

**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, Noah Austin,  
Elizabeth Da Ponte, Ben Lollar

Absent: Karen Savino

Date and Time: May 30th 2018- 2:00 Rm 365

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**\* Underlined Items = Action Items**

**1. May Inspection Review**

- Stained ceiling tiles throughout building
- Food Support Services- food stores are running low, items are close to expiry date, items in basket need sorted. Andrea/Maryann to try to locate outgoing or incoming coordinator.
- It was noted that the student annex is not wheelchair accessible. Josh Clark has been tasked with a solution in time for September when one of our incoming students will be utilizing the space.
- It was noted by a manager that a number of work orders were being initiated without their knowledge until the billing from UWO arrives. It was determined that these are coming from custodial staff members but serves as a reminder that any work orders should be confirmed with the area manager prior to being initiated.

**2. Injury Update**

- The student who was injured back in mid March will be returning to work for a first shift on May 31. File closed with WSIB. Josh will keep an eye on her to make sure that she is OK. She will also be picking up shifts at a second USC department so that manager will also be made aware of the circumstances and any accommodations that will need to be made.

**3. New Inspection & Meeting Schedule**

- Andrea will work on schedules for July to December and send them out when they are ready.

**4. Communications**

- Christine Grecko from Campus Police has completed her inspection of USC spaces and will present some safety recommendations (ie threats, evacuations, emergency procedures) at the August Town Hall.
- Liz has completed her JHSC certification part 2
- We may be looking at running the Mental Health First Aid program again next year
- Standard First Aid certificates for Andrea and a number of F&B staff will be expiring shortly (full courses must be taken every 2 years) so Andrea will be looking into possibly hosting training sessions. A reminder that anyone can take a certified first aid course on their own and have it paid for by the JHSC.

5. New Business

- Maryann and Liz are looking at the idea of a UCC wide food drive to support the Food Support Services. They will work with the co-ordinator to determine what is needed. JHSC to donate \$500 for gift cards.
- Next meeting we will look at the possibility of running a summer H&S campaign- whether we do gifts/prizes/contests/newsletters etc. will be up for discussion.
- Note- stand up desks are still available on a trial or permanent basis. Contact Andrea if interested.
- It was noted that mold was found in one of the washrooms. A work order was issued by a staff member and Facilities and Management cleaned it up. Just one more thing that we can be aware of on our day to day travels.

June inspection: Josh & Tanee

Next meeting- June 27th 2018, 2:00p.m. Room 369

AK  
 Andrea Klooster  
 Management Representative, Co-Chair

T Edwards  
 Tanee Edwards  
 Worker Representative, Co-Chair

June 26/18  
 Date  
[Signature]  
 Jeff Armour  
 General Manager

July 3/18  
 Date  
[Signature]  
 Mitchell Pratt  
 USC President

June 26/18  
 Date  
T Edwards  
 Tanee Edwards  
 Recording Secretary

Jan 26/18.  
 Date

July 3/18  
 Date