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

Present: Andrea, Tanee, Maryann, Karen, John

Absent: Andy

Date and Time: October 27, 2025 Rm 369 2:00

1. Risk Assessment

The last professional risk/hazard assessment of the USC's spaces took place in 2016, and several renovations have occurred since then. The cost to bring in a third party to conduct a new inspection is cost prohibitive, so it was decided that members of the JHSC in conjunction with operation managers would update the document using the last assessment as a template. This is an internal best practices document and does not have a legal compliance requirement. The aim is to update the risk assessment annually to accurately reflect any changes to spaces and operations that occur.

Andrea and Tanee have started work on the review, no deadline has been established.

2. Emergency Preparedness Policy Review

A second email reminder will be sent out to managers asking them to let the committee know whether or not they have any operational emergency plans. A few managers have replied to the initial email, and any plans provided have been saved in the JHSC drive for review. We hope to have all answers by the end of October, and will begin working on a template that can be customized for individual operations. We are hoping this will be ready early in the new year.

- JHSC discussion has generated several ideas including improving wayfinder maps in public spaces, posting plans and exit routes in operations, using TV screens to provide information (i.e. Fire Drill- Please Exit Building), and how the plan may be rolled out to full time and part time staff.

3. Injury Reports

Three incidents in October to report:

Chemical burn to eye- staff member was wearing appropriate PPE, but detergent bottle slipped and fell splashing chemical through vents in goggles. Eye wash station was used and staff member was taken to the hospital for treatment.

Oil splatter in eye- of person working next to fryer. Medical treatment sought but no missed time. Staff have been advised to take extra care when shaking equipment containing hot oil.

Tandem table lift failed, staff member sustained bump to head. Medical treatment confirmed no concussion, but did lose shift as a result.

4. Inspection Updates

Mainly fire extinguishers with a September inspection date.

Stairwell by Wave Mez (UWO Space) - all lights burnt out

5. Upcoming Inspection Schedule

- November- Andrea & Tanee

Next meeting: November 24, 2025, 2:00 p.m.

Andrea Klooster



Date: October 28, 2025

Jeff Armour
General Manager

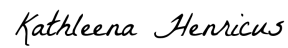


Date Nov 06 2025

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

Tanee Edwards
Date: Oct 28, 2025

Kathleena Henricus
President



Date Nov 06 2025