

McMaster UPDATE

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McMaster Update is a university publication for the internal community at McMaster. The monthly publication will focus on financial developments, policy changes and updates, and initiatives and issues that affect faculty, staff and students at the University. An electronic edition of each issue is available on the Daily News Website. Inquiries can be sent to update@mcmaster.ca

Health and Safety update



McMaster provides a variety of health and safety training programs as part of its commitment to maintain healthy and safe working and learning environments. Training courses are required for all newly hired faculty, full-time and part-time staff and volunteers. In order to understand what training is mandatory for you, speak with your supervisor and review the health and safety training matrix found at: <http://www.workingatmcmaster.ca/eohss/training/matrix/>

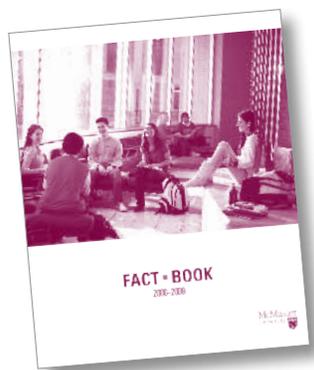
In addition to these courses site specific hazard training and orientation to any emergency equipment in your area (i.e. location of fire extinguishers) must be arranged or completed by your supervisor. All training must be documented and records retained within each department.

McMaster's health and safety strategy includes the completion of a job hazard analysis for the main activities associated with each worker. A job hazard analysis is essential in clarifying the hazards and controls that are associated with each work activity. www.workingatmcmaster.ca/eohss/prevention/job-hazard/

The University currently has more than 60

Risk Management Programs (RMM) covering a wide range of health, safety and risk areas. The McMaster Risk Management Programs are updated on a regular basis. Please take the opportunity during your departmental meetings to discuss health and safety and incorporate a review of some of our new programs such as Controlled Goods Legislation Program, Business Continuity Program, and Blood/Body Fluids Program. <http://www.workingatmcmaster.ca/rmm/>

Fact Book



The Office of Institutional Research and Analysis has produced McMaster's first Fact Book, a compilation of the most frequently requested data and statistical information about the University. It is intended to be a comprehensive source of official University data and a one-stop resource for those requiring information about McMaster.

The Fact Book will be updated annually and it is available on the Office of Institutional Research and Analysis web site, located at <http://www.mcmaster.ca/avpira/factbook.html>

If you have questions about the Fact Book contact the Office Institutional Research and Analysis at irahelp@mcmaster.ca

Presidential transition committee



Patrick Deane will become

McMaster's President on July 1, 2010. The next seven months and the beginning of his presidential term are important transition times as he becomes more familiar with the University and McMaster has the chance to introduce him to our campus community and our many key external constituencies including alumni, government and university supporters.

The Human Resources Committee of the Board of Governors has now struck a Transition Committee that will be chaired by Ken Cruikshank, associate professor and chair of history, and vice-chair of the Committee to Recommend a President. The Committee will develop the transition plan.

Many people and groups both on and off campus will be anxious to meet our new president and invite him to activities within their areas. All such requests need to be sent to the Committee in order to be part of the transition plan. These requests along with any questions or suggestions can be forwarded to transition@mcmaster.ca

Alternative budget task force

The University's Task Force on Alternative Budget Models has completed its final report. The Task Force was struck in December of 2007 to review McMaster's current budget model, examine alternatives, and make recommendations to the President that would enhance the effectiveness and efficiency of the budget model and budget process.

The Task Force consulted widely and is recommending that the University investigate the development of an activity-based budget system that is customized to support and enhance McMaster's academic mission. The Committee Report can be found at: <http://www.mcmaster.ca/vpacademic/documents/bmtfreport.pdf>

The next phase of the work is numerical modeling of the potential new budget system. It's hoped that this work will be completed over the next two years.

Storm closure policy

With winter almost upon us, it is time to get reacquainted with McMaster's storm closing policy.

The Provost is responsible for determining whether the University should be closed. The University will close when, due to severe winter weather, normal operation would pose a danger to students, staff and faculty while on campus or would prevent large numbers of people from coming to campus or returning safely to their homes.

When the University is closed classes are not held, meetings and other scheduled events are cancelled and all areas and operations not defined as essential are closed. Examinations are cancelled and rescheduled.

In the absence of a communicated decision to close, the University remains open and all activities continue as planned. At all times, individuals should assess their personal safety in deciding about whether to come to work or class.

Every effort is made to notify the community about a closure as early as possible. Information about the closure

is posted on The Daily News, distributed via local radio and TV media and included in the University's automated switchboard greeting.

The full storm closing policy is available here: http://www.mcmaster.ca/policy/Employee/storm_emergency_policy.pdf

Emergency plan expanded



McMaster's comprehensive emergency preparedness plan is being expanded to include a new student text messaging notification system and outdoor sirens to be used in case of a violent situation that requires a lockdown on campus.

Students can subscribe to the text message system that delivers emergency messages to cell phones and handheld devices. The messages will be sent only in case of an imminent, ongoing campus-wide threat or danger to the safety of the McMaster community.

Staff will soon also be able to subscribe to the text notification system.

The expanded emergency plan also includes a recently-installed network of campus warning sirens. If you hear the siren, a lockdown has been declared and there are steps you should take that include going to the nearest room or office and closing and locking the door.

A full test of the sirens is planned for the new year.

More instructions in case of lockdown and information about emergency preparedness are available at: http://security.mcmaster.ca/campus_emergencies.html

Partnerships save money and help environment

New agreements for how McMaster buys office supplies and paper will save the University significant money and contribute to a more sustainable environment.

The University underwent an extensive

and unique Request for Proposal process that selected two vendors: Grand & Toy for office supplies and toner, and Buntin Reid for paper. The RFP process was initiated by McMaster's Purchasing Resources in conjunction with a team of managers enrolled in the CALM (Certificate for Advanced Leadership Management) program.

Under the terms of the agreement, the University will receive substantial cost savings that are estimated to total \$2.3 million or 28% over the contracts' five-year terms.

There will be some changes in the way supplies are ordered and shipped to campus. Grand & Toy will begin shipping office supplies in reusable, environmentally-friendly totes and bags replacing the 10,000 cardboard boxes the company used for campus shipments last year.

Both companies will also reduce the number of deliveries to campus. This will mean a reduction of more than two tons of greenhouse gas entering the environment. Deliveries will now be twice a week with a goal of reducing to one weekly delivery.

A series of information sessions will be held in December. ■

