

---

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

Present: Andrea, Tanee, Karen, Maryann

Absent: John, Andy

Date and Time: Oct. 29, 2024 2:00 Rm 369

---

**1. Inspection Updates**

- Fire extinguishers not checked, ceiling tile stains, lights out of bracket in IT hallway- noted.
- Rm 316- ventilation to be checked by Facilities, office always hot.
- Conference room door found propped open with fire extinguisher, food left on table.
- Note- photos are always handy to include with work orders so please continue to take and send to Andrea for any issues you find on inspections.

**2. Policy Review**

- Board has requested a number of policies to be reviewed by committee. Please look them over and notify Andrea of any changes to be made. **Deadline: November meeting.** Karla will be invited to attend to discuss any issues. Board anticipates their approval process to take place in January.

**3. OHSA Handbooks**

- Andrea has received updated handbooks and will work on distributing them in the coming weeks.

**4. Fire Extinguisher Training**

- Expected to take place as part of November's Town Hall - not confirmed by Fire Safety

**5. Partners in Prevention Report**

- Andrea attended session in Kitchener. Hot topic: Naloxone kits. Conclusion- kits should be part of policy IF a staff member is considered to be high risk. Karla confirms that as we have a pharmacy on site it would not currently apply to us.

**6. November 6 Safety Connections Webinar**

- For anyone interested, a number of free webinars are available. Andrea to send link.

**7. Risk Assessment**

- A couple of our policies indicate that corporate risk assessments will be conducted as needed. Last one done 2016. Andrea is in process of getting quotes from service providers to be included in budget discussions.

**8. Appreciation Lunch**

- Will book holiday lunch at Greenleaf- date TBD

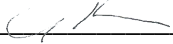
JHSC Meeting Minutes October 29, 2024.

**November inspection:** Karen and Maryann

**December Inspection:** John and Andy

Next meeting: November 26 - details to follow

Andrea Klooster  
Management Representative



Date Nov 04 2024

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

Date: November 1, 2024

Jeff Armour  
General Manager



Date Nov 04 2024

Emilie Kalaydjian  
President



Date Nov 06 2024