke
General Manager

Sept. 9/15
Date



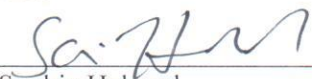
Tanee Edwards
Recording Secretary

Sept 10/15
Date



Tanee Edwards
Worker Representative, Co-Chair

Sept 10/15
Date



Sophie Helpard
USC President

Sept. 8/15
Date