

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

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

Date and Time: Nov. 27 2019, 2:00p.m. -Rm 369

*** Underlined Items = Action Items**

1. November Inspection Review

- Fire extinguisher in Andy's work room not checked recently
- Wave- exposed cables on columns by stage- Can we use electrical tape and push it back into the column ourselves after this number of service requests being ignored?
- Housekeeping Rm 301, 315, Purple Bikes (in process of moving out so space will need to be assessed in future inspections)

2. Injury Reports

- Staff member sought medical care for an ongoing back injury. WSIB form 7 has been submitted as a precaution. Working modified hours and duties.

3. Appreciation

- Andrea is looking into doing a pizza appreciation lunch for staff towards the end of January.

4. New Schedule & Space Audit


- Andrea will distribute new JHSC meeting and inspection schedules soon.
- PT training sessions to remain last Friday of the month.
- Looking to conduct a full space audit/inspection/meeting in January. Open invitation to all JHSC members to attend a walking meeting. Managers to be notified ahead of time to provide keys etc. needed to access all spaces. Will probably take a few hours.

5. New Business


- Andrea and Tanee to meet with Jeff Armour Dec 3 regarding recommendations arising from the incident with Kate being confronted in her office.
- Touch screen sign in/printed visitor pass technology seen by HR in other offices – is this something we can implement?
- Policy Review for January. Andrea to send around copies of current policies for review and update: Inspection, Accessibility and Customer Service, Manager/Supervisor Responsibility, H&S Management, Networking
- Networking form to be distributed to JHSC members

No December Inspection

Next meeting-TBA January

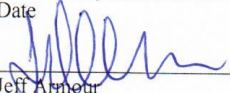


Andrea Klooster
Management Representative, Co-Chair

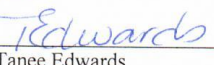


Tanee Edwards
Worker Representative, Co-Chair

Nov 28 /19
Date

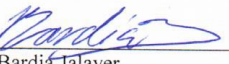

Jeff Armour
General Manager

Dec 2 /19
Date


Tanee Edwards
Recording Secretary

Nov 28 /19
Date

Nov 28 /19
Date


Bardia Jalayer
USC President

Dec 2 /19
Date