

## Contact Report

### Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

<b>Legal Name:</b> MOUNT ROYAL UNIVERSITY operating as MOUNT ROYAL UNIVERSITY	<b>Employer Representative/Title:</b> Robert Siklodi Environmental Health and Safety Manager
<b>Work Site Party Name Provided:</b> Mount Royal University	<b>Phone Number:</b> (403) 440-6180
<b>Work Site Address:</b> 4825 MOUNT ROYAL GATE SW CALGARY, ALBERTA T3E 6K6	<b>Email Address:</b> rsiklodi@mtroyal.ca
<b>Site Name/Description:</b> Mount Royal University	<b>Completed By:</b> Callum Monteith-Roberts and Neil Looker

#### Contact Activities

Item	Details	Date
Inspection	<p>The Occupational Health and Safety (OHS) officers met with Environmental Health and Safety Manager for MOUNT ROYAL UNIVERSITY on May 7, 2026, to conduct a regulatory inspection of the above-named work site under the authority of the OHS Act.</p> <p>The following documents were provided to OHS officers for the purposes of review, were collected from the worksite, and will be securely disposed of in accordance with applicable requirements once they are no longer required for the inspection:</p> <ul style="list-style-type: none"> <li>- Workplace Violence and Harassment Prevention Policy (dated May 29, 2025)</li> <li>- Procedure for Reporting Workplace Violence and Harassment (dated May 29, 2025)</li> <li>- Workplace Violence and Harassment Incident Report Form (dated June 2025)</li> <li>- Psychological Hazard Assessment (dated November 2024)</li> </ul> <p>The following was reviewed/ observed:</p> <ul style="list-style-type: none"> <li>- A report on the results of a hazard assessment, including</li> </ul>	May 7, 2026

	<p>harassment, has been prepared; section 7(2) of the OHS Code.</p> <ul style="list-style-type: none"> <li>- Workers have been involved in hazard assessments; section 8(1) of the OHS Code.</li> <li>- A violence and harassment prevention plan has been developed; section 390(1) of the OHS Code.</li> <li>- The violence and harassment prevention plan has been reviewed; section 390.7(1) of the OHS Code.</li> <li>- MOUNT ROYAL UNIVERSITY employs a 'Safety Program Manager' responsible for proactive planning, responsive support, safe-speak sessions, and tailored safety education.</li> </ul>	
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This Contact Report was delivered electronically to Robert Siklodi on May 7, 2026.

Issued by Occupational Health and Safety

The *Alberta Occupational Health and Safety Act* requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received and posted for so long as the orders remain in effect.

Section 45 of the *Occupational Health and Safety Act* allows for orders and some decisions to be appealed. Visit [Occupational Health and Safety](https://www.alberta.ca/occupational-health-and-safety) or call 1-866-415-8690 for more information. The initiation of an appeal does not suspend the order or decision unless a stay is granted. Requests for an appeal must be initiated within 30 days of the initial date of service.

Government of Alberta is committed to ensuring that the OHS Code is regularly reviewed and updated to address health and safety in modern workplaces. For more information on the OHS Code updates, visit [alberta.ca/ohs-code-review.aspx](https://www.alberta.ca/ohs-code-review.aspx) or email [sfhwimploffice@gov.ab.ca](mailto:sfhwimploffice@gov.ab.ca).

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: [www.alberta.ca/alberta-kings-printer.aspx](https://www.alberta.ca/alberta-kings-printer.aspx).