

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

Present: MaryAnn Mommersteeg, Tanee Edwards, Andrea Klooster

Absent: Karla Pacheco, Cassandra Rodenhurst, Nick Vassiliou, Candace Quinlan, Carrigan Cassidy

Date and Time: July 29, 2015 – Rm 369 UCC

*** Underlined Items = Action Items**

1. Review of Monthly Inspections

- Wave Mez- exposed bolt plate in darkened corridor should be marked with fluorescent tape or covered
- Wave Kitchen- seal on walk in cooler broken- door and floor icing up. Second cooler door handle still not fixed.
- Some fire extinguishers not checked for July
- Missing ceiling tiles
- Intern Space- first aid kit kept in closet- should post a sign to indicate location

2. HR Orientation Presentations

Training presentations updated to reflect new Violence, Harassment, and Discrimination policy/language and reporting procedures. P/T staff will be trained as part of regular training/refresher sessions, F/T staff will be trained on new procedures soon.

3. 2nd Quarter Health & Safety Award- “The Piglet”

Congratulations to Scott Courtice- nominated for his willingness to lead the Wellness Walking Groups and promote mental health in the office with his positive demeanor.

4. Health and Safety Board Update

Cork boards have arrived- just need to be mounted in James' office and determine where the Western Connections crew will congregate before mounting that one.

5. First Aid Training Session Update

First Aid training completed- 6 people (mainly food and beverage) attended. August session dates have been moved to October 22 & 29. Reminder- any full time staff wishing to recertify on their own time will be compensated.

6. New Business

Purple Bikes issue raised: doors are being left unlocked – possibly by day staff. Incident at Purple Bikes being elevated to management- H&S Committee made several potential recommendations.

Next Inspection: August: Andrea & Carrigan

Next Meeting: Wed. Aug 26, 2:00pm, Room 369

AK

Andrea Klooster
Management Representative, Co-Chair

July 31/15

Date

CC

Cathy Clarke
General Manager

Sept. 9/15

Date

TEdwards

Tanee Edwards
Recording Secretary

Sept 10/15

Date

TEdwards

Tanee Edwards
Worker Representative, Co-Chair

Sept 10/15

Date

SH

Sophie Helpard
USC President

Sept. 8/15

Date