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

Present: Andrea, Tanee, Karen, Kate, Karla

Absent: Maryann, Noah, Ben,

Date and Time: September 21, 2020 3-4:00 via Zoom

1. Procedure and Protocol Discussion with Karla

Karla joined the meeting with the intention to discuss sub-procedures being established for CIA, Food Support and other operations however due to the return to UWO's phase 3 and activity restrictions, the discussion has been postponed. The Board H&S Committee is aware of the procedures.

As a result of re-implementation of Phase 3, new hires have been placed on hold and current staff will maintain their work from home or hybrid schedules to keep the building population to a minimum.

Front line operations (InfoSource, F&B) are having weekly check-in meetings with Karla to assess work-load, operational challenges, comfort levels etc. All staff are reminded to reach out if they have any concerns about their work environment. Karla is working hard to make sure that everyone feels comfortable.

Cleaning supplies have been distributed to all work spaces, and protocols are being established for communal spaces like conference rooms, photocopier etc.

USC masks have been ordered and should be arriving shortly. They are available in multi sizes to accommodate everyone. There will be sizing models made available for everyone to choose the best fit.

Karla was also hoping to send out a survey to determine staff comfort levels, areas of concern, but was afraid this might not be the best time. JHSC has indicated that it may be beneficial to use it as a tool to reach out to staff and check in. JHSC to review questions for content prior to it being sent out. It will be anonymous, but will be requesting department/area working to help gauge responses. It will use a new survey platform so feedback would be appreciated.

2. Building Inspections

September's inspection has been cancelled due to the building access restrictions. Andrea to confirm the number of inspections that need to be

done in a year and we may adjust our schedule. Setting a firm schedule right now is virtually impossible due to the daily changes so we will try to re-establish inspections as restrictions ease.

3. New Business

USC Front Line Staff- deemed as essential by Western, our InfoSource is open. There is a degree of frustration that they are having to provide information and support to students that should be provided by Western (ie. SSB hours not posted, changes to mask distribution locations, lack of signage). Noted that additional operations still open that shouldn't be, and students are congregating on stairs to eat.

Should we update or add addendum to policies to reflect the changes to inspections and meeting style? UWO has advised not to make any policy changes at this point, however we are independent from them and do not have to follow their suggestions. We will include the JHSC policy in the review package and depending on how long we operate under these conditions may dictate any changes needed to keep policies up to date.

Could we perform "virtual" inspections if someone is willing to film areas? It was felt that a virtual tour would be acceptable and we may look at that idea (perhaps have people already in the building film areas?). We may also ask managers to do spot checks of their areas as they would already be familiar with them in order to do their Hazard Inspections.

Should we be including COVID training in H&S training? It was recommended that Kate include a slide with general information (i.e. hand washing procedures, mask wearing, distancing, stay home if you feel sick...) and then refer staff to their department manager for specific operational procedures.

Next meeting: October TBA

Next inspection: pending building reopening

Andrea Klooster
Management Representative,



Date September 22, 2020_____

Tanee Edwards
Co-Chair Worker Representative, Co-
Chair & Recording Secretary

Tanee Edwards

Date September 22 2020_____

Jeff Armour
General Manager

Matt Reesor
President



Date Sep 22 2020



Date Sep 27 2020



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