



## **Joint Occupational Health and Safety Committee (JOHSC)**

January 20, 2022, 1:00 – 2:30pm MT

Location: Google Meet

Meeting Minutes

### **In attendance:**

**Peter Davison, Executive Advisor**

**Executive Advisor, Office of The VP Finance and Administration (Employer Co-chair)**

Mark Friesen, AVP, Human Resources

Dave McLean, Director, Marketing

Robert Siklodi, Manager, EH&S

**Crystal Koch, VP, MRSA (Employee Co-chair)**

M Helena Myllykoski (MRFA representative)

D. Scharie Tavcer (MRFA representative)

Stephanie Zettel (MRFA representative)

Amy McCarthy (MRSA representative)

Claire Grant (Administrative Support)

### **Regrets:**

Joe Frazao (MRSA representative)

Gloria Visser-Niven, Director, Communications

### **1. Approvals**

#### **1.1. Additions to Agenda Invited**

There were no additional items added to the current agenda.

#### **Approval of Meeting Minutes**

No minutes for approval as December, 2021 meeting canceled.

Confirmed that November 18, 2021 minutes approved by email and posted to the website on Dec. 8, 2021.

### **2. Ongoing Business - Review of Action Item Status**

#### **2.1. Review and finalization of the [Terms of Reference](#) [All]**

It was suggested by Employer (PD) that this be kept open for an additional week for review and then Employer (RS) and Employee (AM) finalize all suggestions and bring back to the next meeting for review and approval.

***Action Item No. 2: Terms of Reference to be further reviewed by Employer (RS) and Employee (AM) and brought forward to the next meeting for finalization.***

**2.2. Placement of current posters [Employer (RS)]**

It was confirmed that the current posters have been placed on all the dedicated safety boards located throughout campus.

**2.3. Non-academic student conduct in library [Employer (RS) / Employee (CK)]**

Not discussed.

*Action Item No. 4: Bring forward to the next meeting.*

**2.4. Recommendation to Annalise Van ham regarding the provision of plexiglass on campus [Employee (CK)]**

No response from Analise received to date. Employee (CK) to reach out again.

*Action Item No. 5: Employee (CK) to reach out once more to Annalise.*

**2.5. Provision of Incident Report to be made available to committee prior to each meeting [Employer (RS)]**

Employer (RS) will endeavor to have the report to the committee one week prior to each meeting. The report can be found [here](#).

Resolver is about to go live. Employer (RS) needs to train their people. Employer (PD) advised that once they have become familiar with this then can print off reports at a very granular level. Resolver is an enhanced record management system that EH&S, Security and HR are all a part of. Security has used this for a few years now. Looking to create a synergy of reporting between Security, EH&S and HR. JOHSC will get a report from this. It will look different but be more consistent. Will be starting fresh moving forward and should be available as of next week. Will contain everything from January, 2022 onwards. This integrates with Banner. Employees will be filling out a new Google Form for reporting which will be similar to the current one.

**2.6. Provision to the committee of the violence and harassment incidents spreadsheet [Employer (MF)]**

Spreadsheet provided going back to 2019 to present which can be found [here](#).

**2.7. Injury/Incident Form**

**2.7.1. Employer to update form according to suggestions made by employees [Employer (MF)]**

Employee (ST) noted that the form still did not show the hyperlink description or the additional page. Employer (MF) will follow up.

*Action Item No. 8: Employer (MF) to follow up on adding the hyperlink description and additional page for comments to the form.*

**2.7.2. Committee to come up with communications strategy for the form [All]**

The need for an internal communications strategy for this committee has been assigned to Gloria Visser-Niven. It was discussed how to get this information out to the campus community. Employer (DM) felt that email was not the best strategy as staff is inundated with emails at present. Due to short staffing they

have not had the chance to review this. Employer (PD) likes the idea of an annual email about what JOHSC is and also a designated email where people can contact the committee. Employee (ST) would like to see a standing place for updates under the **Our Community** email. Employee (AM) asked if we could have a permanent place on the landing page of MyMRU. This all brings up the need for a FT or PT administrative assistant. Perhaps look at an administrative person for EH&S and this becomes part of their job description. Employer (MF & PD) to discuss with Ron Petrollini, setting up a web page for JOHSC.

**Action Items 12-14:**

- *Employee (CK) to draft an email from co-chairs to ITS to request a designated email for JOHSC.*
- *Employer (MF & PD) to discuss web page set up.*
- *Request to be made regarding a permanent spot in the **Our Community** email and also a permanent place on the landing page of MyMRU - not assigned.*

**2.8. Employer to review the survey tool (Guarding Minds at Work) and advise if appropriate for use or if another survey can be used [Employer Representatives]**  
Suggestion made to postpone this item until the February meeting. Employer (PD) advised that HR was not involved with the Guarding Minds at Work and that this time they should be in order to ensure we have the proper support tools in hand as there were complaints from staff as to the nature of some of the questions asked. Employer [RF] noted it was good as a micro, small area program which then bleeds out to the rest of the community. Employee [CK] noted that the trouble with that was that often those groups that need to participate, don't. Need a consistent way to be managed across campus.

**Action Item No. 9:** *Bring forward to February meeting.*

**2.9. Physical review of snow removal process to be provided to committee members [Employer (RS)]** [Grounds Snow Removal Process archived JOHSC recommendation](#)  
Have only had one slip and fall in a parking lot. Employer (PD) still feels that there are areas not well addressed. For instance, Lot A by the pay machine, the sidewalk is not shoveled to where it continues on to where most of the cars are. Also in Lot 5 there is a widely used entrance that never gets shoveled and it gets very slippery as it is on a slope.

**Motion:** Next time there is a snowfall employers (PD & RS) need to do a reassessment/follow-up inspection.

**Seconded:** By employee (ST). Would also like to see an employee (JF) representative added to this assessment if available.

**All in agreement.**

**Action Item No. 10:** *Employers (PD & RS) and employee (JF) to do reassessment of snow removal after next snow fall.*

**2.10. Employer to speak at MRSA Coffee Chat and MRFA regarding asbestos removal and investigate the lack of asbestos removal policy [Employer (RS)]**

Employer (PD) advised there is a substantial procedure in place for the asbestos removal. Employer (RS) confirmed that the asbestos policy is no longer in place, however employee (ST) noted there are still active policies that refer to the asbestos policy such as the Environmental Protection policy and the EH&S Manual. Recommendation that all policies that refer to this asbestos policy be updated. Employer (PD) to follow up with Grant and Dylan to go through these policies and update. The bottom line is that MRU does not do asbestos removal. Dylan to share what can be shared with staff. This would be a perfect thing to put under our designated section in **Our Community** or on the landing page of MyMRU.

*Action Item No. 11: Employer (PD) to follow up with Grant and Dylan to go through policies and update any that refer to an asbestos policy.*

**3. Reports**

The employer (RS) provided a review of all incidents that have been addressed during the periods of Nov. 17, 2021 - Dec. 9, 2021 and Dec. 10, 2021 and Jan. 19, 2022 which can be seen [here](#) and are listed below. Details can be found [here](#).

**Reporting period: December 10, 2021 - January 19, 2022**

<b>Incidences (EH&amp;S)</b>	<b>10</b>
Slip Trips	
Slip Trips "Time off"	
Injury	4
Injury (time off)	2
Student/ Visitor	2
Other	
Close Call (EH&S)	2

Hazardous Condition (EH&S)	
AHS/OHS	0
Violence/Harassment (HR)	<i>Reported separately</i>
<b>Incidences (Security Services)</b>	<b>7</b>
Medical	0
Safety	3
Other	4

<b>December 10, 2021 - January 19, 2022</b>	
Covid Positive Total	40
Staff Positive who were on Campus Note: There has been no community Transfer	31
Students Positive who were on Campus. Note: There has been no community Transfer	9
Staff Rapid Testing Positive	0
Students Rapid Testing Positive Note	0

**Injury:**

Vehicle Accident between Employee and Contractor  
 Employee closed finger in cabinet  
 Employee fell from a broken chair  
 Finger caught while sealing a drum

**Close Call:**

Employee fell off of a 2 step step ladder  
 Employee was required to contact Security involving drunk students outside of Rec

**Hazardous Condition:**

A student broke a mercury thermometer

There is a spill with broken glass in the floor in front of the cougars campus store

**Security:**

6 Medical incidents included Non Emergency and Mental health.

3 Safety concerns, Assaults and traffic accident

1 Elevator Entrapment

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<b>Incidences (EH&amp;S)</b>	10
Slip Trips	
Slip Trips "Time off"	
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Injury (time off)	2
Student/ Visitor	2
Other	
Close Call (EH&S)	2
Hazardous Condition (EH&S)	
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Violence/Harassment (HR)	<i>Reported separately</i>

<b>Incidences (Security Services)</b>	7
Medical	0
Safety	3
Other	4

<b>December 10 - January 19, 2022</b>	
Covid Positive Total	40
Staff Positive who were on Campus Note: 2 probable cases of community transfer.	31
Students Positive who were on Campus. Note: 3 probable cases of community transfer.	9
Staff Rapid Testing Positive (will no longer report, as we are a fully vaccinated campus)	0
Students Rapid Testing Positive (will no longer report, as we are a fully vaccinated campus)	0

**Injury:**

Vehicle Accident between Grounds and Contractor  
 Employee closed finger in cabinet  
 Employee fell from a broken chair  
 Finger caught while sealing a drum

**Injury Time Off:**

Employee hit their head on a hanging pipe.  
 Employee received an electrical shock while working in a ceiling.

**Close Call:**

Worker fell off of a 2 step step ladder  
 Worker was required to contact Security involving drunk students outside of Rec.

## Security:

- 3 Safety concerns, Unwanted Guest, Intoxicated Person, Wyckham Robbery
- 1 x Property Damage, Noise Complaint, Disturbance with Contractor

### 3.1. Changes to OHS legislation and what that means for JOHSC [Employer (RS)]

Employer (RS) reported on the changes with the new [Bill 47](#) and advised that the JOHSC members are no longer required to be on-site with multiple employers (see [here](#)). Currently the results go to the employee and their manager. The employee (CK) stated that previously if there was a report to the province then the Co-chairs were included in the report and that it was not sanitized as once it reaches the province it becomes a matter of public record. The only time a report would be sanitized would be if it involved a sexual assault investigation. MRU had this confirmed by a lawyer. Employers (RS & PD) and Employee (CK) to take offline and then bring back to the committee.

*Action Item No. 15: Employers (RS & PD) and employee (CK) to take discussion offline and bring back to the committee.*

Employee (AM) asked why the campus community was not advised regarding the robbery at Wyckham Pharmacy on Dec. 20th - there may be concerns for peoples' safety. Employer (PD) advised that they are not our employees and that the decision was theirs. They are not MRU employees nor do they fall under the jurisdiction of the JOHSC committee. It becomes a bit more complicated if there is an MEU staff member present when something happens. Employer (DM) asked about the relationship between MRU and Wyckham House. Employer (PD) advised that currently trying to work through this with security. There have been discussions regarding the placement of cameras in that downstairs area that are monitored by Security - previously Wyckham House did not want these.

Process of rapid response testing and transfer will be coming out to the MRU community again shortly.

Employer (MF) shared reports of Workplace Violence and Harassment Incident reports from 2019 - present [here](#) and reports for 2022 [here](#) noting that these are only those reports falling within the scope that do not get investigated as either too high level or not considered high enough.

## 4. New Business

### 4.1. Need for renewal of yearly inspections for each department which would include an employee member from JOHSC

*Action Item No. 16: Bring forward to the next meeting.*

### 4.2. New Act requires a member of exempt staff to be part of JOHSC

Employee (CK) to reach out to inquire about an exempt member joining the committee.

*Action Item No. 17: Employee (CK) to reach out regarding adding an exempt member joining the committee.*

### 4.3. Meeting schedule for winter semester



Claire to send out a form for completion to establish preferred dates/times for upcoming meetings and then to follow up with invites for the winter semester.

**Action Item No. 18:** *Employee (CG) to follow up with details and send out invites for the winter semester meetings.*

**4.4. Workplace policies overdue for review to be divided up amongst the committee for review/update and then brought back to the committee**

**Action Item No. 19:** *Bring forward to the next meeting.*

**4.5. Formal request to have Amy Nixon, General Counsel and University Secretary speak at February JOHSC meeting**

Employee (CK) advised that Amy can attend the meeting in February to advise on how policies are reviewed and the committee agreed this would be a good time to have Amy come and speak at the meeting. Employee (CK) to reach out to Amy to confirm time of attendance at the meeting and employee (CG) to follow up with an invite to the meeting for Amy.

**Action Item No. 20:** *Employee (CK) to confirm time of Amy's attendance at meeting and employee (CG) to send out meeting invite accordingly.*

**4.6. JOHSC Committee designated email address**

Employee (CK) to send joint email from the Co chairs requesting a designated email from ITS.

**Action Item No. 12:** *Employee (CK) to request designated JOHSC email from ITS.*

**4.7. Invitation to Jennifer Allore, OH&S Officer, Government of Alberta to come and speak to the committee regarding the new Act**

**Action Item No. 21:** *Bring forward to the next meeting.*

**SUMMARY OF ACTION ITEMS** - Go [here](#) for the latest update.