

Notice to Produce

Occupational Health and Safety

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

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

Contact Activities

Item	Details	Date
Request for Documentation	The Occupational Health and Safety Officers met with the Manager, Environmental Health & Safety, Senior EHS Officer, and EHS Officer to conduct a regulatory inspection of the work site under the authority of the OHS Code. The Contact Report for this inspection is OHS-332706-WSP-01-CD-01.	April 29, 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
Notice to Produce Open 01	OBSERVATION(S)/FINDING(S): The OHS Officers were unable to review documents requested during the inspection. REQUIREMENT: The employer must provide the OHS Officer with the following documents and information: - Revision date of the current Mount Royal University (MRU) emergency response plan.	Compliance Date May 5, 2026

- Updated MRU emergency response plan.
- Training records demonstrating that designated rescue and emergency workers (MRU Security Services staff) are trained in emergency response appropriate to the work site and the potential emergencies identified in the emergency response plan.
- Reports demonstrating an emergency response drill has occurred.
- MRU joint health and safety committee minutes for the meeting held on April 21, 2026.
- Noise exposure assessment(s) conducted at MRU.

APPLICABLE OHS LEGISLATION:

Inspection

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34(1) For the purposes of this Act, an officer may

- (a) at any reasonable hour and without warrant, enter into or on any work site and inspect that work site except for a premises used as a private dwelling,
- (b) subject to section 31(6), require the production of any records, books, plans or other documents, including electronic documents, that relate to the health and safety of workers and may examine them, make copies of them or remove them temporarily for the purpose of making copies,
- (c) use data storage, information processing or retrieval devices or systems that are used by an employer in order to examine records, books, plans or other documents,
- (d) require any person to provide the officer with all reasonable assistance, including using any computer hardware or software or any other data storage, processing or retrieval device or system to produce information,
- (e) inspect, seize or take samples of any material, product, equipment or other thing being produced, used or found in or on the work site that is being inspected,
- (f) cause any material, product, equipment or other thing taken pursuant to clause (e) to be dismantled or subjected to any

	<p>process or test, but not in such manner as to damage or destroy it, unless under the circumstances damage or destruction thereto is unavoidable or necessary,</p> <p>(g) bring along equipment or materials needed and be accompanied and assisted by a person who has special, expert or professional knowledge of a matter relevant to the inspection,</p> <p>(h) make tests and take photographs, measurements or recordings in respect of any work site,</p> <p>(i) require the employer or a person designated by the employer to demonstrate the use of any machinery, personal protective equipment, equipment, appliance or thing at a work site, and</p> <p>(j) interview and obtain statements from persons at the work site or persons not located at the work site who have information related to the health and safety of workers at the work site.</p> <p>(2) Notwithstanding subsection (1)(a), an officer may enter and examine a room or place used as a private dwelling that is a work site only if</p> <p>(a) the owner or person in possession of it consents to the entry and examination, or</p> <p>(b) the entry and examination is authorized by a judge under subsection (3).</p> <p>(3) Where a judge of the Provincial Court is satisfied on an officer's evidence under oath that there are reasonable grounds for an officer to exercise a power under this section and that</p> <p>(a) in the case of a room or place actually used as a private dwelling, the officer cannot obtain consent under subsection (2)(a), or</p> <p>(b) having obtained consent under subsection (2)(a), the officer has been obstructed or interfered with, the judge may make any order the judge considers necessary to enable the officer to exercise the powers under this section.</p> <p>(4) When an officer</p> <p>(a) removes any records, books, plans or other documents under subsection (1)(b), the officer shall</p> <p>(i) give to the person from whom those items were taken a</p>	
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	<p>receipt for them, and (ii) forthwith make copies of, take photographs of or otherwise record those items and forthwith return them to the person to whom the receipt was given, or</p> <p>(b) seizes or takes samples of any material, product, equipment or other thing under subsection (1)(e), the officer shall</p> <p>(i) give to the person from whom those items were seized or taken a receipt for them, and (ii) on that person's request, return those items to that person when they have served the purposes for which they were seized or taken.</p> <p>(5) If a person refuses to allow an officer to exercise any powers under subsection (1) or interferes or attempts to interfere with the officer in the exercise of those powers, a Director may apply to the Court of King's Bench for an order restraining that person from hindering or interfering in any manner with the officer in the exercise of those powers.</p> <p>(6) A statement given under this section is not admissible in evidence for any purpose in a trial, public inquiry under the Fatality Inquiries Act or other proceeding except</p> <p>(a) to prove non-compliance with this section in an action or proceeding under this Act,</p> <p>(b) to prove the commission of an offence under section 47(d) in an action or proceeding under this Act,</p> <p>(c) to prove the giving of contradictory evidence in an action or proceeding under this Act, or</p> <p>(d) as evidence in an appeal under section 45(2)(a), (c), (d) or (e).</p>	
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This Notice to Produce was delivered electronically to Robert Siklodi on April 29, 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](https://www.alberta.ca/ohs-code-review.aspx) or email sfhwimploffice@gov.ab.ca.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: <https://www.alberta.ca/alberta-kings-printer>.