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

Present: Maryann, Tanee, Karen, John, Andy, Andrea  
Date and Time: January 30, 2024 3:00 Rm 365

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**1. January Inspection**

- Wave Mez- storage is encroaching on walkway. Staff has been notified to keep area clear.
- Fire Extinguishers- Wave extinguishers up to date now, but lounge was missed in December.
- In-House Repairs- Andy and John to install missing data port cover in community room and fix loose trim in McKeller
- McKeller- UWO Facilities have still not replaced burnt out bulbs
- Spoke- fire extinguisher still hidden by plant.

**2. Policy Review**

Remaining policies will be reviewed (and approved) by Board on Friday Feb. 2  
Andrea will post the updated versions to the HUB and H&S boards  
Melissa will ensure they are posted to the USC website

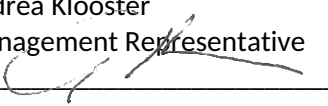
**3. Staff Refresher**

Karla noted changes to Visitor and Housekeeping policies at Town Hall, attendance was taken and will act as staff refresher for 2024. Andrea to send out copies of the policies once approved for staff to review in their entirety. Link to Town Hall presentation to be posted on HUB.

February inspection: Karen & Maryann

Next meeting: February 2024- TBD


Andrea Klooster  
Management Representative

  
Date Feb 02 2024


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

Date: Jan. 31, 2024

Jeff Armour  
General Manager

  
Date Feb 02 2024

Sunday Ajak  
President

  
Date Feb 02 2024

