

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

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

Absent: Noah Austin, Karen Savino, Elizabeth Da Ponte, Ben Lollar

Date and Time: April 25<sup>th</sup> 2018- 2:00 Rm 365

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**\* Underlined Items = Action Items**

**1. April Inspection Review**

- Items of note are additional stained ceiling tiles and some housekeeping/trip hazard issues in room 301. Broken glass on the floor of the Wave Mez.
- Most of the previous inspection items have either been resolved or have open work orders with UWO Facilities & Mgmt or appropriate parties.

**2. Injury Update**

- Andrea and Josh have been working with WSIB to create a return to work plan for the student when they are able to return to work

**3. Security Meeting Follow Up**

- Visitor log is up and running at the front desk. Will be reviewed and tweaked as needed. Focus is currently on the 340 suite with operations to plan for their own security measures as assessments proceed. There will need to be discussions around the after hour operations at the front desk re: open door/closed door policy.
- Assessments will dovetail with the upcoming Hazard Assessment reports from managers.
- Further meetings will likely be scheduled in the near future.

**4. Training Update**


- We are looking at having UWO provide training on Emergency Situations- likely in July. JHSC has been invited to participate in the training.
- EBS had 10 part time staff members trained through UWO on Working at Heights and Elevated Platforms. As a department they are looking at the idea of certification for full time members and/or possibly having someone become a certified trainer. Looking at the definition of "construction site" to see if certification would be mandatory as opposed to a training session.

**5. Communications**

- This month will feature a Spring Cleaning theme for the internal communications

May inspection: Karen & Andrea

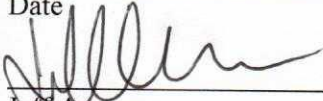
Next meeting- May 30th 2018, 2:00p.m. Room 369


  
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Andrea Klooster  
Management Representative, Co-Chair

  
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Tanee Edwards  
Worker Representative, Co-Chair

April 26/18  
Date

Apr 26/18  
Date

  
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Jeff Armour  
General Manager

  
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Tobi Solebo  
USC President

Apr. 26/18  
Date

Apr 26/18  
Date

  
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Tanee Edwards  
Recording Secretary

Apr 26/18  
Date