

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

Present: Andrea Klooster, Tanee Edwards, Chris Keeler, MaryAnn Mommersteeg, Chris Noble

Absent: Karla Pacheco, Carrigan Cassidy,

Date and Time: March 30 2016- 2:00 pm Room 369 UCC

*** Underlined Items = Action Items**

1. REVIEW OF FEBRUARY INSPECTION

- Inspection scheduled to take place March 31- Mary Ann & Carrigan

2. TRAINING UPDATES

- 1st Aid Training- have not received enough response to run a SERT session. Lauren to send the message out in Internal Communications and Keeler to ask kitchen staff for additional participants
- JHSC Inspection Training- two sessions confirmed: April 25 am and April 27 pm. Mandatory attendance to one of the sessions for JHSC members as well as managers

3. WSPS HAZARD ASSESSMENT

- To take place April 14-16. All operations and USC holdings will be inspected.

4. BEC/BET PRESENTATION

Andrea attended a training session presented by UWO Fire Safety regarding recruitment and basic functions of Building Emergency Team/Coordinators. While there are some UWO members in the building it is important that the USC also have active members. Our "current" members have either left employment or are on leaves so we will have to look at recruiting replacements. Matter to be taken to Sr. Mgmt level for suggestions as there may need to be multiple shifts available to cover operations that are open later at night. Looking at having Fire Safety do a presentation at next Town Hall. Basic duties include sweeping areas during an alarm, notifying relevant rescue personnel if an actual fire is detected and if anyone is Sheltering in Place.

5. NEW BUSINESS

Staff policy refresher training tentatively to take place in May. Will include Visitor Policy reminder for all staff.

Next Inspection: April – Chris N. and Andrea

Next Meeting: Wednesday, April 27 2016 – Inspecting Your Workplace session with WSPS in lieu of April meeting. Next regular meeting is Wednesday, May 25th at 2:00 p.m. in Room 369.

AK

Andrea Klooster
Management Representative, Co-Chair

April 4/16

Date

T Edwards

Tanee Edwards
Worker Representative, Co-Chair

Ap. 4/16

Date

Cathy Clarke
Cathy Clarke
General Manager

Apr. 4 / 2016

Date

Sophie Helpard

Sophie Helpard
USC President

Apr 4/16

Date

T Edwards

Tanee Edwards
Recording Secretary

Apr 4 / 16

Date