



Meeting Name:	MRU Joint Occupational Health & Safety Committee		
Date of Meeting:	2020-01-08	Time:	9:05-10:30
Minutes Prepared By:	Robert Siklodi	Location:	Lincoln Park Campus
Previous Meeting:	November 21 - 19		
Minutes approved:	October 21'19, November 21'19		

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	Y
Robert Siklodi	Member	Y
Stephanie Zettel	Member	N
Andrea Ranson	Member	Y
Sean Williams	Member	N
Shweta Chugh	Member	Y
Trika Macdonald	Member - Resource	N - NV
Joe Frazao		Y
Ed Kamps		Y

OLD BUSINESS				
Old business	Item #		Who	Action due date
Closed	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) // Jan 8'20 At the JOHSC level, Safety Advisory Groups are no longer required to keep MRU legislatively compliant. It is recommended, as a best practice, that the MRU divisions create Safety Advisory Groups that make sense in their areas to help build the safety culture at MRU.		
Completed	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. // Jan 8'20 The JOHSC CSC will be developing the University Repository.	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 Personal 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. //Jan 8'20 A draft of the policy has been sent to the policy advisor to see how it relates to current MRU policies. A draft policy will be available to the JOHSC.	Mark Friesen	April'20
	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 // Jan 8'19 Robert will put together a list of	Robert Siklodi	TBD



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		the current research committees on campus and how information will be disseminated to EH&S		
Closed	5.10	<p>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</p> <ul style="list-style-type: none"> If not managed properly, report directly to the JOHSC <p>- 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). // Jan 8'20 There will be no change current reporting procedures.</p>	Peter Davison	Jan'20
Completed	5.11	<p>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)</p>	Robert Siklodi Peter Davison Malina Radzikowska	Jan'20
Closed	6.4	<p>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 // This inspection will not happen at this time.</p>	Robert Siklodi	
	7.1	<p>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</p>	Milena	Jan'20
	7.4	<p>Peter to invite Jeremy Duffin (Privacy) to inform us more in MRU's FOIP policy // Jan 8'20 Peter to give update at next meeting.</p>	Peter	Feb 12'20
Completed	7.5	<p>Milena to work on flow diagram, and Milena and Peter to meet with Rob // Jan</p>	JOHSC CSC	



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		8'20 The first draft of the work flow has been completed it. The JOHSC Communication Sub Committee (CSC) will work on diagram for publication.		
	7.6	Peter to talk with Amy (from General Council) to make sure the JOHSC is Indemnified // Jan 8'20 Peter to give update at next meeting.	Peter	Feb 12'20
Completed	7.7	Clearing of sidewalks and driveways will be part of the next inspection after January 8 th . // Jan 8'20 inspection will happen A report will be given at the February 12 th meeting.		Feb 12'20
	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'20
Completed	7.9	Safety Bulletin in "Our Community" newsletter All safety education to go through the JOHSC // Jan 8 '20 Any information being distributed from the JOHSC will be created in conjunction with the JOHSC Communication Sub Committee		

NEW BUSINESS

New business	Item #		Who	Action due date
Completed	8.1	Discussion and recommendation of flow diagram // Jan 8'20 The first draft of the workflow has been completed it. The JOHSC Communication Sub Committee (CSC) will work on diagram for publication.		
Completed	8.2	Final draft of reporting process The Reporting process has been adopted. One week before the next JOHSC a copy of the EH&S report will be uploaded to the JOHSC Google Drive.		
Completed	8.3	The creation of a Joint Occupational Health and Safety Committee Communication Sub Committee (JOHSC CSC) will be created to work on communication JOHSC and Safety information to the University. Andrea Ranson will lead the Committee with Milena Radzikowska and Robert Siklodi.		



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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	0	0	0	0
Year-to-date	0	1	0	0	0

SAFETY RELATED REPORTS	
First aid summary reports	1 severe seizure
Injuries	15 – Rec./ Health Services 3 – Employee 2 were slip and fall 1 – Harassment
Near Misses	5 – 2 were slip and fall
Inspections	1
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



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This period	3	5	0	1	0	0	1	0
This period 2018	?	2			0	0		
This Year to-date Jan '8'20	2	0			0	?	0	0