

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

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

Date and Time: Sept 25 2019, 2:00p.m. -Rm 369

*** Underlined Items = Action Items**

1. September Inspection Review

- Wave- faucet won't shut off- immediate request to put in work order with UWO
 - exposed cords on back of column by stage (repeat)
- Spoke- stage tiles - Andy to work on once September rush is over
- Gazette & Food support- storage issues and walkway obstructions
- Purple Bikes- repeated and ongoing housekeeping issues- is there a timeline for when this will be taken care of?

2. Injury Reports

- Two knife cuts in F&B- one with stitches, one without. Modified duties offered but declined
- EBS- a prior back issue aggravated while working at Imaginus. Lost time, staff member seeking treatment.

3. Training Update

- A number of F&B staff attending Oct & Nov Mental Health First Aide course
- Managers encouraged to talk to staff about First Aid training as only 1 person has taken advantage of this
- Fire extinguisher training to take place in November
- H&S Orientation for new staff almost complete

4. Space Audit

- Vicki has provided Andrea with a list of all the spaces owned by USC and the managers in charge of each. Andrea to review areas that need to be inspected going forwards, will invite a manger to accompany inspections so that all spaces can be accessed.

5. Ergonomics Update and Communication

- Sitting will be next theme in IC with a link to the ergo. assessment form. Kurt has a new chair and Andrea will be in contact with Melissa to review her workstation in the near future.

6. New Safety Group Info


- Old Safety Group has become new H&S Excellence. Andrea considering the value of rejoining at a cost of \$500, in anticipation of receiving the same rebates as in the past.

7. New Business


- Andrea attended networking session where she found a number of new ideas to engage staff and to improve H&S in general. She will introduce ideas during following meetings.
 - Use a white board or P/T staff communications to post regular safety messages.
 - Set up Google Doc for JHSC committee to post inspection notes, recommendations, hazards brought forward by staff that can be reviewed prior to inspections.
 - Possibly post Recommendations on the hub so staff can track the process ie. Work order submitted, completed etc.
- Policies will be up for JHSC to review prior to F/T staff refresher in November.

October inspection: Noah & Maryann


Next meeting-Oct 30 2:00pm Rm 369


 Andrea Klooster
 Management Representative, Co-Chair


Sept 27/19.
 Date


 Jeff Armour
 General Manager


Sept. 30/19
 Date


 Taneesha Edwards
 Recording Secretary

Sept 30/19
 Date


 Taneesha Edwards
 Worker Representative, Co-Chair

Sept 30/19.
 Date


 Bardia Jalayer
 USC President

Oct 2, 2019
 Date