

Joint Occupational Health and Safety Committee (JOHSC)

November 16, 2022, 1:00 – 2:30pm MT

Location: Google Meet

Meeting Minutes

In attendance:

Arleen Gallo, AVP, Human Resources (Employer Co-chair)

Robert Siklodi, Manager, EH&S

Mark Keller, Director, Residence Services

Curtis Lang, Manager, Financial Reporting & Accounting Ops

Maureen Evans, Manager, Student Systems & Communications

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

D. Scharie Tavcer (MRFA representative)

Milena Radzikowska (MRFA representative)

M Helena Myllykoski (MRFA representative)

Amy McCarthy (MRSA representative)

Kathy Homer (Exempt Representative)

Lesley Pyne (EH&S representative)

Regrets:

Joe Frazao (MRSA representative)

1. Approvals

- 1.1.** Minutes for October meeting approved but not yet posted. Links to Resolver to be removed before posting. No additions to the current agenda.

2. Previous Business

2.1 Resolver form issues - IT issue or Resolver issue? - from previous meeting.

Will create Google doc in JOHSC folder so the EHS team can see the images people are getting.

A service “Interrupter” to be installed into resolver when someone incorrectly or selects harassment as a report but will direct them to what they are supposed to. Action plan going forward started.

2.2 How often does the V&H training need to be completed?

Action Item: AVP and HSE Manager to look into frequency - potentially in legislation maximum once every 3 years Employee Co-chair to send to AVP HR and EHS Manager.

Action Item: Co-chair to discuss reporting of psychological report process.

2.3 Additional training for co-chairs (inspection training) & training for those who did not attend previous JOHSC training.

Action Item: Members who have not completed training for JOHSC to email Admin.

Action Item: Inspection training to be looked into by EHS.

3. New Business

3.1. Approve updated TOR (terms of reference) for this committee.

Changes in the terms of reference. Limit terms of office to 2 years, currently at 1 year. Question raised, is there harm in serving a longer term? Will both associations put a piece into the terms of reference for how long their people serve?

Who is responsible for appointing the JOHSC? Employer states- Ultimately the employer is responsible to appoint with a letter from the JOHSC.

Notion: Approve the terms of reference. Committee agrees on approval of changes to the terms of reference.

Action Item: Admin to write a letter for appointing new members of the JOHSC. Co-chairs to sign and deliver.

Action Item: Co-chairs to deliver changed Terms of Reference to General Counsel and University Secretary for approval.

3.2. Setup working groups for document creation for committee use.

Employee- looking to standardize processes and procedures (and templates) to be consistent. Employee- Can we create a google sheet and list the items for document creation to see what is available to contribute to? It will reflect back to the OHS Code and follow what we need to be doing for the JOHSC. Employee - Could we have a lead for each item then split the efforts between the employer, staff and exempt? Employee- This is a big job for one person, we will have admin create a google sheet and list the items and share with the group. JOHSC to set a date in January to touch base with how the documents are progressing.

Action Item: Admin to create a google doc listing duties of JOHSC items and share with the group.

3.3. Updated HR Position Hazard Assessment

The Human Resources team is approximately 35% complete reviewing their PHA's. AVP's direct reports are completed. The HR team is adding and editing to the documents as they go. It was a collaboration meeting with EHS, an EHS walk through of the area and then review.

3.4. Covid-19 recommendations process

Employee- JOHSC recommendations in the past have been informal. It is important to have a formal process for these recommendations. Employee suggests developing recommendations for Covid-19

controls as there is evidence with wastewater surveys that Covid-19 still poses a hazard. How are other post secondary institutions and K-12 schools responding?

Employer- Necessary review on current process to identify gaps in our current Covid-19 process and what the changes to the hazards are.

Employer - Current political climate could affect the ability to put controls in place.

Employer - Suggests using “respiratory illness” in place of “Covid-19” as it encompasses all respiratory illnesses (including Covid-19).

Employee- Suggests making recommendations to the employer as it is our duty of the JOHSC to consider the health and safety of our community (not specifically just MRU). The employer can choose to do what they wish after the recommendations are submitted.

Action Item: Review current Respiratory Illness protocols and identify if there are gaps in our process with the current state of respiratory illness hazards.

3.5. Incident reporting recommendations process

Employee- I have been reviewing the incident reports for over a year, they seem very siloed in the reports and how information transfers out which is causing inaccurate data. There are 5 different areas of origin of reports with no overlaying source of data. What is being investigated and what isn't? Are we able to observe trends and be proactive with keeping the community safe? Should all incidents be reported in the same way on the same template?

Employee- There is growing concern with the uptake of security incidents. There is no consistency between the security incidents. The details in which HR, Security and EHS are reported are very different. Security does not have follow up on what they did about incidents. The JOHSC is supposed to receive these incidents and ask questions and make recommendations. What is being told to the community and general population? There should be a draft recommendation form on how reporting happens in each of those departments.

Employee- We should be reporting on the types of issues rather than what they did. There are FOIP issues and issues when the CPS are involved. We need to understand the trends (ie. property issues and crime increases etc.).

Employee- We need to understand what the employer has done in order to address the issue.

Employer- What is the best practice for incident reporting? JOHSC is for governance.

Employee- How are reports being communicated to our people? We as the JOHSc need to be able to take information back to our people to say this is what is being done. For example, the naked man incident - how was this communicated out to the community? What was done?

Employer- Security responded to the incident and notified Residence Staff.

Action Item: Employer to work with security to enhance incident reporting process. review of how incident reporting is completed now.

3.6. Guest at JOHSC - invitations

Adding Guest JOHSC invitations to Agenda as a standing item.

4. Incidents

Campus Safety Update Employer provides a written report. Opportunity for questions and review of all incidents for the reporting period Oct 15- Nov 9.

4.1 EHS

14 incidents total - 4 slips, 4 student visitor incidents, 5 hazardous conditions and 1 harassment. No LTI's.

4.2 Security

15 medical, 1 safety, 3 other

1 safety incident- Naked Man- Oct 12 - report to security of a naked man at west residence outside resident window, security patrolled area did not find Subject, residents advised to lock doors and call security if needed. Residence staff were notified of the situation. Oct 14- Another resident called security stating a naked man was seen near west residences, security responded and patrolled the area however could not find the subject, more calls received from different residents saying there was a naked man near west residence. Residence Staff were notified and Residents of West Residence given a letter on October 14th and October 24th of the situation.

Covid-19 - 79 positive cases - 5 cases in Grounds (considered as an outbreak). There was no rapid response or community transfer for covid.

Employee - Do we have a first aid room onsite? Employer- First aid room in bella center, and we are trying to work with a wellness center on site to have one available through them. Employee- what happens when there is a medical emergency? Employer- The security team are first responders if there is an issue. However the first call is 911 if life threatening. People who submit as visitors and guests how do we get that information? Employer- They are actually students who put in those complaints.

4.3 HR (violence and harassment)

5. Reports

5.1 Violence and Harassment completed training percentage.

336 people completed (30% of population). Emails have been sent out to individuals who haven't started it.

6. Information

- **2022-2023 meeting invites sent out**
- **Document for external lawyer & general JOHSC questions**
- **OH&S legislation link**
- **AHS link to COVID reporting**