

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

Present: Andrea Klooster, Tanee Edwards, Chris Keeler

Absent: Carrigan Cassidy, Nick Vassiliou Karla Pacheco, MaryAnn Mommersteeg,

Date and Time: November 24 2015 – Rm 369 UCC

*** Underlined Items = Action Items**

1. REVIEW OF NOVEMBER INSPECTION

- Patio chairs stored in Wave Mez partially obstructing walking path
- Community room (high storage issues) inaccessible due to conference taking place. Check on next inspection.
- Evacuation plans still need to be updated post renovations. Joanne to work on as part of internship. Jeff Armour may be able to contact UWO for up to date floor plans.

2. 3rd QUARTER SAFETY AWARDS & YEAR END AWARD

Congratulations to Andy for winning the 3rd quarter “Piglet” award- his shop is always immaculate despite the number of projects and rush requests that he regularly has on the go.

Year end “Howard the Safety Hog” award winner(s) will be announced early in the New Year.

3. TRAINING UPDATES

- Carrigan completed the first part of the JHSC certification
- Tanee presented on some key points from her Front Desk Safety and Security Class
- Andrea is looking to put together a full First Aid training session sometime in the new year. SERT requires 6 participants in order to run a session. 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 full building inspection to make sure that we aren't missing things during our inspections, and may also bring in someone to review Hazard Assessment Reporting for managers.
- Staff online refresher to come in January. Topics to review include main policies, Violence & Harassment Policy with new process, Visitor Policy and JHSC Terms of Reference.
- Members of JHSC to be receiving above policies to review and provide feedback prior to Executive/Board signing off

4. 3RD HAZARD ASSESSMENTS

Assessments have been turned in by managers- no outstanding changes.

5. JHSC APPRECIATION LUNCH/ STAFF PIZZA PARTY

Andrea will be contacting committee members in the near future to set up a lunch time that works for everyone

Staff Pizza party to take place in January- date TBA in conjunction with the awarding of the Year End Safety Award.

6. FORM 7/ INJURY UPDATE

F&B staff member suffered bruised arm when mixer attachment separated from machine.

Productions staff member received work accommodation for arm pain from a prior injury.

7. GAZETTE UPDATE

Staff members have had concerns over noise, heat and physical footprint as a result of having the server in the office with them. Server is being moved up to the IT department's space, and Facilities and Mgmt have checked and adjusted the air exchange.

Ian to confirm if room has been re-wired to allow Fire Alarms to be heard.

8. 2016 MEETING AND INSPECTION SCHEDULES DISTRIBUTED

9. NEW BUSINESS

With MaryAnn's pending move to management, JHSC may need to hold elections to replace the worker rep position.

Next Inspection: January – MaryAnn and Nick


Next Meeting: Wednesday January 27 2016- 2:00, Rm 369



Andrea Klooster
Management Representative, Co-Chair

Nov 26/15
Date

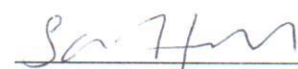

Cathy Clarke
General Manager

Dec 9/15
Date


Tane Edwards
Recording Secretary
Nov 26/15
Date


Tane Edwards
Worker Representative, Co-Chair

Nov 26/15
Date


Sophie Helpard
USC President

Dec 9/15
Date