

<p><b>Joint Health and Safety Committee Meeting</b></p> <p><b>Meeting date:</b> October 3rd'19</p> <p><b>Call to order:</b> 12:03</p> <p><b>Adjourned:</b> 1:10</p> <p><b>Previous meeting:</b> February 13'19</p> <p><b>Minutes approved:</b> Deferred</p>	<table> <tr> <td><b>Committee members</b></td> <td><b>present</b></td> </tr> <tr> <td>Co-chair - Peter Davison</td> <td>y</td> </tr> <tr> <td>Co-chair-Milena Radzikowska</td> <td>y</td> </tr> <tr> <td>Trika MacDonald</td> <td>y</td> </tr> <tr> <td>Mark Friesen</td> <td>y</td> </tr> <tr> <td>Calvin Aubin</td> <td>N</td> </tr> <tr> <td>David Bird</td> <td>N</td> </tr> <tr> <td>Sean Williams</td> <td>Y</td> </tr> <tr> <td>Shweta Chugh</td> <td>Y</td> </tr> <tr> <td>Stephanie Zettel</td> <td>Y</td> </tr> <tr> <td>Resource member – Rob Siklodi</td> <td>Y</td> </tr> </table>	<b>Committee members</b>	<b>present</b>	Co-chair - Peter Davison	y	Co-chair-Milena Radzikowska	y	Trika MacDonald	y	Mark Friesen	y	Calvin Aubin	N	David Bird	N	Sean Williams	Y	Shweta Chugh	Y	Stephanie Zettel	Y	Resource member – Rob Siklodi	Y
<b>Committee members</b>	<b>present</b>																						
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New business	Item #		Who	Action due date
Completed	2019 - 14	<ul style="list-style-type: none"> <li>Welcome new member Stephanie Zettel. Stephanie is an MRFA member from the Faculty of Health, Community and education, School of Nursing and Midwifery</li> </ul>	n/a	n/a
Completed	4.1	<ul style="list-style-type: none"> <li>Trika MacDonald has stepped down and be added as a resource, Robert Siklodi to be added to the Committee as a Management member, Calvin Aubin and David Bird have stepped down as Committee Members. <b>A new candidate is required to replace David as a committee member.</b></li> </ul>	Peter Davison	Oct'19
	4.4	<ul style="list-style-type: none"> <li>A motion was passed to make a recommendation to PEC to mandate each University Division have a Safety Advisory Group to hold meetings and to be the conduit of information to and from the JOHSC from their divisions. <b>Trika MacDonald is to make the first draft of the proposal.</b></li> </ul>	Trika MacDonald	Oct'19

Old business	Item #		Who	Action due date
Completed	2019-2	<ul style="list-style-type: none"> <li><b>Investigation of required training for the Committee Members.</b> Robert to set up training for August between August 19<sup>th</sup> to 31<sup>st</sup></li> </ul>	Robert Siklodi	May 22'15
Deferred	5.1	<ul style="list-style-type: none"> <li><b>Temporary Signage – What is the process for temporary signage</b></li> </ul>	Robert Siklodi	September

		<p><b>regarding repairs and emergencies?</b> Robert to find out if there is a current process or common sign depository.</p>		
Deferred	5.2	<ul style="list-style-type: none"> <li>• <b>Public Notice of JOHSC Members, Terms of Reference and Minutes.</b> Milena to contact MRFA regarding a Safety Board and update MRFA Website. Peter to Update Security Website and second physical location. Robert to check with MRSA Location and to update MRFA, EHS, HR Websites.</li> </ul>	<p>Milena Radzikowska</p> <p>Peter Davision</p> <p>Robert Siklodi</p>	September
Deferred	5.3	<ul style="list-style-type: none"> <li>• <b>Harassment Policy.</b> Mark to take away and investigate with Trika regarding next step and time line.</li> </ul>	Mark Friesen	May 29'19
Deferred	5.4	<ul style="list-style-type: none"> <li>• <b>WHIMIS.</b> The areas of the University that deal directly with chemicals have been given full 2015 WHIMIS training, Facilities, Grounds, Security and S&amp;T. Robert to create a plan to add WHIMIS training to the rest of staff.</li> </ul>	Robert Siklodi	September
Completed	5.5	<ul style="list-style-type: none"> <li>• <b>Inspections</b> – According to Alberta Legislation the JOHSC must be involved in work place inspections. As the campus is large it is not reasonable that the JOHSC team is part of all the inspections. JOHSC members will be involved in any Alberta OHS inspections and at least one higher risk area of the University per quarter. Robert to create a list of higher risk areas to inspect.</li> </ul>	Robert Siklodi	September
Completed	5.7	<ul style="list-style-type: none"> <li>• <b>Campus Safety Advisory Groups, Report Structure.</b> Robert is to create a summary list of items that we would want the Safety Advisory Groups to report to JOHSC</li> </ul>	Robert Siklodi	September
Deferred	5.8	<ul style="list-style-type: none"> <li>• <b>Reports of Research Committees Report Structure.</b> David is to create a summary list of items that we would want the Research Committees to report to JOHSC</li> </ul>	David Bird	September
Deferred	5.9	<ul style="list-style-type: none"> <li>• <b>To create a sub-committee to look at synergies between current programs to find a better incident / injury reporting program.</b></li> </ul>	Peter Davision	September
Deferred	5.10	<ul style="list-style-type: none"> <li>• <b>Create an accurate reporting process for sexual assault information capture</b></li> </ul>	Peter Davision	September

Deferred	5.11	<ul style="list-style-type: none"> <li>● <b>Create a Plan and training material to create Safety Advisory Groups in all of the University Departments.</b></li> </ul>	Robert Siklodi	September
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	Risk assessments conducted	Site inspections conducted	EHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period	0	0	0	0	0
Year-to-date					

<b>Reports</b>	First aid summary reports	<ul style="list-style-type: none"> <li>● Deferred</li> </ul>
	Incidents	<ul style="list-style-type: none"> <li>● Deferred</li> </ul>
	Inspections	<ul style="list-style-type: none"> <li>● Deferred</li> </ul>
	Other OHS reports	<p>Alberta OHS Came and inspected Mt. Royal for 3 different incidences.</p> <ol style="list-style-type: none"> <li>1. <b>Taylor Center August 28<sup>th</sup>'19.</b> Two OHS Officers came to investigate a complaint that was made during one of the productions. After investigating OHS found no reason to implement any actions regarding the complaint.</li> <li>2. <b>Fume Hood use in B255, September 3<sup>rd</sup>'19.</b> An anonymous complaint was made regarding an unsafe condition in lab B255. The B255 lab was reopened this summer and the designation was changed from a wet lab to a dry lab. A ductless fume hood is located in the lab and is currently tagged out of service. OHS came and investigated the lab and fume hood and found no reason to implement any actions regarding the complaint.</li> <li>3. <b>Potentially Serious Incident, September 25<sup>th</sup>'19.</b> Robert Siklodi reported a potentially serious incident to Alberta OHS on September 20<sup>th</sup>. The incident was regarding a man that became unbalanced and knocked a worker's glasses off of his face. OHS came to investigate the equipment and to make sure there are corrective actions being implemented. After investigating no actions required from Alberta OHS regarding this incident.</li> </ol>
	Training and education	<ul style="list-style-type: none"> <li>● Deferred</li> </ul>

		Injuries					
	Incidents	Near misses	First aid only	Medical aid only	Number of time-loss injuries	Days lost due to injury	Threats of violence
This period							
This period last year							

Year-to-date							
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