

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

Present: Tanee Edwards, Chris Keeler, Karen Savino, Elizabeth Da Ponte

Absent: MaryAnn Mommersteeg, Andrea Klooster, Josh Try, Noah Austin,

Date and Time: November 29th 2017- 2:00 Rm 369

*** Underlined Items = Action Items**

1. OCTOBER INSPECTION

- A number of ceiling tiles stained or missing. One fell down on the inspection team. Questions raised as a result:
Is the number of tiles indicative of a larger problem? Should we be worried about mold etc.?
Is there a deadline for work to be done? Can we write this into a tenant/service contract with UWO?
- Expired food in food bank

2. SEXUAL CONSENT TRAINING

- Each mandatory session had about 200 attendees. Sessions were videotaped, so anyone not able to attend will still receive the training.
- Possible feedback/follow up notification to go out to staff, along with contact info for resources
- Kate has been tracking staff training attendance. A number of extra H&S sessions have been added and the numbers are looking good. A reminder that managers can be held personally liable should a staff member be injured on the job without having attended the mandatory training sessions.
- Question regarding training of Council and other Resource members: Is there something in place to provide them with the same training opportunities as other staff members re: H&S Policies, emergency evacuation procedures etc.?

3. ANNUAL POLICY REVIEW

- 7 policies are up for review this year. Andrea will be sending more information out next week along with copies of each. Please look them over for relevance, wording etc. To be completed by the end of January and then they will go on to the next stage of the approval process.
- Karen looking into a Cost of Living comparison to dovetail with the increase to min. wages
- Both to be posted to the Internal Communications
- Maryann looking into the possibility of staff appreciation to coincide with the Fall reading week

4. NEW BUSINESS

- Incident at the front desk earlier in the week has raised some questions and concerns regarding the response time of Campus Police to a disturbance call as well as

procedures in place now that we have a solitary after-hours clerk manning the front desk.

Should the front door be left open during the after hours, or even during the day (security and fire door issues)?

What is the role of reservations clerk in stopping people from walking around to the back entrance of the Coordinator space (no card access required)? Do they sweep to make sure no one is back there that shouldn't be?

What safety measures are in place for the lone student at the desk?

Does the outside security guard prevent people from sleeping here?

What hours is the building occupied? What hours are bookable for club space etc.

- Annual JHSC lunch for December- looking for available dates to plan
- **Andrea will send out new inspection and meeting schedules next week**

AK
 Andrea Klooster
 Management Representative, Co-Chair

T Edwards
 Tanee Edwards
 Worker Representative, Co-Chair

Dec 5/17
 Date

Dec 6/17
 Date

[Signature]
 Jeff Armour
 General Manager

[Signature]
 Tobi Solebo
 USC President

Dec 6/17
 Date

Dec 6/17
 Date

T Edwards
 Tanee Edwards
 Recording Secretary

Dec 6/17
 Date