

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

Present: Andrea Klooster, Tanee Edwards, Chris Keeler, Josh Try

Absent: MaryAnn Mommersteeg, Chris Noble

Date and Time: March 29, 2017 2:00 Rm 369

*** Underlined Items = Action Items**

Welcome to Josh Try- our new Worker Rep. who is filling in for Carrigan's maternity leave.

1. MARCH INSPECTION REPORT

- Annex requires cleaning/tidying, tall white table is wobbly-screws need tightened
- Promos- emergency lighting on floor-should be mounted
- Co2 tanks in storage studio in Mustang Lounge should be strapped
- Ceiling tiles missing in Wave Kitchen
- Stains on ceiling tiles in Spoke staff bathroom
- Fire extinguishers in Spoke last checked February. Check next month.
- Purple Bikes- better ventilation needed, floors need cleaned (rubber & grease could pose slip hazard if wet)
- Food bank key inaccessible, however has now moved to a new location on 2nd floor and currently looks great!

2. HAZARD ASSESSMENT UPDATE

- Action plans to be reviewed after March 31st with dept. managers and updated as needed

3. UPDATE ON POLICY RATIFICATION PROCESS

- Policies have been ratified by the Board. Updated versions posted on HUB and Website. Email to go out explaining the change to the Discrimination & Violence Policy & Procedure (sexual harassment). H&S boards have been updated and will be audited during May's inspection

4. NEW BUSINESS

- JHSC Certification training will be made available to Josh. Andrea will forward listings of upcoming sessions to him.
- WSPS newsletter has an article about creating your own customized smartphone videos for training, highlighting specific workplace hazards etc. Has the potential to better engage staff by using familiar faces and actual items and locations that they would encounter. Inexpensive, accessible and can be more interesting than standard videos. Possibly a task for an intern.
- Will get back on track with H&S quizzes, monthly topics to highlight.

Next Inspection: April – Chris Keeler and Maryann Mommersteeg

Next Meeting: Wed April 26 2017 2:00pm Rm 369

AK
Andrea Klooster
Management Representative, Co-Chair

March 31/17
Date

[Signature]
Jeff Armour
General Manager

Mar. 31/17
Date

T Edwards
Tanee Edwards
Recording Secretary

Mar 31/17
Date

T Edwards
Tanee Edwards
Worker Representative, Co-Chair

Mar 31/17.
Date

[Signature]
Eddy Avila
USC President

Tues. April 4, 2017
Date