



## Procedure

- 1 Employee to complete form with detailed information based on JHSC duties over the period of ONE semester
- 2 Employee to sign document and email to UHS at [uhs@mcmaster.ca](mailto:uhs@mcmaster.ca)
- 3 UHS confirms with respective JHSC the time spent performing duties.
- 4 UHS forwards to payroll for processing at the next issuance of pay.

! **The deadlines per semester are as follows:**  
Fall - December 1st, Winter - April 1st, Summer August 1st

## Classification

- "A"** TA holding an Undergraduate Degree
- "B"** TA not Holding an Undergraduate Degree
- "S"** Sessional/Hourly Rated Sessional Music Faculty

## Reference

**Article 18 (Unit 1) and Article 17.05(a) (Unit 2) – Collective Agreement states:** “Subject to the provisions of the Ontario Occupational Health and Safety Act, the Employer agrees that the Union has the option to be represented by one current Union member on each of the Joint Health and Safety committees responsible for an area in which members of the bargaining unit are employed. Subject to the Act, the Union also has the option to be represented by one current bargaining unit member on the ‘Central Joint Health and Safety Committee.’ Employees shall exercise their rights under the Ontario occupational Health and Safety Act through these committees and as per the Act.”

**Unit 2 Article 17.05(b)** One employee may be placed on each of the JHSCs for the locations noted in the Letter of Understanding: Joint Health and Safety Committee Representation so long as employees from Local 3906 Unit 2 are employed by such locations.

**The Occupational Health and Safety Act [Section 10 (5)] reads as follows:** “...a member of a worker trades committee is entitled to such time from work as is necessary to attend meetings of the worker trades committee and the time so spent shall be deemed to be work time for which the member shall be paid by the employer at the member’s regular or premium rate as may be proper.”

Questions?

University Health and Safety  
CUPE 3906 Main Office

ext 24352  
ext 24003

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[healthandsafety@cupe3906.org](mailto:healthandsafety@cupe3906.org)