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

Present: Andrea, Tanee, Maryann, John, Andy

Absent: Karen

Date and Time: Jan 31 2023, 3:00, Rm 371

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**1. Inspection**

Fire Extinguishers in lounge by stage doors (UWO fire hasn't picked up after an event)

Ladders not secured beside stage (Andy to return them to their original locations)

Fire extinguishers throughout building not checked since November

**2. New Business**

Electronic Wayfinder signs have been updated, Andrea has been able to get copies of maps so inspection areas, fire exits can be updated. Maps to be posted on Staff Hub so all can access.

Committee posters to be updated in Crew room and possibly Gazette. Andrea to do an audit to make sure posters and policies are up to date.

Next inspection: Andy and John. Andrea to send a reminder.

Next meeting: TBA February

Andrea Klooster  
Management Representative,

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Date \_\_\_\_\_

Jeff Armour  
General Manager

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Date \_\_\_\_\_

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

*Tanee Edwards*

Date \_\_\_ Feb 2 2023 \_\_\_

Ethan Gardner  
President

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Date \_\_\_\_\_