

# Contact Report

## Occupational Health and Safety

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

<b>Legal Name:</b> MOUNT ROYAL UNIVERSITY operating as MOUNT ROYAL UNIVERSITY	<b>Employer Representative/Title:</b> Robert Siklodi / Manager Environmental Health & Safety
<b>Work Site Party Name Provided:</b> MOUNT ROYAL UNIVERSITY	<b>Phone Number:</b> (403) 440-6180
<b>Work Site Address:</b> 4825 MOUNT ROYAL GATE SW, CALGARY, ALBERTA	<b>Email Address:</b> rsiklodi@mtroyal.ca
<b>Site Name / Description:</b> Mount Royal University	<b>Completed By:</b> Rocky Sandhu

### Contact Activities

Item	Details	Date
Inspection	<p>On September 13, 2022 at approximately 09:30 hours, Occupational Health and Safety conducted an onsite inspection with representative(s) of MOUNT ROYAL UNIVERSITY, worksite located at 4825 Mount Royal Gate SW, Calgary Alberta.</p> <p>The Inspection was conducted in response to a concern made to the OHS contact center pertaining to section 7 code hazard assessment (s), part 13 code Joint Worksite Health and Safety Committee, and Section 391 code. Participating in the inspection was the Environmental Health and Safety Manager, Joint Worksite Health and Safety Co-Chair (employer representative), Joint Worksite Health and Safety Co-Chair (worker representative).</p> <p>The following items were observed / discussed with the employer during inspection activities with a risk-based approach, relevant legislation includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• OHS Act S.3-Employer Obligations</li><li>• OHS Act-S.13-Establishment of JWHSC</li><li>• Serious Injury and Incident Investigation and Reporting</li><li>• OHS Code Part 2- Hazard Assessments</li><li>• OHS Code Part 27-Violence and Harassment</li></ul> <p>Additional observation(s) / discussion: OHS Officer observed employer's hazard assessment pertaining to respiratory illness / covid-19. Code 7(2). OHS Act 13(6) Safety documents are accessible to worker(s). Section 391 code. (Training of workers) Respiratory illness / covid-19 communication(s). At the time of inspection the employer has confirmed training for workplace harassment and violence is being finalized by a service provider (Learning Management System) and will be tracked.</p>	September 13, 2022

### Order Issued

ORDERS ARE ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND TAKE EFFECT IMMEDIATELY ON ISSUANCE.

Item	Details	Date
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Order Open 01	<p><b>OBSERVATION(S)/FINDING(S):</b> At the time of inspection it was confirmed by the employer that delivery / rollout of the workplace harassment and violence training inclusive of worker completion of the training has not been conducted, as required by section 391 code.</p> <p><b>REQUIREMENT:</b> The employer must ensure that workers are trained in the the policies, procedures and workplace arrangements that the employer has developed and implemented to eliminate or control the hazards of violence and harassment, in accordance with section 391(b) code.</p> <p><b>APPLICABLE OHS LEGISLATION:</b> <b>Violence and Harassment-Training of workers</b> <b>391</b> 391 An employer must ensure that workers are trained in (a) the recognition of violence and harassment, (b) the policies, procedures and workplace arrangements that the employer has developed and implemented to eliminate or control the hazards of violence and harassment, (c) the appropriate response to violence and harassment, including procedures for obtaining assistance, and (d) the procedures for reporting, investigating and documenting incidents of violence and harassment.</p>	<b>Compliance Date</b> December 07, 2022
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This Contact Report was delivered electronically to: Robert Siklodi, Arleen Gallo, Crystal Koch on September 13, 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](http://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>