

Joint Occupational Health and Safety Committee Meeting Minutes

Date & Time: June 10, 2025 3:00 pm - 4:30 pm

Location: Y324 and Google Meet

Bonnie Thompson	AVP, Human Resources (Current)	<input checked="" type="checkbox"/>
Paul Wozney	Chief Safety, Risk and Employee Wellness Officer; Co-Chair, JOHSC	<input checked="" type="checkbox"/>
Owini Dixon	Manager, Youth Programs	<input type="checkbox"/>
Crystal Koch	VP, MRSA Representative	<input checked="" type="checkbox"/>
Shane Steininger	Environmental Science Technician and MRSA Representative, Co-Chair, JOHSC	<input checked="" type="checkbox"/>
Jessica Carswell	Faculty Financial Officer, Faculty of Science and Technology	<input type="checkbox"/>
Joe Frazao	MRSA Representative	<input type="checkbox"/>
Maureen Evans	Director of Planning and Operations, Students Division	<input checked="" type="checkbox"/>
Brenda Lang	President, MRFA	<input checked="" type="checkbox"/>
Robert Siklodi	Manager, EH&S	<input checked="" type="checkbox"/>
Scharie Tavcer	MRFA Representative	<input checked="" type="checkbox"/>
<i>Guest(s) to JOHSC: N/A</i>		

Meeting Minutes

Items & Topics	
1	<p><u>New Introduction(s)</u></p> <p>1.1 Welcome Bonnie Thompson. Bonnie is replacing Arleen Gallo as a Management member on the committee. Bonnie is the Associate Vice President of Human Resources.</p>
2	<p><u>2. Approvals</u></p> <p>2.1 April 16, 2025 Minutes</p> <p>2.3 Discussion was had regarding Google note taker to help with the creation of the minutes. It was agreed to look into a Google note taker option.</p> <p>2.4 The JOHSC admin will endeavor to have the JOHSC meeting minutes completed within 7 business days of the meeting; with the understanding that issues may arise and cause a delay.</p>

Action Items:

- 2.1 Employee co-chair to review the April 16 '25 minute with Admin to address any inconsistencies. The approval of the April 16th Minutes will be made at the next JOHSC meeting.
- 2.2 Possible new agenda line item to capture previous action items completion.
- 2.3 Ali and Rob to develop a framework on how to use a virtual note taker during JOHSC Meetings.

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Previous Business

3.1 HSC Training All members of the JOHSC Committee are required to take the online JOHSC Committee member training. The training is supplied by a 3rd party but is currently paid for and administered by EH&S. All new members have been added to the training. A new MRSA Senior Grievance and Workplace Wellness Officer will be joining the Committee.

3.2 Working Alone (MRU Now App) If employees are working alone there are currently 3 options. Use the MRU now App to log in your working alone time, and if a check in was missed Security will reach out. Reach out to Security directly by phone or in person, or work with your supervisor or colleague as a buddy system. It was mentioned that the MRU now app may not be working properly; when an employee sets up a working alone session and a checkin was missed, Security may not be notified.

3.2 Issues were raised that employees and students may not know about or fully understand "working alone". A sub committee will be created to look into the training, use and understanding of "working alone". Maureen and Crystal have volunteered to head the working alpine subcommittee. Oladipo (Safety Program Manager) has also been volunteered.

3.3 G-Wing Project The Deep services are done and now being backfilled. Demolition will start moving towards the Math department and second level offices. A QR code was discussed so that passers by can access more information regarding the G-Wing project. This is out of the scope of JOHSC. JOHSC was informed about the web page that has been developed regarding the work and there will be more email communication about the G-Wing project.

Action Items:

- 3.1 Employee co-chair will inform EH&S when the new MRSA Senior Grievance and Workplace Wellness Officer is chosen, to arrange access to the JOHSC Drive, chat, and training.
- 3.2 EH&S will conduct several tests to see if the working alone app is working properly.
- 3.2 **Working alone Sub committee:** The working alone subcommittee and report back to JOHSC at the September meeting.

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New Business

4.1 Updating the Terms of reference JOHSC Members are to review the terms of Reference by September 1st 2025 and add any suggestions. This will give enough time for the Co-Chairs to review and update the TOR and present it to the JOHSC at the next meeting.

4.2 Sub-committee A discussion was had regarding a possible sub-committee to tackle issues around accessibility to incident reporting and work refusals, health and safety messaging around campus. A sub-committee was deemed not required at this time.

4.3 Meeting dates for the following year It was decided that the JOHSC year is to follow the academic year as opposed to the calendar year (August 15th, to June 15th. Meetings will be

	held Late September, Late November, January, March and late May or June. The next two meetings will be afternoon of September 23rd'25 and November 25'25
	4.4 The committee had discussions about encouraging more people to use the EH&S website and improving data collection and incident mapping across campus. Over the past 10 years, EH&S has used several different reporting software platforms, none of which have met our needs for effective incident tracking. EH&S is currently developing a new incident management system that will provide improved tracking of incident types, locations, and overall transparency. The new system is expected to be operational by September.
	Action Items 4.1 Co-chairs to review and update the TOR before the next meeting 4.2 Rob to update the EH&S poster with the incident QR code and mail the poster to all departments. 4.3 JOHSC Admin to book the next two JOHSC meetings.
Incidents; EHS Report; HR (V/H Metrics):	
5	5.1 Incidents April 1st to May 31st <ul style="list-style-type: none"> • 14 EH&S incidents, and 7 Student/Visitor incidents. • 1 WCB claim with 1 lost time claim. • 2 Property Damage incidents. • 0 MRU Now app safety concerns. 5.2 Security April 1st to May 31st <ul style="list-style-type: none"> • Security responded to 87 incidents. 5.3 Violence and Harassment April 1st to May 31st <ul style="list-style-type: none"> • There is 1 substantiated V&H Report