Mosaic: Health & Safety Training
Frequently Asked Questions

1) **How do I Register for Health and Safety Training?**

*In-Class Training:*

EOHSS offers in-class training sessions and a number of online training sessions to communicate information regarding hazards. EOHSS always recommends attending the in-class sessions, as it provides an opportunity to interact with a competent instructor; but if this is not possible, several sessions are available for completion online.

To register, login to the Mosaic Portal and navigate to the following path:

Main Menu>Human Resources>Self Service>Learning & Development>Request Training Enrollment

**Note:** Users are able to register for EOHSS in-class training sessions using the historical method of visiting the EOHSS website. This method will eventually be phased out and users are encouraged to register for in-class training sessions through Mosaic.

*Online Training:*

Online health and safety courses currently offered by EOHSS, the FHS safety office and the Biosafety office are in transition to being conducted through the University’s learning management system, Avenue to Learn. 24 hours after registering for an online session of a health and safety training course in Mosaic, the course material and quiz will become available for review and completion by logging in to your Avenue to Learn account. Once logged into Avenue to Learn, ensure your role is selected as, “Student”. These online courses will be automatically graded in Avenue to Learn and the result recorded in Mosaic one (1) business day after successful completion.

To register, login to the Mosaic Portal and navigate to the following path:

Main Menu>Human Resources>Self Service>Learning & Development>Request Training Enrollment

2) **How do I know which Health and Safety training I am required to do?**

3) **How do I complete Accessibility for Ontarians with Disabilities Act (AODA) training and receive proof of completion?**

4) **How do I obtain proof of completed Health and Safety Training/obtain a training summary?**

5) **As a supervisor, how do I track the training status of my direct reports?**

6) **What is a Job Hazard Analysis (JHA) and how do I complete one?**

7) **Are there step-by-step guides with direction on how to register for training and view my training summary?**

8) **How do I become a “Training Coordinator” for my department?**

9) **As a Training Coordinator, how do I access my department’s Training Summary?**
Note: The historical method of completing online EOHSS health and safety training by way of viewing a presentation and completing a hard copy test-record through the EOHSS Online Training Portal is still active. This system will eventually be phased out and users are encouraged to complete online training through Avenue to Learn via registration in Mosaic. The Avenue to Learn method of completing online training does not require printing of forms or signatures of supervisors.

2) **How do I know which Health and Safety training I am required to do?**

The following health & safety training courses are mandatory for all individuals working at McMaster University (additional training may be required by some individuals depending on worksite hazards):

- Health & Safety Orientation
- Ergonomics
- Slips, Trips and Falls
- Asbestos Awareness
- Fire Safety
- WHMIS (Office or Core)
- Violence & Harassment Prevention in the Workplace

To understand additional health & safety training courses you are required to complete, speak with your supervisor, and review the EOHSS Training Matrices, available at [http://www.workingatmcmaster.ca/eohss/training/matrix](http://www.workingatmcmaster.ca/eohss/training/matrix) and outlined in RMM #300: Safety Orientation and Training Program.

In addition to health and safety courses, site specific hazard training and orientation on all real and potential hazards in your area (i.e. location of emergency equipment, fire extinguishers, etc.) must be arranged or completed by your supervisor.

3) **How do I complete Accessibility for Ontarians with Disabilities Act (AODA) training and receive proof of completion?**

The process to complete AODA training remains unchanged since the launch of Mosaic. Users complete this online training by visiting [http://www.mcmaster.ca/accessibility/](http://www.mcmaster.ca/accessibility/) and viewing all required modules. Upon completion, you will receive an automated email message indicating that you have completed the training. Questions regarding AODA training can be directed to aoda@mcmaster.ca. Completion of AODA training is not currently tracked in the Mosaic system.

4) **How do I obtain proof of completed Health and Safety Training/obtain a training summary?**

Health and Safety Training completed after October 20th will be recorded in Mosaic. Employees, students and volunteers (persons of interest) can use the self-service functionality of Mosaic to access a copy of their training summary. To access, login to the Mosaic Portal and navigate to the following path:

Main Menu>Human Resources>Self Service>Learning & Development>Training Summary

Proof of training completed prior to October 20th can be requested by contacting the appropriate safety office (EOHSS, FHS Safety Office & Biosafety Office).

5) **As a supervisor, how do I track the training status of my direct reports?**

The new Manager Self-Service functionality allows managers to track health and safety training completed by their employees after October 20th. Managers can also register their employees to
participate in health & safety training courses. Proof of training completed prior to October 20th can be requested by contacting the appropriate safety office (EOHSS, FHS Safety Office & Biosafety Office).

To access, login to the Mosaic Portal and navigate to the following path:

Main Menu > Human Resources > Manager Self Service > Learning & Development > Training Summary

Note: Tip sheets and job aids are available on the Mosaic Learning Hub in the course titled, "Training Administration for Managers, Employees, Students and POIs". Visit http://mosaictraining.mcmaster.ca for more information.

6) **What is a Job Hazard Analysis (JHA) and how do I complete one?**

The process to complete a JHA remains unchanged since the launch of Mosaic. McMaster’s health & safety strategy includes the completion of a job hazard analysis for the main activities associated with each individual working at McMaster. A job hazard analysis is essential in clarifying the hazards and controls that are associated with each work activity. Individuals must review the job hazard analysis task forms with their supervisor to ensure all main activities have been identified, and attend the training as identified on the task forms. To view further information regarding JHA’s, please refer to http://www.workingatmcmaster.ca/eohss/prevention/job-hazard or RMM #324: Job Hazard Analysis Program.

7) **Are there step-by-step guides with direction on how to register for training and view my training summary?**

Yes, tip sheets and job aids are available on the Mosaic Learning Hub in the course titled, “Training Administration for Managers, Employees, Students and POIs”. Visit http://mosaictraining.mcmaster.ca for more information. If you do not have access to the course but require it, contact mosaic.training@mcmaster.ca.

8) **How do I become a “Training Coordinator” for my department?**

Request access to specific HR functions through UTS Service Desk Self-Service (or email uts@mcmaster.ca). An email with your supervisor's approval must be attached or copied into your access request.

9) **As a Training Coordinator, how do I access my department’s Training Summary?**

Your department’s training summary is available by navigating to the following path:

Main Menu > Human Resources > Administer Training > McMaster Reports/Processes > Reports > Dept Training Summary

Note: The summary will only show training completed as of October 20, 2014 and beyond.