



**Compensation for Joint Health and Safety(JHSC) Participation  
Canadian Union of Public Employees (CUPE) 3906 Unit 1 - TA's or RA's in lieu**

**BACKGROUND:** As an individual participating in the duties falling within the responsibilities of the McMaster University Joint Health and Safety Committees, you are entitled to be paid for the time spent performing these duties at your regular rate of pay. Please identify below, the time spent performing these duties. Be as specific as possible. Once completed, please sign the form and submit to the Environmental & Occupational Health Support Services Department for verification. Upon verification of your time spent, the form will be sent to payroll for processing.

Joint Health and Safety Committee duties are limited to the following activities: **Preparation time for JHSC meetings (typically 1 hour), JHSC meetings, workplace inspections, or investigations into critical injuries.** When identifying an activity, please choose one.

Activity	Date	Location	Time Spent
TA/RA Name (Print)	_____	Total Hours	_____
TA/RA Emp/Student #	_____	Classification (See reverse)	_____
TA/RA Signature	_____	Remuneration Due (Hours x Rate)	_____
EOHSS Confirmation	_____	Payroll Conf. Initials	_____
! See back for more information.		Acct #	2-61001-1111.

For P  
\_\_\_\_\_

Procedure	Classification
1 TA/RA to complete form with detailed information based on JHSC duties over the period of ONE semester	"A" Holding an Undergraduate Degree
2 TA/RA to sign document and mail, scan, or drop off at the EOHSS office(Gilmour Hall, 304).	"B" Not Holding an Undergraduate Degree
3 EOHSS confirms with respective JHSC the time spent performing duties.	
4 EOHSS forwards to the appropriate payroll for processing at the next issuance of pay.	
<b>! The deadlines per semester are as follows:</b> Winter - April 1st, Summer August 1st	<b>Fall - December 1st,</b>

**Reference**

*Article 18 – Health and Safety, CUPE 3906, Unit 1 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.”

*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.”

<b>Questions?</b>	Environmental & Occupational Health Support Services CUPE 3906 Main Office	ext 24352 ext 24003	<a href="mailto:eooss@mcmaster.ca">eooss@mcmaster.ca</a> <a href="mailto:cupe3906@mcmaster.ca">cupe3906@mcmaster.ca</a>
-------------------	---	------------------------	--



