

Joint Occupational Health and Safety Committee (JOHSC)

February 17, 2022, 1:00 – 2:30pm MT

Location: Google Meet

Meeting Minutes

In attendance:

Peter Davison, Executive Advisor

Mark Friesen, AVP, Human Resources

Gloria Visser-Niven, Director, Communications

Crystal Koch, VP, MRSA (Employee Co-chair)

M Helena Myllykoski (MRFA representative)

D. Scharie Tavcer (MRFA representative)

Amy McCarthy (MRSA representative)

Joe Frazao (MRSA representative)

Claire Grant (Administrative Support)

Regrets:

Dave McLean, Director, Marketing

Robert Siklodi, Manager, EH&S

Stephanie Zettel (MRFA representative)

1. **Guests Amy Nixon, General Counsel and University Secretary and Alison Whiting, Policy Advisor**

1.1. **Workplace policies overdue for review**

To review policies, go to the [Policy Website](#) and the policies are on the left. Executive members are sponsors of policies. GFC Policies are usually academic in nature. Currently reviewing the policies and will see an increased rescindment as there are currently too many. Many are not correct and a number have not been updated in a long time. The email policy@mtroyal.ca is used as a 30-day posting for consultation both for new policies and any being rescinded. Can put recommendations for a policy sponsor or contact their office at the above email. The Asbestos Policy has been moved into an SOP.

1.2. **How are OH&S policies created and who is involved? Lack of consultation from JOHSC**

The VP of Finance is the sponsor for the OH&S policy as they oversee Human Resources which falls under Finance. The Sexual Harassment is a policy but may have a different name. If any of these policies are incorrect, please contact Alison Whiting at awhiting@mtroyal.ca

2. **Approvals**

2.1. Approval of Meeting Minutes

Minutes for January 20, 2022 approved. Note that these still needed to be posted to the website.

2.2. Additions to Agenda Invited

After consultation with Jeremy Duffin, it was confirmed that the retention record is 3 years.

3. Ongoing Business - Review of Action Item Status

3.1. Need for representation from Exempt Employees [All]

Have more than one Exempt Employee coming forward to sit on this committee. Employer (PD) suggested that the committee as a whole review two names and pick one. Ask each one for a written submission asking 4 questions to be followed by electronic voting.

- What is their role?
- Where do they work?
- How long have they been at MRU?
- What do they feel they can offer to the committee?

Action Item No. 1: Employee (CK) to request written submission from each of the two Exempt Employees coming forward to sit on this committee. Will then be brought back to the committee for a decision.

3.2. Review and finalization of Terms of Reference [All] [Working draft JOHSC TOR](#)

Employee (ST) requested that the wording be updated in 4(p) and the new wording accepted as provided. Employer (PD) suggested adding to 11(a) that going to the WSCC be a last resort. Employee (AM) will update everything and share at the next meeting.

3.3. Recommendation to Annalise Van Ham regarding the provision of plexiglass on campus – next steps [C. Koch]

Employees feel they are not heard as received no response to several OH&S issues. Need to find a way for next steps.

3.4. Injury/Incident Form

3.4.1. Employer to update form according to suggestions made by employees [M. Friesen]

Employer (MF) noted that he believes the form has now been updated. Employer (PD) asked if perhaps there were two links and the form on one of these links was not updated. There are separate forms for Workplace Incidents and Harassment Incidents found [here](#). Will break up so can click on Policy & Procedure and employee (ST) asked that this then open in a new tab. Form must be fillable and also need to ensure that when it is downloaded, that it can be saved or a copy sent to the originator (for instance, adding a checkbox stating 'send me a copy'). Need Harassment form to submit only to the AVP, Human Resources. Employee (ST) suggested having a flow chart created on the process of this form. Employee (CK) noted that when a lunch

and learn was held, employees wanted to know what they could expect and what were the next steps.

The Injury/Incident Form still requires updating and employer (PD) noted that it was hard to find this form. Forms needs to be on the main page of MyMRU in the same way that COVID is. Employer (PD) to talk with Kim to get this set up. Needs to be easily found. Employee (AM) noted that in Cascade you can add tags for this. Employee (ST) noted that the website as a whole, needs to be updated. Employer (MF) acknowledged and appreciated the feedback. Need to make fillable form and make it easily found on the MRU website.

3.4.2. Committee to come up with communications strategy for the form [All]

Action Item No. 2: Employer (PD) to discuss webpage with Kim and find a way to make the forms more easily accessible.

3.5. Employer to review the survey tool (Guarding Minds at Work) and advise if appropriate for use or if another survey can be used [Employer Representatives]

Action Item No. 3: Table 3.5 to the next meeting.

3.6. Physical review of snow removal process to be provided to committee members [R. Siklodi] [Grounds Snow Removal Process archived JOHSC recommendation](#)

West Gate still had areas that were icy as a result of the snow melt and re-freeze at night. Employer (RS) took notes and should be sent to Shane Williams, Manager, Facilities Management. Employee (CK) contacted by two employees about this and advised them to fill out the Tip on MyMRU. Employee (JF) suggested two hands-on reviews be done around campus – one in the morning and one mid-afternoon/evening. At our last snow, Employer (PD) sent picture to Grant Sommerfeld, Associate VP, Facilities Management, showing discontinuation of snow removal where machine ends and manual removal required. The crosswalk at the Rec slopes and when cleaned down it creates a barrier. There are some very high-profile areas with issues. Co-Chairs need to sit down with Grant and Shane.

At Bella only one side of stairwell is cleared and a lot of gravel, etc. gets mixed into this. If you walk out of Taylor you can slip down the snow-covered stairwell. Employee (HM) stated this is a potential for a severe incident, waiting to happen, which MRU does not want. Employee (ST) suggested these omissions could be the result of budget cuts in that department.

Employee (JF) noted that some areas have more focus on ingress in the morning then as time progresses focus is on secondary areas. Employer (PD) noted we are returning to a full capacity campus so there will be many more people on campus. Employers (PD) and (MF) will put something together noting that:

- Cannot be climbing over high piles of snow
- Need to have two times for cleaning

- Special attention needs to be given to specific areas

There had been discussion around getting temporary help but then COVID arrived.

Action Item No. 4: *Co-chairs to send email advising of these noted concerns that require special attention to prevent injury.*

Action Item No. 5: *Employers (PD and MF) to put together a letter and Employee (CG) to create a JOHSC signature.*

- 3.7. Meeting [schedule](#) for winter semester
- 3.8. Employer to speak at MRSA Coffee Chat and MRFA regarding asbestos removal and investigate the lack of an asbestos removal policy – Employer [RS]
- 3.9. Set up of web page – Employers [MF & PD]
- 3.10. Request to be made regarding a permanent spot in the Our Community email and also a permanent place on the landing page of MyMRU [not assigned]
- 3.11. Need for renewal of quarterly inspections for each department which would include an employee member from JOHSC

Action Item Nos 6-10: *Table Items 3.7 – 3.11 to the next meeting.*

4. **Reports**

- 4.1. Employer provides review of all incidents for the reporting period January 19 to February 14, 2022 [RS]

January 19th to February 14th, 2022	11
Incidences (EH&S)	
Slip Trips	2
Slip Trips "Time off"	
Injury	1
Injury (time off)	

Student/ Visitor	7
Other	
Close Call (EH&S)	1
Hazardous Condition (EH&S)	
AHS/OHS	0
Violence/Harassment (HR)	?
Incidences (Security Services)	3
Medical	0
Safety	0
Other	3

January 19th to February 14th, 2022	
Covid Positive Total	131
Staff Positive who were on Campus Note: No cases of community transfer.	49
Students Positive who were on Campus. Note: No cases of community transfer.	82

Injury: An instructor injured their leg while instructing in a class.

Slip and Fall: Employee slipped and fell just outside of the loading dock.
Employee slipped and fell outside of a residence unit.

Injury Time Off:

Close Call: The employee's chair broke while she was sitting in it.

Security: There was a theft, vandalism and a property damage call.

We are currently transferring over to Resolver (the new incident management system and we are having issues with pulling reports from it.) I just filled out the incident form manually this go round.

I have included the report for the Electrical incident, but it is not finalized. The next step is to send it to the supervisor and manager to review. I am having an issue with resolver and am unable to send it. I hope to have the issue fixed late next week.

4.1.1. Violence and harassment incidents

4.1.2. Report of investigation of December incident

4.2. Changes to OHS legislation and what that means for JOHSC – Employer [RS]

Action Item Nos 11-14: Items 4.1 – 4.2 - Table to the next meeting.

5. New Business

5.1. Need for renewal of yearly inspections for each department which would include an employee member from JOHSC

Action Item No. 15: Item 5.1 - Table to the next meeting.

5.2. COVID 19 update from Employer

Employer (PD) noted that as of March 1st all restrictions will disappear. MRU will continue to request masks in common areas and be respectful of different levels of comfort. March 13th and 14th registration will not require proof of vaccination. Only remaining item will be isolation and anticipate this will be gone 2-3 weeks after March 1st. Will continue to keep track of COVID positives but once isolation is gone will not have the authority to continue this. All signage to be updated. Will retain rapid test site on campus and still supply masks. Library, Tim Horton's and Rec all open with no REP program.

SUMMARY OF ACTION ITEMS - Go [here](#) for the latest update.