

# Notice to Produce

## 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
Documentation Reviewed for Compliance	<p>The Occupational Health and Safety (OHS) officers reviewed documentation provided by the Environmental Health and Safety Manager for MOUNT ROYAL UNIVERSITY on May 13, 2026 under the authority of the OHS Act.</p> <p>The following documents were provided by MOUNT ROYAL UNIVERSITY:</p> <ul style="list-style-type: none"> <li>- Management Administration Position Hazard Assessment (dated May 2021)</li> <li>- MRU WV&amp;HP Investigations (Oct 1, 2025 - April 30, 2026)</li> <li>- MRU - Health and Safety Program Orientation (1)</li> </ul>	May 13, 2026

### Notice to Produce Issued

NOTICE TO PRODUCE ARE ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND TAKE EFFECT IMMEDIATELY ON ISSUANCE.

Item	Details	Date
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<p>Notice to Produce Compliance 01</p>	<p><b>OBSERVATION(S)/FINDING(S):</b> The OHS officers were unable to review documents requested during the inspection.</p> <p><b>REQUIREMENT:</b> The employer, MOUNT ROYAL UNIVERSITY, must provide the OHS officer with the following:</p> <ul style="list-style-type: none"> <li>- The Management and Administration Formal Hazard Assessment</li> <li>- Content from the Health and Safety Program Orientation specific to workplace violence and harassment.</li> <li>- Documentation demonstrating that MOUNT ROYAL UNIVERSITY has investigated incidents of workplace violence and harassment.</li> </ul> <p><b>REASON FOR DEACTIVATION:</b> The employer provided the OHS officers with the requested documents.</p> <p><b>APPLICABLE OHS LEGISLATION:</b> <b>Inspection</b> <b>34</b></p>	<p><b>Compliance Date</b> May 12, 2026</p> <p><b>Compliance Achieved Date</b> May 12, 2026</p>
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This Notice to Produce was delivered electronically to Robert Siklodi on May 13, 2026.

Issued by Occupational Health and Safety

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](http://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: <https://www.alberta.ca/alberta-kings-printer>.