

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

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

Date and Time: June 26 2019

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**\* Underlined Items = Action Items**

**1. May Inspection Review**

- Items of note: fireplace room-glass screen possible fall/break hazard, cover plate in lounge left on floor through several inspections (Ben hand screwed back into place), EBS Crew omitted to refill cleaning wipes for microwaves in lounge, perhaps review ladder safety for part time staff (tight quarters to use a ladder in rm 99 storage), leaking faucets
- Conversations with custodial staff regarding extinguishers being checked- confirm on next inspection
- Tiles on Spoke stage pulling up. Were to have been glued down but not sure with budgetary constraints. Ben to follow up with mgmt..
- Wfilm- anti fatigue mat in projection booth crumbling, watch expiration date on items in first aid kit, dark spots in theatre- ensure flashlights/lighting available
- Food Support/Peer Support- expired food/improper food storage
  - Fireplace does have heat function but no info re: auto shut off. Unplugged until further info can be obtained
- Staff kitchen- chemicals stored on top of cabinets- should be moved down in easy reach
- Purple Bikes- ongoing housekeeping issues, powerbar/cords a trip hazard. Nick V to review space.
- Operation staff asked about location of closest fire extinguisher- they didn't know. Ensure staff are trained on locations and emergency exits and blitz on future inspection.
- It was noted that many work stations have a mess of extension cords and cables running under the desks, across floors etc. A simple solution of auditing cables, using appropriate lengths of powerbars and zip ties could solve this. Perhaps Liz could put together some photos of good/bad examples to put in the IC and do a staff blitz with notes that this will be a focus on the next inspection.

**2. H&S Communications**

- Liz has put together a number of monthly topics with video links etc. Andrea to forward to committee to review.

**3. Inspection & Meeting Schedule- July to November 2019**

- Schedule sent out- let Andrea know if there are any issues

**4. New Business**

- Karen reviewed a couple of Fred Pryor health and safety videos- good reminders about cell phone usage (distraction while working with chemicals, machinery, etc.) and not ignoring "at risk" behaviours that could result in accidents and injuries.
- We should review (in conjunction with operation managers) fire extinguisher training as well as First Aid refresher courses for staff. As per usual- if anyone wishes to obtain first aid training on their own, the corporation will pay for it.
- Inspections- there are a number of areas (ie. projection booth and snack bar, squash courts, storage rooms) that we are unable to inspect regularly due to restricted access (keys, finding mgmt., or not even knowing that the area are part of the USC). We would like to find a way to map out all areas that are USC operated and determine how best to ensure that they are inspected regularly. It was recommended that the request be brought to management through a SLT meeting forum.
- Also a reminder that photos are often worth a thousand words- feel free to use your phone to take photos of issues, or borrow the corp. camera.

**July inspection: Noah & Maryann**

**Next meeting-July 31<sup>th</sup> , 2:00, rm 369**

AK  
 Andrea Klooster  
 Management Representative, Co-Chair

T Edwards  
 Tanee Edwards  
 Worker Representative, Co-Chair

July 3/19  
 Date

7/8/19  
 Date

[Signature]  
 Jeff Armour  
 General Manager

[Signature]  
 Bardia Jalayer  
 USC President

July 9/19  
 Date

July 10<sup>th</sup>/19  
 Date

T Edwards  
 Tanee Edwards  
 Recording Secretary

7/8/19  
 Date