



CUPE LOCAL 3906

CANADIAN UNION OF PUBLIC EMPLOYEES - MCMASTER ACADEMIC & RESIDENCE WORKERS

Tel: 905-525-9140 ext. 24003 Fax: 905-525-3837 Email: staff@cupe3906.org

McMaster University, Kenneth Taylor Hall B111, 1280 Main St W, Hamilton, ON, L8S 4M4

CUPE 3906 Health & Safety Orientation Guide

Welcome to CUPE 3906

As a member of CUPE 3906, you have important rights and protections when it comes to your health and safety at work. At the local level, our **Health and Safety Officer** is an elected member of the executive committee who:

- ✓ Safeguards members' occupational health and safety by serving as a resource person.
- ✓ Identifies and improves hazardous situations and practices.
- ✓ Reviews and recommends improvements to health and safety clauses in the Collective Agreement.
- ✓ Serves on the University Central Occupational Health and Safety Committee (UHS) to represent members' concerns.

Your Legal Rights at Work:

As workers, you have the right to:

- ❖ **KNOW** – about hazards in your workplace.
- ❖ **PARTICIPATE** – in improving health and safety.
- ❖ **REFUSE** – unsafe work without fear of reprisal.

Key Questions to Ask Your Employer:

1. **What are the hazards of my job?**

By law, your employer must inform you of workplace hazards (including hidden ones that may not be obvious right away). Tas, RAs in lieu, Sessionals, PostDocs, and ResLife staff will be provided with a Job Hazard, which outlines all possible hazards associated with your position.

2. **What training will I receive?**

You must be trained on your duties, safe work practices, and workplace hazards. Training must be specific to your job. Unit 1 members (TAs and RAs in lieu) receive an additional 3 hours of training, paid at your hourly rate, each semester you work to cover various health and safety training. Health and Safety training for Unit 2 and Unit 3 members is included in your course



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stipend (Unit 2) or annual salary (Unit 3). Unit 4 members will be paid in accordance with their Collective Agreement.

3. Is there safety equipment I'll be expected to wear?

If personal protective equipment (PPE) is required, your employer must provide it, ensure that it fits appropriately, and ensure you know how to use it correctly.

4. What do I do if I get hurt?

Your employer must provide access to first aid. Learn the procedures for reporting injuries and ensure you know who is trained in first aid at your workplace. You should report any workplace injuries to the Workplace Safety and Insurance Board (WSIB) using a "Form 6," even if the injury does not lead to lost time (https://www.wsib.ca/sites/default/files/2024-09/0006a_202407_workersreportofinjury_web.pdf). If you seek medical attention, your physician should fill out a "Form 8." You should also notify your Union if you are hurt on the job. The employer must fill out an Incident Report for any reported workplace injury, as well as a WSIB "Form 7".

5. Who do I go to with safety concerns?

- Report issues to your supervisor and complete an **incident report**.
- If not resolved, contact your **Joint Health and Safety Committee (JHSC)** co-chair or the CUPE 3906 Health and Safety Officer.
- Email: healthandsafety@cupe3906.org

How You Can Participate:

- If you see or experience something unsafe:
 1. Inform your supervisor.
 2. File an incident report: <https://hr.mcmaster.ca/app/uploads/2018/11/injury-incident-report-fillable-1-36.pdf>
 3. Contact healthandsafety@cupe3906.org and University Health and Safety (UHS).
- If you think there's a deeper cause, raise it with your JHSC representative. Don't know your JHSC area? Ask your supervisor or email CUPE 3906 H&S.



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- Want to do more? Join your **Joint Health and Safety Committee** and help improve workplace safety.

Remember: You Have the Right to Refuse Unsafe Work:

If you feel unsafe:

1. Stop the unsafe work immediately.
2. Notify your supervisor.
3. Contact CUPE Health and Safety (healthandsafety@cupe3906.org) and University Health Services.

You are protected by law from reprisal.



Questions? Concerns?

Reach out anytime: healthandsafety@cupe3906.org

Website: cupe3906.org or <https://cupe3906.org/about-us/health-and-safety/>