

## Joint Occupational Health and Safety Committee (JOHSC)

May 19, 2022, 1:00 – 2:30pm MT

Location: Google Meet

Meeting Minutes

### In attendance:

#### **Peter Davison, Executive Advisor (Employer Co-chair)**

Mark Friesen, AVP, Human Resources

Robert Siklodi, Manager, EH&S

Mark Keller, Director, Residence Services

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

D. Scharie Tavcer (MRFA representative)

Amy McCarthy (MRSA representative)

Joe Frazao (MRSA representative)

Kathy Homer (Exempt Representative)

Claire Grant (Administrative Support)

### Regrets:

Stephanie Zettel (MRFA representative)

M Helena Myllykoski (MRFA representative)

### 1. Approvals

- 1.1. Minutes, [April 21, 2022](#), approved with two corrections noted by exempt employee (KH). Minutes can now be posted.

### 2. Ongoing Business – Review of Action Item Status

#### 2.1. Need for representation from employer

##### 2.1.1. Introduction of Mark Keller

Employer (PD) introduced Mark Keller, Director, Residence Services, as the fourth member of the employer group. Mark has been with Mount Royal University for 9 years.

#### 2.2. Draft JOHSC Terms of Reference

A motion was made by employer (PD) that the [Draft JOHSC Terms of Reference](#) be accepted and forwarded to the President's Executive Committee (PEC) for their approval.

**Motion carried by all.**

### 2.3. MyMRU App

Issues with this App have now been fixed. Any future issues please send to employer (PD) and they will be fixed straight away.

#### 2.3.1. Workplace Violence and Harassment link not working

This link has now been fixed.

### 2.4. Employer to review the survey tool (Guarding Minds at Work) and advise if appropriate for use or if another survey can be used

Employer (MF) noted that this initial implementation was issued by Wellness Services and that the new one needs to look beyond what has been historically included at topics such as psychological/safety/belonging. Won't happen before next academic year. Rolling out training first as a building block and then can look at the evolution of some sort of survey next year out of this, which could be Guarding Minds. Employee required training could be ready before faculty leaves for summer but more likely for everyone upon their return.

Workplace Violence & Harassment training for all MRU employees required under legislation and will be mandatory. Manager (RS) noted that can obtain names through Banner and also use this and XPAN program to coordinate coverage for all employees. If an employee does not complete, at some point this would become a code of conduct issue. This is a legislative requirement and not the university requiring this. Employee (CK) asked for consultation with MRFA and MRSA to provide clear open communication along with our collective agreements. Employee (CK) asked if this is an opportunity to evaluate JOHSC in the community. Send email before everyone leaves for the year stating this is coming and introducing our committee and the names of the members and advise that employees have a voice through our committee. Employer (PD) noted that in the last visit from the OH&S officer they asked if employees had completed this training.

**Action Item:** *Employee (CK) to have consultation with MRFA and MRSA to provide open and clear communication along with our collective agreements regarding the required Workplace & Harassment Training for all MRU employees.*

**Action Item:** *Email to be sent to all MRU employees prior to year end stating that Workplace Violence & Harassment required training is coming and use this as a time to introduce the committee, list the member names and advise employees that they have a voice through the committee.*

### 2.5. Meeting schedule for 2022-23 academic year

Employee (HM) on sabbatical so will not be joining next year. Agreed to move meetings to Wednesdays from 1:00 - 2:30pm, except for June 22nd. Employee (CG) to send out invites.

**Action Item:** *Employee (CG) to send out new meeting date invites.*

**2.6. Set up of web page**

Employer (PD) to follow up with MarCom to see if he can find someone to assist.

*Action Item: Employer (PD) to follow up with MarCom to see if he can find someone to assist.*

**2.7. Request to be made regarding a permanent spot in the Our Community email and also a permanent place on the landing page of MyMRU**

Employer (PD) to meet with Gloria to discuss.

*Action Item: Employer (PD) to meet with Gloria to discuss a permanent spot in the Our Community email and also a permanent place on the landing page of MyMRU.*

**2.8. Need for renewal of quarterly inspections for each department which would include an employee member from JOHSC**

Employer (RS) advised these are no longer mandatory. When any inspections are done, JOHSC will be involved. If the committee deems an area requires inspection, they can be involved. This will likely come from the reports where we will see any trends in an area and recommend an inspection or can just pick an area. Employee (JF) confirmed this. Employer (RS) to provide an update on how inspections will be carried out - what reporting mechanism looks like and if this is through the safety committee.

*Action Item: Employer (RS) to provide an update on how inspections will be carried out - what reporting mechanism looks like and if this is through the safety committee.*

**3. New Business**

**3.1. Discussion for recommendation that administrative support for the committee be formalized as outlined in the TOR**

There is another set of interviews next week.

**3.2. Training for committee**

Looking to have this in the fall. Full group training, in-person. Employee (ST) requested this be in the last 2 weeks of August as the new LMS is coming out in the fall. Employee (CG) to send out a Doodle poll.

*Action Item: Employee (CG) to send out a Doodle poll for the last 2 weeks of August for in-person, full group training.*

**3.3. Position Hazard Assessments**

This is ongoing. What are the differences and what is our committee responsible for in order to ensure compliance. Task Level - more for Building Operations team - doing a job that is not something you do routinely.

(1) Position - Relation to your job/position. Somewhat generic.

- (2) Location - For areas that go into specific areas to see what are the hazards and how are they mitigated.

Do not have a good way of assessing who has done these - looking to find a way to do this through Banner. It is the Leader's responsibility to ensure their employees have completed these.

### **3.4. Co-chairs report on OHS investigation (Peter and Crystal)**

OH&S officer came and interviewed around workplace violence and harassment. One question was if this policy had been sent to every employee. It did come out but just with a list of governance policies. OH&S officer suggested this one should come out separately. Legislation states this must be relayed to employees.

Committee discussed the best way to send this out being a critical policy. Employee (KH) suggested it come from their office and that she could assist. Employer (PD) to discuss with Kim if this could be distributed via MRU Now.

*Action Item: Workplace Violence & Harassment policy to be relayed to all MRU employees. Employee (KH) to assist with this distribution from her office.*

*Action Item: Employer (PD) to discuss with Kim if this could be distributed via MRU Now.*

## **4. Reports**

### **4.1. Campus Safety Update Employer provides written report. Opportunity for questions and review of all incidents for the reporting period April 17 - May 16**

Total of 9 instances. Hazardous condition at Springbank - one of the pulleys came off, leaving the door hanging.

*Action Item: Set up inspection for the committee at Springbank airport. Employer (SK) to advise the date and then find out who wants to go.*

#### **4.1.1. Covid 19 statistics**

Total of 39 instances.

#### **4.1.2. Report of investigation of December incident**

This incident has been closed. Task Level Hazardous Assessment was not done by the employee when it should have been as well as the use of a PPE (in this case, a better fitting glove). Past history at MRU with renovations shows standards not adhered to so now going back and working to address these.

#### **4.1.3. Violence and Harassment statistic**

Same number as previous meeting. Will get updated numbers next month. Not every incident results in an investigation so these numbers do not always add up.