

Joint Occupational Health and Safety Committee – MRU

September 15, 2021 1300-1400

Location: Virtual

Meeting Minutes

In attendance: Crystal Koch (employee Co- Chair), D. Scharie Tavcer, Catharine Lindland (outgoing co-chair employer), Rachelle McGrath (employer Co-Chair), Amy McCarthy, M Helena Myllykoski, Rob Siklodi, Mark Friesen (Management), Stephanie Zettel

Regrets: David McLean (Management), Joe Frazao (MRSA).

Discussion:

Membership introductions invited by Catharine with introductions shared. Membership reviewed as noted below as many new members.

Joe Frazao (MRSA)

Amy McCarthy (MRSA)

Crystal Koch (MRSA/Employee Co-chair)

Helena Myllykoski (MRFA)

Scharie Tavcer (MRFA)

Stephanie Zettel (MRFA)

Mark Friesen (Mgmt – AVP Human Resources)

Rachelle McGrath (Mgmt/In-coming Co-chair – Director Wellness Services)

Dave McLean (Mgmt – Director Marketing and Communications)

Robert Siklodi (EH&S)

Catharine Lindland (Mgmt/out-going Co-chair)

Additions to Agenda Invited:

I. Employee (CK) to add to agenda regarding MRSA survey results.

Previous committee minutes: Minutes document noted by Employer (CL) as reference material and as noted below.

II. [Minutes of last meeting](#)

New Business:

III. **Reports:** Employer (RS) provided a summary of the incidents that have been addressed since April 2021 outlined to this point as follows below. This information is available for JOHSC members in the incident spreadsheet.

April 21-September 15 2021	
Incidences (EH&S)	23
Slip Trips	2
Injury`	5
Injury (time off)	
Student/ Visitor	5
Other	2
Close Call (EH&S)	4
Hazardous Condition (EH&S)	6
AHS/OHS	2
Violence/Harassment (HR)	2
Incidences (Security Services)	17
Medical	2
Safety	3
Other	12

- a. Regarding asbestos – some located on site in the older areas of university. Remediation is not undertaken by MRU employees and is completed by a third party. MRU employees are trained to manage any urgent or emergent issues if they arise.
- b. The Hazardous Materials Audit was completed via taking samples around university and added to a database that will then be flagged on work orders.
- c. Other potential or actual risks to personal injury incidents include the following: Damage to person related to door, Ground fault issue in grounds area; chemical spill on the grounds – not lidded properly and grounds equipment malfunction but was managed with safety

protocols.

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- d. Discussions underway with Parking regarding Recreation canoe and trailer as to what is the best solution going forward in terms of maintenance of the trailers and other items as they are not frequently used. There is the possibility of going to a rental system.
- e. Stress-trauma related incident involving faculty and a student occurred with support to faculty having been initiated.
- f. COVID 19: Two COVID related hazardous conditions recently on site concerning a barrier request at the workstation which is being addressed. The second is that students not wearing masks in the Library recently (17 incidents with security – these are put into the security portfolio).
- g. Employer (MF) noted that personal harassment related concerns this last quarter – two reports of harassment one of which is proceeding to the investigation stage.

Communication: Clarification of communication process for data collection and/or discussion by the JOHSC members provided by Employers (RS and MF). Concerns voiced by new employee members of the need for capture of the nature of incidents needed as part of data collection. As such, the type and number of incidents with subsequent processes related to the same need to be captured. This data is needed for JOHSC members in that it informs not only the concerns within the MRU community but aids in the recommendation's role of JOHSC. Comments regarding this process provided as follows:

- h. Descriptors of incidents may not be included. Incident content does not need to be captured in the minutes. – Employer (RS)
- i. Employee (HM) noted that details of some incidents may not and should not be documented or reported in concern of FOIP considerations. These details may be discussed but not necessarily documented on the JOHSC data other than that which informs the JOHSC processes and roles.
- j. The content of the spreadsheet outlined with omissions noted from verbal reports. **ACTION:** Employer (RS) to add recent data points as well as whether action taken, completed or ongoing.
- k. Clarification requested as to what type of incident is reported to the committee and comparison with security incidents. Employer (RS) noted that he will be reporting those that have a potential for “serious outcome” for the individual(s) involved in or concern the institution as a whole. Role of JOHSC members primarily concern that employees and others are safe as well as communication to employees regarding processes and ability to report.

ACTION: JOHSC discussion tabled for future meetings regarding communications to employees regarding committee existence as well as opportunities for employees to bring forward concerns, clarify processes, increase awareness and provide information. l. Clarification provided by Employer (MF) as to what incidents are reported to [OHS](#).

JOHSC and Incident Process clarification: Employee (ST) sought process for the same and wondered if these are always logged in the spreadsheet available to the committee. The usual is that these incidents are logged on the spreadsheet. Incidents that involve security (calls) are generally not logged for JOHSC committees and shared as an oral report rather than logging same. Clarification provided by Employer (RS).

Discussion and clarification of involvement of employees or others involved in the incident within the resolution process. Employer (RS) noted that employees are brought in as appropriate and as needed to address concerns.

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Education and JOHSC training:

m. Employees (CK and ST) requested clarification regarding the most appropriate and prioritized modules in the training links that should be undertaken by JOHSC members as well as the need for reimbursement.

ACTION: Employer (RS) offered to forward further information regarding priority training modules as well as to facilitate payment of costs for the same through EH&S FOAP. **ACTION:** JOHSC members encouraged to complete training.

IV. Overview of JOSHC Committee: Employer (RS) highlighted roles and responsibilities related to this committee. Committee ultimately facilitates opportunities for employees to have their concerns addressed. Committee makes recommendations in light of context and trending data. When data suggests an ongoing issue, then patterns may signal the need for recommendations to come from this committee. Employees first should reach out to the employer/supervisor and then forward concerns via incident reporting to be reviewed by appropriate offices. Employees are engaged as part of the process to resolve incidents or concerns. Employee (CK) noted that more transparent options (reporting, injury and incident form access) are not well understood or known by the MRU employee community. Employer (RS) noted that there is work at addressing this concern to forward information to employees and that there will be a new platform for injury reporting, and there is work happening to ensure employees and managers take appropriate safety training and the online orientation. Need for employees to know their basic rights and responsibilities regarding incidents as well as the ability to act upon these incidents and concerns.

ACTION: as noted above, discussion regarding awareness & information campaign to be tabled for forthcoming meetings.

a. Safety Advisory Groups- Employer (RS) reported that there are plans to form smaller department committees or teams from similar departments or services on site (estimate about 15 with approximately 6 members per group). They will have similar tasks such as a “safety group” which then would inform the JOHSC as needed. Inspections or investigations from department first which then would potentially then be brought forward to JOHSC when required. This is a work in progress and ongoing. Some safety committees are operating now (Science and Tech). Ideally, information would flow from these safety committees to JOHSC when needed or safety committee members may be invited to JOHSC meetings if needed if resolution is not found at the committee level. These groups can also be used to disseminate information to employees. Employer (RS) has developed draft Terms of Reference for these groups.

V. Schedule and structure of meetings

a. Frequency and timing –Employees had voiced a desire to meet more frequently than previously (noted as quarterly) given both the novice membership as well as the current heightened concerns related to COVID19 context. Meeting quarterly is the current requirement. The employee group has met twice since August 2021 and suggested JOHSC Meeting every two weeks meeting with option to cancel if not needed. Management

feedback was that this was too frequent and not manageable. Employer (RS) suggested possible use of email, Google groups or other communication options as supplemental to meetings at this time as management members request monthly meetings. Decision: Monthly meetings until January and then reassess.

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- b. Employee (CK) noted that minutes must be posted to the community within 7 days after the meeting as per training information parameters.

ACTION: Minutes to be circulated by committee co-chairs for approval and then posted on the common site.

Administrative Support

Concerns were brought forward from employee members that administrative support is needed and would facilitate the processes and positioning of the committee as well as help employees (updating website links, communications to employees, follow up with recommendations, management of meetings). There was general support for dedicated administrative support for the committee. Employer (MF) indicated that administrative support within HR is limited at this time. Employer (RS) noted that EH&S is a resource to JOHSC to address issues and for discussion points to be forwarded as recommendations to employer.

Employee (CK) noted that administrative support would ideally be realized as a permanent addition to the JOHSC.

Action: JOHSC to continue discussion on administrative support at a subsequent meeting. If committee members see opportunities related to establishing administrative support, please forward to the Co-chairs.

VI. Terms of Reference for JOHSC

- a. To be tabled to the next meeting.

VII. Injury Hazard Form

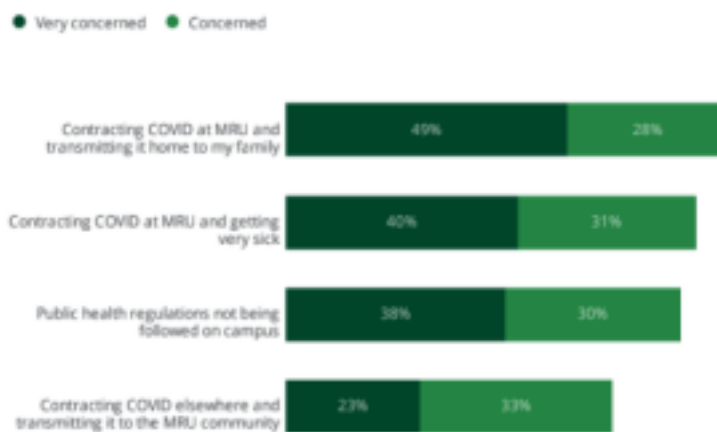
- a. To be tabled at the next meeting.

VIII. MRSA Survey Report – Employee (CK)

Employee (CK) summarized MRSA survey results completed in September 2021. Upon initial examination of the result, it is apparent that a large percentage of staff have concerns regarding their work environments in the context of the current COVID19 public health crisis. There were 490 respondents. Highlighted results:

Top concerns about working on campus

490 Responses



Employer (MF) offered that there are small numbers of documented transmission of COVID [known] to MRU. Employer (MF) notes that there is an atmosphere of safety concerns and suggests that given the reality of transmission there needs better communication regarding safety on campus and numbers of [known] transmissions.

Next meeting: October 21, 1:00 – 2:30pm

Minutes recorded by Employee (HM)

Adjourned at 14:02