

TO All Department/Area/Building
..... Chairpersons
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FROM T. Herbert, Personnel Officer
..... Personnel Services
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DATE Nov. 14/84
..... PHONE 5811

Re: Direct Contact with Outside Agencies

We have recently received correspondence from the W.C.B. outlining their involvement in a number of investigations which were the result of direct contact being made by various University Departments. Similar information has also been obtained from the Occupational Environment Branch of the Ministry of Labour.

The opinions from all parties is that problems relating to engineering design and operation should be initially raised and discussed with our own Physical Plant, Engineering group. Outside agencies should not be utilized as a substitute for University Departments. It is much better for the University to attempt and resolve its own problems prior to calling upon outside agencies.

With this in mind, we would urge that departments refrain from contacting the W.C.B. or Occupational Environment Branch on matters relating to engineering design and operation. It is very important for the University to demonstrate a concerted effort to resolve problems of this nature internally rather than rely on outside assistance. In many cases the first question raised by the outside agency is "What steps has the University taken to correct the specific problem?".

Your assistance and cooperation in channeling matters of engineering design and operation to the correct University Department would be greatly appreciated.

TH/vb

