

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

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

Absent: Chris Noble

Date and Time: May 31, 2017 2:00 Rm 369

*** Underlined Items = Action Items**

1. MAY INSPECTION REPORT

- A number of stained or missing ceiling tiles found throughout the building: Wave laundry room & men's change room, Food Support, Sue's office
- Community Room kitchen- panel missing in cupboards leaving finishing nails exposed, mirror without frame (sharp edges)
- Rm 269- switch plate missing
- Purple Bikes- bikes are blocking storage room doors, general cleanup needed

2. NEW MEETING & INSPECTION SCHEDULE

- Andrea to send out schedule for July to December meetings and inspections

3. UCC EVACUATION FOLLOWUP

- On May 18th the building was evacuated due to a suspicious package found in a men's washroom. It ended up being a water flow meter, but it brought to light some potential issues that should be addressed.
 - All staff (and students) should evacuate the building **whenever** the fire alarm sounds as it may be more than just a drill and the alarm is the most effective way to get everyone out.
 - While we do have an emergency policy in place, the evacuation plan itself could use some work. We have not yet been able to get updated floorplans of the building from UWO in order to update escape routes, but will ensure that student staff are aware of the exits either in HR training sessions or through their Department Managers.
 - Andrea will include a link to UWO's emergency plan via internal communications or a H&S email
 - It was suggested that we audit evacuation plans on our next inspection- to ensure they are either in place or determine if they are in need of updating.
 - During the evacuation, a number of managers were left trying to account for their staff. It was suggested that we have a designated USC meeting area or departmental meeting area for these types of situations. The merits of signing in were debated- not everyone has a cell phone, who monitors those on vacation or off site, what if a manager is away...etc.

4. BUDGET INFORMATION

- Monies from H&S earmarked to be combined with that of Wellness to provide staff with fitness equipment for in-house HIIT sessions. More info to follow upon final confirmation.

5. HEALTH & SAFETY THEME FOR JUNE


- We are looking at combining themes from International Health & Fitness Day and Environmental initiatives to come up with a June contest. Maryann will be spearheading this.


6. NEW BUSINESS

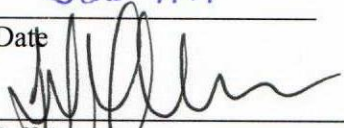
- Training pending for new Executive and Gazette Editorial staff
- Standing desk "loaners" to be rolling out in June for anyone wishing to try them. Mixed reviews coming from our HR testers.


June Inspection: Chris Keeler & Tanee Edwards

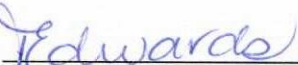
Next Meeting: Wednesday June 28 2017, 2:00p.m. Room 369


 Andrea Klooster
 Management Representative, Co-Chair


 Tanee Edwards
 Worker Representative, Co-Chair

June 7/17
 Date 
 Jeff Armour
 General Manager

June 7/17
 Date 
 Tobi Solebo
 USC President

June 8/17
 Date 
 Tanee Edwards
 Recording Secretary

June 7/17
 Date

June 7/17
 Date