

LABOUR MANAGEMENT COMMITTEE
MINUTES
Wednesday, November 21, 2007

Representing CAW: M. Root, R. Viola, N. Wells, E. Sernie, B. Diacon, M. Groom
Representing the University: K. Belaire, M. Geroux, G. Tierney, N. McCartney, M. Lapp
Invited Guests: S. Mitchell, S. Fletcher, T. Sullivan
Regrets: J. Rischke

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Today's meeting was scheduled as an information session to cover three key subjects currently underway at McMaster.

1. **MAC VIP Update - Susan Mitchell**

S. Mitchell presented the latest information on MAC VIP explaining the upcoming payroll changes for faculty and staff. Early in December there will be a series of communications to Roll 1 employees including pay schedules and as much information as possible. Dates are firm to convert to the new system at the end of March. The last regular pay on the old system will be March 14, 2008. The first pay date on MAC VIP will be March 28, 2008. This will be a one week pay ending March 22nd. There will be no time entry function within departments for the Roll 1 group of employees as this will be facilitated by Payroll.

MAC VIP is currently covering approximately 6,000 employees. It is meeting all aspects of the Employment Standards Act including all Statutory Holidays. Vacation entitlement and automatic updating will be introduced in 2009. VIP is capable of producing all necessary reports and requirements including those specified in collective agreements.

CAW would like to see actual hours also included on the Labour Distribution Report along with the dollar amounts. S. Mitchell will bring this request to her VIP Committee for discussion.

2. **WSIB Workwell Audit - Steve Fletcher**

S. Fletcher gave an overview of the upcoming WSIB audit. It is a review of all aspects of workplace health and safety. McMaster has not been notified of the actual Audit date, but it will likely be this Spring 2008. WSIB will be a presence on campus, touring to view work practices in place in respect of health and safety and will perform interviews at random of faculty and staff. The Steering Committee, chaired by K. Belaire, provides guidance and direction to the Resource Team, which meets every two weeks.

The upcoming Audit has raised awareness of Environmental & Occupational Health Support Services (EOHSS). Employees have been encouraged to take relevant courses. For office employees, this usually includes the six courses offered by EOHSS - Office WHMIS, Ergonomics, Slips/Trips/Falls, Due Diligence, Fire Safety, and Violence in the Workplace. If a department requests, EOHSS will set up a one day workshop for all six sessions.

The 'Job Hazard Analysis' (JHA) Form is required for all jobs at McMaster. It is designed to capture all levels of hazards and risks taking into account all procedures and training required to perform in the job. Physical Plant, Hospitality, Custodians, and Grounds have been completed as well as the Museum, the Libraries and Security. Many JHA's will be a general template. Some particular challenges will be our Laboratories where chemicals are used and the Faculty of Engineering which has some potential hazards. It was pointed out that the JCQ's include a Health

and Safety component; S. Fletcher emphasized that the JHA form will further explain unique and special equipment used in some laboratories and is a required component of the audit.

First Aid Kits are being distributed to all buildings on campus and employees trained. Each department should have a designated first aid provider and staff need to know who that is. It was emphasized that a 4 minute turn around is the maximum for accessing the first aid kit and returning to the injured person.

In summary, communications regarding the Audit will be forthcoming over the next few months and will include Daily News articles, Email Alerts, Monthly Posters, Newsletters, etc.

3. **Security Services Update - Terry Sullivan**

T. Sullivan, Director of Security and Parking Services spoke to the Committee regarding the creation and implementation of new and innovative techniques for keeping our campus secure and ready in case of a disaster. The Crisis Management Team, Chaired by K. Belaire, meets regularly on a wide variety of issues with may include fire, flooding, hazardous material spills, and violence. The recent issues of violence in schools in the United States has drawn more attention to having emergency measures in place, in particular, the tools needed for an emergency lockdown.

The four areas to support a lockdown are Communication, Technology, Response, and Training. Communication across campus is key to an effective and quick response to any emergency. We presently do not have the technology to lockdown classrooms or buildings en masse. We need to know how to respond. It is important that faculty, staff, and students are trained to know how to respond to a crisis situation or to identify a possible problem ahead of a crisis.

Student Affairs have created a comprehensive information package (Orange Folder) on identifying and referring students 'in difficulty' ahead of a possible crisis. A similar package is being created for staff to assist with employees at risk to themselves or others in the workplace.

The University is working towards several new methods for communication and crisis response. Lockdown measures are being introduced to the Residences, future LCD monitors around campus will run emergency messages, new buildings will have locking capabilities and P.A. systems. An outside security firm is looking at the technology to run message alerts across all computer monitors to effectively communicate the same message to the University community. Also, the building plans, floor plans, identified water and electrical sources for our campus buildings are in place for the Hamilton Wentworth Regional Police.

This Spring, Security Services will be testing their measure in place for responding to a crisis.