

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

Present: MaryAnn Mommersteeg, Tanee Edwards, Andrea Klooster, Karen Savino,
Absent: Ben Lollar, Josh Try, Noah Austin

Date and Time: Nov 28 2018, 12:00, Rm 369

*** Underlined Items = Action Items**

1. November Inspection Review

- Limited items of note: tiles on Spoke stage pulling up (again)
- Lack of heat in Kate and Nina's offices- work order in for Kate's office. Nina's?
- Accumulations of dust in finance, possibly from venting. Should it be Josh or H&S who approaches Facility & Mgmt to see about cleaning?
- Should check associate space, Purple Store storage and Purple Bikes and Squash Court storage on next inspection

2. Policy Review

- Andrea to send out the two main policies (H&S and Harassment & Discrimination) for review and a couple of the older ones to keep the volume manageable. Please review and get back to Andrea with any suggestions within the next week. Scent guidelines to be included as well.

3. Staff Appreciation Item

- Looking at utilizing USC services to provide a small token/reminder prior to the holiday closure. Karen to assist in putting packaging together and method of distribution will be determined later.

4. Networking Sheets

- Andrea to email out this week. Please fill in and return promptly.

5. JHSC Membership

- Down two members. Will look to recruit additional members during next SMT meeting, and ask James about recruiting through the union. Until then, we will continue with 6 members for meetings and inspections.
- Posters will need to be changed

6. New Inspection/Meeting Schedule

- Schedules to be sent out in the new year.

7. New Business

January inspection: TBA

Next meeting-January- TBA

AK
Andrea Klooster
Management Representative, Co-Chair

Dec 3/18
Date

[Signature]
Jeff Armour
General Manager

Dec. 12 / 18
Date

T Edwards
Tanee Edwards
Recording Secretary

12/03/18
Date

T Edwards
Tanee Edwards
Worker Representative, Co-Chair

12/03/18
Date

[Signature]
Mitchell Pratt
USC President

Dec 13/18.
Date