



Meeting Name:	MRU Joint Occupational Health & Safety Committee		
Date of Meeting:	2019-10-21	Time:	12:05 – 1:00 PM
Minutes Prepared By:	Robert Siklodi	Location:	Lincoln Park Campus
Previous Meeting:	2019-10-03		
Minutes approved:	May 15 2019; October 3, 2019		

COMMITTEE ATTENDANCE		
Committee members	JOHSC Role	Attendance (Y=yes ; N=no ; NV= not allowed to vote)
Peter Davison	Co-Chair	Y - NV
Milena Radzikowska	Co-Chair	N
Mark Friesen	Member	Y
Robert Siklodi	EH&S Resource	Y
Stephanie Zettel	Member	N
Andrea Ranson	Member	Y - NV
Sean Williams	Member	Y
Shweta Chugh	Member	Y
Trika Macdonald	Member - Resource	Y - NV

OLD BUSINESS				
Old business	Item #		Who	Action due date
Completed	4.5	Welcome new member Andrea Ranson. Andrea is Director of University Marketing and Communications.		
Completed	4.2.1	Procedures for Reporting: Having information come to JOHSC. If an employee needs to access their JOHSC representative (management or employee /Faculty) the Co-Chairs contact information is on the EHS web site under Joint Occupational Health and Safety Committee Link.		
Completed	4.2.2	Procedures for Reporting: Incident Report Forms. Incidents will be reviewed at the beginning of every JOHSC meeting.		
Completed	6.3	Fire Alarm Testing The EH&S department will be taking over the scheduling of the fire alarm testing. The		



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		goal is to have the next alarm in January'20, and each subsequent alarm should be booked before the end of the previous semester.		
Completed	6.1	How will procedures from EH&S be brought to JOHSC for review then adoption? At least one month before a JOHSC Meeting the procedure sent to all members of the JOHSC for comment. Once all comments have been reviewed and the procedure will be voted on for adoption.		
	6.2	How to choose the alternate committee members for the MRFA, MRSA? JOHSC is requesting an alternate be provided by the MRFA and MRSA. These alternate members will sit in on meetings to keep current, but will only vote if they are standing in.	Milena Radzikowska Sheweta Chugh	
	6.4	Before the next meeting JOHSC will inspect the pool chemical storage and pump room areas.		

NEW BUSINESS				
New business	Item #		Who	Action due date
	4.4	A motion was passed to make a recommendation to PEC to mandate each University Division have a Safety Advisory Group to hold meetings and to be the conduit of information to and from the JOHSC from their divisions. Trika MacDonald is to make the first draft of the proposal. // Oct 21'19- Trika is currently waiting on confirmation from PEC.	Trika MacDonald	Jan'20
	5.1	Temporary Signage – What is the process for temporary signage regarding Repairs and Emergencies? EH&S will be creating a common sign depository for PPE and temporary work signage.	Robert Siklodi	Jan'20



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Completed	5.2	Public Notice of JOHSC Members, Terms of Reference and Minutes. All information pertaining to JOHSC will be held online under the EH&S banner.	Milena Radzikowska Peter Davison Robert Siklodi	Sept'19
	5.3	Harassment Policy. Mark to take away and investigate with Trika regarding next step and time line. //Oct 21'19- The New Policy is currently being worked on. If an issue arises before the new policy is completed Mt Royal will follow the current Human Rights and Personnel Policies.	Mark Friesen	April'20
Completed	5.4	WHIMIS. The areas of the University that deal directly with chemicals have been given full 2015 WHIMIS training, Facilities, Grounds, Security and S&T. Robert to create a plan to add WHIMIS training to the rest of staff. // Oct 21'19 -The current onboarding of all new staff includes WHIMS.	Robert Siklodi	Sept'19
Deferred	5.8	Reports of Research Committees Report Structure. David is to create a summary list of items that we would want the Research Committees to report to JOHSC.	David Bird	TBD
Completed	5.9	To create a sub-committee to look at synergies between current programs to find a better incident / injury reporting program. The EH&S Team is looking into using Google Forms for reporting incidents and near misses.	Peter Davison	Sept'19
	5.10	Create an accurate reporting process for sexual assault information capture. Peter Davison will do further investigation.	Peter Davison	Jan'20
	5.11	Create a Plan and training material to create Safety Advisory Groups in all of the University Departments. The training material has been started and will be set to the JOHSC for review.	Robert Siklodi	Jan'20



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COMMITTEE TASKS					
	Risk assessments conducted	Site inspections conducted	EHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period	0	1	0	0	0
Year-to-date					

SAFETY RELATED REPORTS	
First aid summary reports	Security responded to 8 first aid situations in April, 8 in May and 2 in June. One of these events could be considered non minor.
Injuries	14 - Employee incidents since May 2019 2 - Contractor incidents since May 2019 70 - Student or visitor incidents since May 2019
Near Misses	11 - Near Misses since May 2019
Inspections	Aug 29'19 Accessibility Services Y and W wings. There was a light fixture coming off. Front line created. Nosing on stairs near Accessibility Services offices - the stairs do not have nosing. This can be challenging for employees and students with vision limitations. EH&S will submit Frontline request, recommending the addition of nosing, at least to W-ST08 and W-ST02, as the main stairwells used to go between office locations.
Other OHS reports	N/A
Training & Education	N/A



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INCIDENTS								
	Injuries	Near misses	First aid only	Medical aid only	Number of time-loss injuries	Days lost due to injury	Harassment	Threats of Violence
This period	1	11	17	1	1	7	3	0
This period 2018	5	1			0	0		
Year-to-date Oct 21st 19	37	34			13	308		