

Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name: MOUNT ROYAL UNIVERSITY operating as MOUNT ROYAL UNIVERSITY	Employer Representative/Title: Robert Siklodi / Environmental Health and Safety Manager
Work Site Party Name Provided: Mount Royal University	Phone Number: (403) 463-6631
Work Site Address: 4825 MOUNT ROYAL GATE SW, CALGARY, ALBERTA, T3E 6K6	Email Address: rsiklodi@mtroyal.ca
Site Name / Description: Post secondary education	Completed By: Jason Pitt

Contact Activities

Item	Details	Date
Inspection	<p>Occupational Health and Safety conducted an on-site inspection with Mount Royal University. The inspection was conducted in response to concerns reported the OHS Contact Centre. The inspection focused on the employer's violence and harassment prevention plans, training, and complaint investigations. The inspection was conducted at the university campus.</p> <p>Inspection participants:</p> <p>OHS Officer, Environmental Health and Safety Manager, Senior Counsel, Interim Associate Vice-President - Human Resources, Joint Worksite Health and Safety Committee- Employer Co-Chair, Joint Worksite Health and Safety Committee- Worker Co-Chair/Mount Royal Staff Association – Vice-President</p> <p>Observations:</p> <ul style="list-style-type: none">-The employer employs approx. 1600 workers in Alberta, with approx. 1550 of these workers working at the main campus.-To assist in the inspection process, the employer provided copies numerous health and safety documents, and documents related to the associated concern and investigation to OHS prior to the on site inspection. Items provided are noted in OHS-273683-WSP-01-CD-01 (attached).-The employer has designated a joint worksite health and safety committee in accordance with s.13 OHS Act. This committee meets monthly, and member names are posted on health and safety committee portion of the internal health and safety website.-The employer has drafted hazard assessment and control reports in accordance with s.7(2) OHS Code.-Generally, each work area has its own set of positional hazard assessment documents. Violence and harassment are noted as hazards in accordance with s.389 OHS code. In the controls portion of the digital form of this document, policies, procedures and assistance resources related to violence and harassment are clickable links.	April 26, 2022

-The employer has a combined violence and harassment prevention plan in accordance with s.390 OHS Code and s.390.4 OHS Code. Requirements are contained between VH policy, VH procedure, Code of conduct, and collective agreement documents.

-Violence and harassment prevention plans were last reviewed amended in June 2021. The employer indicated this updated policy was launched through an all staff email. It is assumed that all workers will review these type of emails. At times area manager will monitor staff to ensure update emails are read/understood by workers.

-Specific training modules have been developed by the employer for delivery to all staff. Currently, training is scheduled to be launched in May 2022, with required completion before staff return from summer break periods. This training includes elements required by s.391 OHS Code and completion of this training will be trackable. The employer acknowledged that training should have been more timely with the release of the new polices in summer 2021.

-Workers involved in incidents of harassment and/or violence have access to treatment / referral to physician as per s.391.1 OHS Code. Workers can access assistance through EFAP programs and employee wellness.

In relation to the concerns causing this inspection:

-A formal complaint under the violence and harassment prevention plan was submitted to the employer approx. Feb. 28, 2022

-The employer acquired services of an independent third party law firm to conduct preliminary investigation/assessment approx. Mar. 7, 2022, and informed complainant.

-The third party law firm provided the employer with a report of the results of the preliminary investigation/assessment approx. Apr 14, 2022.

-The employer informed the complainant of the results of the preliminary investigation/assessment on approx. Apr. 21, 2022.

-The employer has conducted an investigation into the alleged instances of violence/harassment in accordance with s.391.1 OHS Code / s.33(6)(a) OHS Act, drafted a report outlining the results in accordance with s.33(6)(b) OHS Act, and made this report readily available to the OHS officer in accordance with s.33(6)(c) OHS Act.

Publications Delivered	<p>OHS Publications: https://ohs-pubstore.labour.alberta.ca/</p> <p>Violence and Harassment in the workplace: https://ohs-pubstore.labour.alberta.ca/li045</p> <p>Domestic violence in the workplace: https://ohs-pubstore.labour.alberta.ca/li059</p> <p>Health and safety committees and representatives: https://ohs-pubstore.labour.alberta.ca/li060</p> <p>Internal responsibility system: https://ohs-pubstore.labour.alberta.ca/li051</p> <p>Disciplinary action complaints https://ohs-pubstore.labour.alberta.ca/li061</p>	April 26, 2022
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This Contact Report was delivered electronically to: Robert Siklodi on April 26, 2022

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received, and remain available for so long as the orders remains in effect

Section 45 of the Occupational Health and Safety Act allows for orders and some decisions to be appealed. Visit [Labour and Immigration](#) or call 1-866-415-8690 for more information. The initiation of an appeal does not suspend the order or decision unless a stay is granted. Requests for an appeal must be initiated within 30 days of the initial date of service.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.qp.alberta.ca

To stay current on all COVID-19 information, including guidelines for workplaces, visit <https://www.alberta.ca/guidance-for-workplaces.aspx>

Orders put in place by the Chief Medical Officer of Health can be viewed at <https://www.alberta.ca/covid-19-orders-and-legislation.aspx>