

Monthly Health and Safety Report

Reporting Period: September 2026

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Date Submitted: 2026-09-23

1. Executive Summary

September was a particularly active month due to Welcome Week and the arrival of new students. Health and safety activities focused on supporting student orientation, participating in departmental events, commencing Joint Health and Safety Committee (JHSC) meetings, and responding to the Ministry of Labour, Immigration, Training and Skills Development field visit at the McMaster Automotive Resource Centre (MARC).

The corrective measures identified following the Ministry's visit were completed or placed under appropriate interim control. A Notice of Compliance was subsequently issued for circulation and posting.

2. Welcome Week and Student Orientation Activities

As part of Welcome Week, I attended three new-student orientation sessions organized by the following departments:

- Department of Kinesiology
- Department of Psychology
- Medical Sciences Program

Participation in these sessions supported the safe and organized integration of new students into the university environment. The orientations also provided opportunities to reinforce awareness of departmental procedures, available resources, workplace expectations, emergency preparedness, and general campus health and safety responsibilities.

The sessions were also useful for identifying questions or concerns from new students and directing them to the appropriate departmental or university resources.

3. Joint Health and Safety Committee Activities

JHSC meetings commenced during September. The meetings provided a formal opportunity for committee members and representatives to begin reviewing workplace health and safety matters for the new academic year.

Key areas of focus included:

- Reviewing current workplace health and safety matters;
- Communicating relevant safety updates to committee members;
- Following up on identified hazards and corrective actions;
- Supporting compliance with occupational health and safety requirements; and
- Ensuring that required information is communicated and posted on the appropriate physical and virtual health and safety boards.

Ongoing JHSC participation will continue throughout the academic year, including monitoring outstanding items and documenting the completion of corrective actions.

4. Ministry Field Visit and Compliance Follow-up

On September 18, 2026, the Ministry of Labour, Immigration, Training and Skills Development conducted a field visit at the McMaster Automotive Resource Centre (MARC).

Following the visit, the required corrective measures were addressed as follows:

Identified item	Corrective action	Status
Fixture requiring appropriate storage and securing	The fixture was relocated to a storage rack and secured.	Completed
Twelve-foot ladder requiring appropriate control	The ladder was temporarily secured, with the intention of permanently removing it.	Interim control completed; permanent removal pending

A Notice of Compliance was received confirming completion of the specified corrective actions. JHSC co-chairs were asked to circulate the notice to their committee members.

The notice will also be posted in the following locations:

- Physical health and safety board in the Campus Services Building;
- Physical health and safety board on the main floor of the McMaster University Student Centre, outside the Catering Office; and
- University Hospitality Services Virtual Health and Safety Board.

These communication measures will help ensure that committee members and affected employees are informed of the Ministry visit, the corrective actions taken, and the current compliance status.

5. Outstanding Action Items

The following actions should be monitored or completed:

1. Confirm the permanent removal of the 12-foot ladder from MARC.
2. Confirm that the Notice of Compliance has been circulated to all applicable JHSC members.
3. Confirm that the notice has been posted on the designated physical health and safety boards.
4. Confirm that the notice is available on the Virtual Health and Safety Board.
5. Continue documenting JHSC discussions, recommendations, and completed corrective actions.
6. Follow up on any health and safety questions or concerns identified during the student orientation sessions.

6. Priorities for October 2026

Health and safety priorities for the next reporting period will include:

- Monitoring the permanent removal of the 12-foot ladder;
- Continuing participation in scheduled JHSC meetings;
- Following up on any outstanding committee action items;
- Supporting health and safety communication with students, staff, and committee members;
- Reviewing workplace conditions and reporting identified hazards through the appropriate channels; and
- Maintaining records of inspections, corrective actions, notices, and other relevant health and safety activities.

Health and Safety Officer

Mahnaz Tajik