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

Present: Andrea, Tanee, Karen, Maryann, Andy

Absent: Adam

Date and Time: Nov 30 room 371 3:00-4:00

1. November Inspection Notes

- Annex housekeeping - has been an ongoing problem since September. Issue has now been brought forward to COO.
- A few fire extinguishers have not been checked, work order has already been filed from previous month
- H&S boards to be updated by Andrea, 2021 "Green Books" have arrived
- Spoke- trolleys lining hallway outside manager's office impeding traffic flow-need to be moved/stored elsewhere. Lockers have been cleaned
- Campus Gear storage rm 149- housekeeping issues much improved

2. Injury Updates

- 5 incidents occurred in September plus 1 additional claim that was refused by WSIB. Productions and F&B locations.
 - No obvious patterns- training on sharps was provided to staff
 - O Week strains
 - One person helping out after shift on a task not trained on. Manager has spoken to staff about this issue.

3. Policy Review

- Committee reviewed H&S policy, Discrimination Policy and Procedure documents prior to meeting.
- During Covid, Governance developed their own schedule of policy review. Next meeting in March after which we will be told what H&S policies will need to be reviewed as per their schedule. Suggestions and comments submitted about above policies by JHSC committee will roll over until then.

4. Mental Health and RTW

- Staff has been struggling with RTW. Last formal check in was June. Engagement/Social/Wellness committees not functioning.
- Open floor for suggestions and ideas of what can be done in the New Year to help. Please think of ideas and bring them to the next meeting or email Andrea.
 - Suggestions included: a newsletter or internal communication that isn't as static as the current IC, de-stressor/care packages
 - Difficulties as staff is spread out and isolated.

5. Member Appreciation

- Welcome to Andy!
- Glad to have everyone back in a live meeting format!
- Thanks for efforts throughout the past two years!

6. New Business

- Daily Covid questionnaire has been updated to reflect Provincial changes to travel and quarantine periods.
- Andy has completed Part 1 of his certification. Part 2 pending...
- Committee Member posters to be updated. Photos have been completed, waiting on the printing
- Will review committee membership (Adam, Jayme) in January and work out meeting and inspection schedules
- Looking to update WSPS 2016 document regarding USC space Hazard Identification and Controls. Possible task for committee to undertake but the scope is vast and with the number of renos done over the last five years and current staff distribution it would be better to have a professional assessment done.
 - WSPS no longer offers that service so Andrea looking into companies that could do a comprehensive audit
 - Managers supposed to do a quarterly hazard inspection report. Andrea hoping to reinstate that now that we are back in office
 - A number of new managers will need training

January Inspection: TBA

Next meeting: January- details to be announced

Andrea Klooster
Management Representative,

Andrea Klooster

Date December 2, 2021

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

Tanee Edwards

Date: December 1 2021

Jeff Armour
General Manager



Date Dec 02 2021

Zamir Fakirani
President



Date Dec 02 2021



Document Details

Title	JHSC Minutes for Signing
File Name	JHSC Nov 30 2021.pdf
Document ID	c49ab955094440a8afa82835314def02
Fingerprint	77197d8cf7b1f8ce85cea11cb2c427be
Status	Completed

Document History

Document Created	Document Created by Andrea Klooster (aklooster@westernusc.ca) Fingerprint: 77197d8cf7b1f8ce85cea11cb2c427be	Dec 02 2021 10:00AM America/Detroit
Document Sent	Document Sent to Jeff Armour (jarmour@westernusc.ca)	Dec 02 2021 10:00AM America/Detroit
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Document Viewed	Document Viewed by Jeff Armour (jarmour@westernusc.ca) IP: 209.171.88.3	Dec 05 2021 11:26PM America/Detroit
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