

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

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Present: Andrea Klooster, Tanee Edwards, Chris Keeler, Karla Pacheco, Carrigan Cassidy,  
MaryAnn Mommersteeg, Chris Noble, Joanna DiFazio

Absent:

Date and Time: January 27 2016- 2:00 pm Room 369 UCC

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**\* Underlined Items = Action Items**

**WELCOME TO CHRIS NOBLE- OUR NEWEST WORKER REP. MEMBER!**

**1. REVIEW OF JANUARY INSPECTION**

- Couches in Mustang Lounge blocking doors – Sue was called
- Purple Bikes stairs fixed but left in worse condition than before (rough patch- needs sanded or smoothed) Andrea following up with Facilities, housekeeping issues

**2. 2015 HEALTH AND SAFETY AWARD & PIZZA PARTY**

Winning person or department to be chosen from our last Piglet award winners. To be announced soon!

WSIB cheque arrived for \$1500- we rec'd recognition for having a Better Than Expected Injury standard for our industry. Pizza party being held February for all staff to celebrate.

**3. TRAINING UPDATES**

- Carrigan completed JHSC certification
- Chris and Chris training pending. Recommended to try and get certification completed prior to Feb 29<sup>th</sup> as legislation changes from once in a lifetime training to requiring re-certification every 3 years.
- First Aid classes pending. Will open to include Crew and Kitchen Supervisors in order to get minimum participant numbers. As always, if anyone wishes to take a First Aid course on their own, USC will reimburse them.
- Andrea is looking at bringing in WSPS to do a JHSC refresher on conducting inspections.

**4. 1<sup>st</sup> QUARTER HAZARD ASSESSMENTS**

Still waiting on some managers to hand in assessments. Of those submitted no changes

**5. WSPS HAZARD ASSESSMENT**

Board has charged USC with doing a Risk Assessment. As part of this, WSPS will be coming in to do a comprehensive hazard assessment report. This has not been done since 2012 so some areas and jobs have changed requiring a new assessment.

**6. FORM 7/ INJURY UPDATE**

F&B staff member suffered back injury after moving keg alone. Returned to work with modified duties. Training has been reviewed with member regarding safe lifting practices

in place.

**7. HEALTH & SAFETY POLICY REVIEW**

- Health & Safety Policy and Violence in the Workplace up for review yearly. Note, new procedure in place for Violence policy. Also to be reviewed this year are Emergency Preparedness, Procurement, Work Refusal, Personal Protective Equipment.
- Andrea to email out policies. Please review and report by Monday Feb 1.
- Policies then go to the HR Committee of the Board and then to the Board

**8. 2016 MEETING AND INSPECTION SCHEDULES DISTRIBUTED**

New poster is in the works and will be distributed when complete.

**9. NEW BUSINESS**

**Next Inspection: February – Chris K. and Tanee**

**Next Meeting: Wednesday February 24 2016- 2:00, Rm 369**



Andrea Klooster  
Management Representative, Co-Chair

Feb 1/16

Date



Cathy Clarke  
General Manager

Feb 1/16

Date



Tanee Edwards  
Recording Secretary

Feb 2/16

Date



Tanee Edwards  
Worker Representative, Co-Chair

Feb 2/16

Date



Sophie Helpard  
USC President

Feb 1/16.

Date