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

Present: Andrea, Tanee, Maryann, Karen, John

Absent: Andy

Date and Time: November 24, 2025 Rm 369 2:00

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**1. Inspection**

- Three extinguishers not checked for several months
- Broken chair in Peer Support

**2. Annual Policy Review**

A handful of policies are to be reviewed by the committee for the end of December. Please advise Andrea if you see any changes that should be made. Policies will go to the Board in January. There may be pending changes to the DHV policy re: what will trigger an investigation by HR. Tanee looking into if/how this is being addressed by other institutions.

Andrea to send out links to the policies:

- Continuous Improvement Policy
- Discrimination, Harassment and Violence Prevention Policy
- Discrimination, Harassment and Violence Prevention Procedure
- Health and Safety Policy
- Schedule of Posted Health and Safety Materials

**3. Emergency Preparedness Policy Review**

A rough template has been developed but a couple of elements including communication requires input from the COO. A meeting is to be scheduled between Jeff, Karla, Andrea and Tanee to discuss.

- JHSC suggested that a dedicated Emergency Slack channel could be created for communicating with staff about snow closures, shelter in place, evacuations etc.

**4. Year End Lunch**

To be held at Greenleaf December 11, 2025 at 11:30.

**5. Upcoming Inspection Schedule**

January: Maryann and Karen

**Next meeting:** January TBA

Andrea Klooster  
Management Representative & Co-Chair



Date: November 27, 2025

Tanee Edwards  
Worker Representative & Recording Secretary

*Tanee Edwards*

Date: November 25, 2025

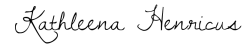
Jeff Armour  
General Manager



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Date Nov 27 2025

Kathleena Henricus  
President




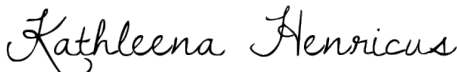
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Date Nov 28 2025

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