

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

Present: Maryann, Andy, Tanee, Karen, Andrea

Absent: John

Date and Time: October 24, 2022

- **October Inspection Review**

- Paper cutter in board room with no lock
- UCC Club Space – staff cannot hear fire alarms from the space
- A couple of fire extinguishers not checked (McKellar Room & Wave)
- Karen & Andy will do November's inspection

2. Productions Staff Change Room

- One of the club executives that also works in Productions said that the second floor space that is now used as the change room (after moving from Room 320) has very little ventilation and is an uncomfortable space to stay in for any length of time.
- It was discussed that this space is not purposed to be a breakroom but is just for storing work boots and acts more as a locker room than anything else.

3. Supervisor Health and Safety Awareness Training

- It's been a long time since USC managers and supervisors completed the Ministry of Labour's 'Supervisor Health and Safety Awareness Training' and, since it is a mandatory training, and we have so many new staff, it's a good time to run the program again. Near the end of November and once all of the new people have started, a training link will be sent out for all managers and supervisors to complete regardless of whether they have done it before or not. It will be a good refresher for everyone.

4. JHSC Poster

- The new JHSC Poster has been created and printed and will be distributed to all Health and Safety Boards and the Staff Hub by next week.

Next Inspection: November TBA

Next Meeting: November TBA

Andrea Klooster
Management Representative, Co-Chair &




Date: November 7, 2022

Tanee Edwards
Worker Representative, Co-Chair
Recording Secretary



Date: Nov. 7 2022

Jeff Armour
General Manager



Date Nov 10 2022

Ethan Gardner
President



Date Nov 09 2022



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