

Date: December 14, 2022, 1:00 – 2:30pm MT

Location: Google Meet

Name	Position	Present
Arleen Gallo	AVP, Human Resources (Employer Co-chair)	<input checked="" type="checkbox"/>
Amy McCarthy	MRSA representative	<input checked="" type="checkbox"/>
Crystal Koch	VP, MRSA (Employee Co-chair)	<input checked="" type="checkbox"/>
Curtis Lang	Manager, Financial Reporting & Accounting Ops	<input checked="" type="checkbox"/>
D. Scharie Tavcer	MRFA representative	<input checked="" type="checkbox"/>
M Helena Myllykoski	MRFA representative	<input checked="" type="checkbox"/>
Joe Frazao	MRSA representative	<input checked="" type="checkbox"/>
Maureen Evans	Manager, Student Systems & Communications	<input checked="" type="checkbox"/>
Milena Radzikowska	MRFA representative	<input type="checkbox"/>
Mark Keller	Director, Residence Services	<input checked="" type="checkbox"/>
Robert Siklodi	Manager, EH&S	<input checked="" type="checkbox"/>

Meeting Minutes

Items & Topics	
1	<p>1. Approvals</p> <p>The previous meeting minutes were approved.</p>
<p>Action Items: N/A</p>	

2	<p>Previous Business</p> <p>2.1 Review of current Respiratory illness protocols (Covid-19) for gaps.</p> <ul style="list-style-type: none"> ● Current MRU response to respiratory illness with Hierarchy of controls. ● Elimination - trying to actively keep people at home. STD (short term disability) is available for those who can access (non-casual employees) this when ill so they do not feel the need to have to come in. Instructors are asked to keep materials online. There is access to student support systems - help with instructors. Ability to work remotely and a work from home option where applicable. ● Engineering controls - HVAC system, bringing in as much fresh air as possible. All air (fresh and recycled) passes through MERV 8 and MERV 13 filters. HVAC systems are automatically controlled (CO levels, temps etc.), when an error in the system occurs it is looked at as soon as possible. ● Administrative- Personal hygiene and wipes etc. available. Employee wellness and student wellness form for illnesses being monitored - no rapid responses within the last month. Rapid testing available. ● PPE- offering free boxes of medical grade masks for employees and students at the bookstore. <p>2.2 Resolver update, Security incident reporting and disposition by JOHSC</p> <ul style="list-style-type: none"> ● The Resolver system is having issues and ELT is looking at a different system. ● One incident overlap b/w EHS and Security ● Will JOHSC be involved in the consideration for the new system? - JOHSC is looking to see how incidents get reported. The current state of Resolver is siloed in different departments, we need synergy between departments incident reports. <p>2.3 JOHSC process and procedure documentation project (Document attached to Agenda)</p> <ul style="list-style-type: none"> ● This is for TOR supported documentation (these documents will not be in the TOR) ● Canceled January meeting, moved up February 9th meeting - have an update on these for the group by Feb 9th. <p>2.4 Action plan summary (Document attached to Agenda)</p> <ul style="list-style-type: none"> ● Spreadsheet to keep track of what we have done and what is outstanding. ● Check off items that are complete or no longer make sense. <p>2.5 Update on external lawyer questions</p> <ul style="list-style-type: none"> ● Co-chairs to deliver to the General Counsel. ● Put a theme to the questions in the document ● This will go to an OHS expert ● Continue to add questions
	<p>Action Items:</p> <p>2.3 All JOHSC members to have an update of their documentation by next meeting</p>
3	<p>New Business</p> <p>3.1 Exempt Representative - Resignation on committee</p>

- Exempt member has resigned from the committee, and has agreed to stay on for the administrative tasks.
- One person expressing interest for the JOHSC exempt role, Co-chair will reach out in the new year. If they are not interested then an email will be sent out to the exempt employees asking for someone to join the committee.

3.2 Next Steps on TOR (Document attached to Agenda)

- Initial discussion with the Senior Executive on the current TOR, there was feedback provided for changes and interpretations.
- Clarifications within the TOR reviewed, removed specific titles, approval of training reviewed, any adjustments to the TOR must be approved by the Senior Executive.

3.3 Update in HR Position Hazard Assessments

- 82% complete. 100% completion targeted for the New Year.
- HR is willing to be the coach for other groups.
- Process for PHA's explained to JOHSC.
- SAG committees are divided into EHS officers if you want to start the PHA's, connect with your designated EHS officer.
- The lab safety officer is currently off, who does S&T go to? - All of EHS are currently helping out.

3.4 2023 sessions of Engagement Strategies Toward Ending Workplace Sexual Harassment - a dynamic, interactive anti-harassment workshop.

- Working on a policy currently in the revision stage.
- A 30-day consultation period starting soon- JOHSC will review it in this period.
- Is upper administration taking the V&H module? Everyone in MRU is taking it (including the President).
- The Process and Procedure document will be associated with policy.

3.5 Current AVP Facilities Management no longer with Mount Royal University

- Announcement - Chief Safety Officer is stepping into the interim role until New Year.
- Any work on organization charts? HR working on these.

3.6 Guest at JOHSC - invitations

- Allow a space for guests in each meeting - This is a standing item and can be removed from the agenda.
- Can we have Manager Security for the February meeting?
Would like to know, how many people are on the security team?
What are they currently working on and planning etc?
How do they determine threat assessments and who determines these threats?
Who runs the MRU Now App? - Is there a delay?
Does Security report to risk if there is an incident onsite?

Action Items:

3.2 TOR Sending back to the executive and putting it on the website.

3.6 - Reach out to Security manager for February 2023 JOHSC meeting

4 Incidents

4.0

4.1 EH&S (Report attached to Agenda)

- Slip and falls - working with grounds for snow removal, Education coming out in the new year for plans, passage routes etc.
- Bisset HVAC system failure - evacuated the building. EHS was alerted by a report submitted one week later.
How was this communicated out? MarCom rolled out to leadership, executive and all employees and students. Worked with scheduling to reschedule and move Bisset classrooms etc. Instructors who weren't normally in Bisset who had classes there weren't communicated with appropriately. Could the MRU Now app have been effective?
- There is a need to centralize communication, need one spot for information "go-to."
- OHS investigations - 3 completed. Completion of V&H order - 80% trained (more communication coming out to complete training, if not completed could be disciplinary action), Investigation regarding right to know-closed MRU has completed, Investigation regarding a harassment complaint that was not actioned - since actioned and moving forward.

4.2 Security (Report attached to Agenda)

4.3 HR (violence and harassment)

- YTD Claims.
- Training created more visibility around Violence and Harassment incidents
- Resources for Staff/Faculty and Employees for V&H- HR, Fadan, Manager/Supervisor
- Managers to work with Business Partners if they need resources for these situations.
- Continuing Education courses around conflict management

Action Items: