

## Joint Occupational Health and Safety Committee (JOHSC)

April 21, 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

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

D. Scharie Tavcer (MRFA representative)

Stephanie Zettel (MRFA representative)

Amy McCarthy (MRSA representative)

Joe Frazao (MRSA representative)

Kathy Homer (Exempt Representative)

Claire Grant (Administrative Support)

### Regrets:

Mark Keller, Director, Residence Services

M Helena Myllykoski (MRFA representative)

**Guest:** Grant Sommerfeld, Associate Vice-President, Facilities Management

### 1. Approvals

1.1. Minutes, [February 17, 2022](#) , posted online March 9, 2022 - Approved

1.2. Agenda, March 17, 2022 Meeting canceled due to management time conflict

1.3. Importance of staying within agenda time parameters

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

2.1. Physical review of snow removal process to be provided to committee members  
[Grounds Snow Removal Process archived JOHSC recommendation.](#)

Employers (PD & JF) did initial walk through then employer (PD) did their own later. Sent out report on April 14<sup>th</sup> and copied Grant Sommerfeld, AVP, Residence Service and Shane Williams, Manager, Facilities Management. Employer (PD) had discussion with Shane. Looking to engage community as a whole such as creating posters for added visibility.

- 2.2. Guest speaker:** Grant Sommerfeld, Associate Vice-President, Facilities Management to speak to the following two documents:  
<https://docs.google.com/document/d/1SM3gdFfx9MOX1AikCRWIjpKjV7jBpehH/edit>  
[https://docs.google.com/document/d/0B3pkxredW3I\\_cjAtTWFvb3VCbGVfWdDdKR05EYzBHaHo1WXZN/edit?resourcekey=0-0rwtKA6DkdIJYOyUIWjvPw](https://docs.google.com/document/d/0B3pkxredW3I_cjAtTWFvb3VCbGVfWdDdKR05EYzBHaHo1WXZN/edit?resourcekey=0-0rwtKA6DkdIJYOyUIWjvPw)

Grant advised that MRU has 118 acres of land with more than 50 entrances and 30km of walkways through parking lots. Snow removal for the parking lots is contracted out. Must meet all of the Calgary by-laws. Our grounds department has a finite number of people and equipment. Every year the snow removal protocol is reviewed and the plan is posted on the Facilities Management website. Focus is on handicapped and high-volume areas. First priority is to get the snow shoveled. Then need to remove snow and sometimes this goes off-site – can be up to 50 truck-loads. Once snow is removed then try to manage freeze-thaw areas and remove away from pedestrian pathways so that the snow won't melt onto the pathways and re-freeze.

Have set routes but if there is a problem point where it is icy there is no way to someone efficiently off their route to that new location so it is very difficult to manage these. The larger issue is of course budget cuts.

Employee (CK) suggested employees have a way to report these problem areas but the problem is they just don't have someone to send. Need to be aware of your footwear and how you walk. Could create some posters which state "pay attention" (i.e. not walking while on your phone) and "walk like a penguin" when it is slippery. Question of how to engage community knowing there are limited resources.

Employer (PD) suggested forming a group with employer (RS) to create a report to go to JOHSC. Know the areas that are a repeated concern so need to find way to create engineered controls.

**Action Item:** *It is the recommendation of the JOHSC Committee that a working team be created within the next 3 weeks (deadline of April 12, 2022), lead by employer (RS) and including member(s) from Marketing and Communications and EH&S. This team to report back to the JOHSC Committee at the first meeting in September, 2022 (---).*

Grant advised it would very helpful if they had better data as to where falls were occurring; on what day(s) and what time of day so that they can quantify the snow routes. They have a software tool to mine this sort of information.

**Action Item:** *Employer (RS) to share reports with Grant Sommerfeld so that mining of data can be put forward.*

- 2.3.** Review and finalization of Terms of Reference [All] [Working draft JOHSC TOR](#)

A team comprising of two employers (PD & RS) and two employees (CK and one additional member) to take this item off-line for review. Initial 2-hour meeting. The Act changed substantially in 2021 so this needs to be made current. All substantive changes need to go to Paul Rossman for review and then the President's Executive Council for approval.

*Action Item: A team, composed of two employers (PD & RS) and two employees (CK and one additional member) to take this item off-line for review.*

- 2.4. Recommendation to Annalise Van Ham regarding the provision of plexiglass on campus  
This item to be removed from the agenda at the next meeting.

*Noted in the minutes that no acknowledgement/response was received to this request from the JOHSC Committee.*

- 2.5. How are OH&S policies created and who is involved? Lack of consultation from JOHSC.

*This item is noted as completed.*

- 2.6. Update on availability of permanent administrative support for JOHSC and EH&S

*– Bring forward*

- 2.7. Employer to update form according to suggestions made by employees

*– Bring forward*

- 2.8. Committee to come up with communications strategy for the form

*– Bring forward*

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

*- Table to dedicated spring meeting*

- 2.10. Meeting [schedule](#)

*– Bring forward. Once faculty have their schedule then can find a time that works for everyone.*

- 2.11. Set up of web page

*– Bring forward*

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

*– Bring forward*

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

*– Bring forward*

### 3. Reports

- 3.1. Employer (RS) provided review of all incidents for the reporting period February 15 – March 16, 2022.

There was a total of 18 EH&S incidences, 4 of which were slips/trips and 12 involving student/visitors all in the Recreation area. There was one close call involving a

contractor and one fuel leak at the airplane hanger. Spill response training has been completed for all staff and students.

There were 8 security incidents, 3 of which were medical (1 emergency with a possible cardiac event and 2 non-emergency, sport injuries). Several buildings went into an alarm state and a suspicious person was on campus. There were 2 incidents of property damage/graffiti and a traffic accident.

Currently transferring over to the new incident management system, Resolver and are having issues with pulling reports from it.

### **3.2. Violence and harassment incidents**

There were 8 security incidents, 3 of which were medical (1 emergency with a possible cardiac event and 2 non-emergency, sport injuries). Several buildings went into an alarm state and a suspicious person was on campus. There were 2 incidents of property damage/graffiti and a traffic accident.

Currently transferring over to the new incident management system, Resolver and are having issues with pulling reports from it.

COVID Report February 15 to March 14, 2022

There were 30 positive reports on campus, 18 staff with no cases of community transfer and 12 students with no cases of community transfer.

## **4. New Business**

### **4.1. Report of investigation of December, 2021 incident**

The electrical incident has gone to the employee but is not yet complete. The next step is to go to the supervisor and manager for review, however, due to issues with Resolver, the report is currently unable to be sent.

There should have been a secondary assessment to inquire why the electrical panel was an issue. The wiring diagrams were not up-to-date so in the process of updating this documentation across campus. This is an on-going process with no formal deadline.

Also looking to purchase better gloves which would allow for more dexterity and for MRU to be more involved in construction going forward.

Do not have quantifiable information in relation to the university's wiring. The employer (PD) noted that we should not be assessing when find something wrong. Need to do a complete hazard assessment of electrical wiring throughout the university.

*Recommend that the JOHSC Committee receive this in writing. The employer (RS) to respond to the JOHSC email.*

*It is recommended that there are no shut downs at all during final exam periods.*

### **4.2. COVID Report March to April, 2022**

There were a total of 108 positive results on campus, 70 staff, 4 rapid response, 9 community transmission and 17 cases approved by Worker's Compensation. It is considered a workplace hazard so if unable to work, a report must be filed.

Request for the university community as a whole to be informed of these numbers. Rapid testing is being performed daily. Need to look at each case individually and monitor. Once 2 positives appear in the same department then this puts that department on the radar and if 3 or more appear then mandatory rapid testing is required for the whole department every day for the 5 days before coming to work. Also advised to wear masks and keep appropriate distancing. It is possible to shut down a whole department if required but have not yet needed to do so. Employer (PD) noted that a broader group meets to discuss COVID statistics and may need to take more drastic response which may include shutting down an area or department.

Employee (CK) noted there are very different communications coming from supervisors of some departments. Need to establish that this is COVID and not hybrid working conditions. Some managers are not supporting employees and those same employees to not which to put their name to a complaint. There was one example where a manager was reported to have stated that it was not their responsibility to keep their employees safe from COVID. Employers (MF & RS) noted that communication was required that COVID is a workplace hazard and everyone must take steps to mitigate it. Received information from the province that if there are any serious incidences such as hospitalizations or deaths that this must be reported as a serious incidence. Also, when someone returns to the university after the 5 days away, they are also required to wear a mask for an additional 5 days after their return while on campus.

*JOHSC Committee to meet with Marketing and Communications in order to get correct messaging out to managers regarding COVID and managers to enforce this messaging.*