



Meeting Name:	MRU Joint Occupational Health & Safety Committee		
Date of Meeting:	2019-11-21	Time:	12:03 – 13:33 PM
Minutes Prepared By:	Robert Siklodi	Location:	Lincoln Park Campus
Previous Meeting:	2019-10-21		
Minutes approved:	There were no minutes approved		

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

OLD BUSINESS				
Old business	Item #		Who	Action due date
	4.4	<p>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.</p> <p>Trika MacDonald is to make the first draft of the proposal. // Oct 21'19- Trika is currently waiting on confirmation from PEC.</p>	Trika MacDonald	Jan'20



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		Plan to have 6 groups in place by the new year (Facility Management will have 2 groups)		
	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. Oct 21'19 This is ongoing.	Robert Siklodi	Jan'20
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. // Nov 21'19 - Discussion of MRFA Collective Agreement Section 22.3 on discrimination/workplace harassment will be happening soon (per Milena) - MRFA will form own policies - What about Aviation (i.e. moving worksite)? – employees are still part of MRU working environment.	Mark Friesen	April'20
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. // Nov 21'19 Melena will be contacting David to get more information	Milena	TBD
	5.10	Create an accurate reporting process for sexual assault information capture. Peter Davison will do further investigation. // Nov 21'19 - Only need to do report #s, not details, to the province <ul style="list-style-type: none"> If not managed properly, report directly to the JOHSC 	Peter Davison	Jan'20



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		- Security to have details – policy to be reopened in 2020 (i.e. how #s are reported and whether or not assaults are actually being reported).		
	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. // Nov 21st '19 The Material has been added to the JOHSC Website for review. -- Reports should come to the JOHSC within 48 hours, as we are oversight committee and make recommendations to the province -- All reports to be in a Google Form to EH&S within 24 hours BEFORE coming to the JOHSC with “refusal at work” being the only exception (this is required ASAP)	Robert Siklodi Peter Davison Malina Radzikowska	Jan'20
Completed	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 Shweta Chugh	
	6.4	Before the next meeting JOHSC will inspect the pool chemical storage and pump room areas. // Nov 21st '19 this inspection is to take place before January 8th '20	Robert Siklodi	

NEW BUSINESS				
New business	Item #		Who	Action due date
	7.1	Discussion and adoption of refusal to work procedures and flow chart- what if the direct supervisor is the hazard? The report should be made to JOHSC – immediacy of HR involvement – Milena to discuss with EH&S about how to make this a MRU process	Milena	Jan 2020
Completed	7.2	Security has now merged with Building Operations due to overlap.		



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Completed	7.3	Plan to do 4 inspections between each JOHSC meeting (EH&S is hiring a Manager who can assist with this).		
	7.4	Peter to invite Jeremy Duffin (Privacy) to inform us more in MRU's FOIP policy		
	7.5	Milena to work on flow diagram, and Milena and Peter to meet with Rob.		
	7.6	Peter to talk with Amy (from General Council) to make sure the JOHSC is Indemnified.		
	7.7	Clearing of sidewalks and driveways will be part of the next inspection after January 8 th .		Feb 8, 2020
	7.8	Plan to address with "Safety Week at MRU", September 17-21 to coincide with that of the U of C and the City of Calgary - Will need to have goals in place so we can promote the event		Sept 2020
	7.9	Safety Bulletin in "Our Community" newsletter All safety education to go through the JOHSC		

COMMITTEE TASKS

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

SAFETY RELATED REPORTS

First aid summary reports	1 severe seizure
Injuries	14 - Recreation 2 - Health Services 2 - Slip and falls



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Near Misses	6
Inspections	N/A
Other OHS reports	N/A
Training & Education	N/A

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	5	6	0	1	2	5	3	0
This period 2018	13	2			1	11		
Year-to-date Nov 21st 19	42	40	17	2	15	313		