

## 2011-12 – Department of Psychology, Neuroscience & Behaviour

### Mandatory Health & Safety Training for:

- all Students (Undergraduate & Graduate)
- Volunteers working in labs
- Research Assistants
- Post-Doctoral Fellows
- Staff (full and part-time)
- Faculty & Sessional Faculty

We want to make sure you're working safely in our laboratories and offices. Here in the Psychology Building, before pass cards and keys can be issued for access to labs and offices associated with the Department of Psychology, Neuroscience & Behaviour, you must complete the following minimal safety training:

#### 1. Job Hazard Analysis Form

Please click on to the website noted below. Read the instructions complete the form [http://www.mcmaster.ca/workwell/form/jha\\_form.jsp](http://www.mcmaster.ca/workwell/form/jha_form.jsp)

Please make sure you record only the **Major** hazards of your job. For example, if the major duties in the lab or office you work in is computer work and report reviewing, then that's all you should be noting. Ask your direct supervisor for the list of Major hazards in your lab.

#### 2. Mandatory Safety Training

In addition to completing the Job Hazard Analysis Form everyone working in labs and offices in the Psychology Building is required to complete the following training:

#### ON-LINE TRAINING SITES

1. Office WHIMS <http://www.ltrc.mcmaster.ca/eohss/officeWHMIS.htm>
2. Fire Safety <http://www.ltrc.mcmaster.ca/eohss/firesafety.htm>
3. Ergonomics <http://www.ltrc.mcmaster.ca/eohss/ergonomics.htm>
4. Asbestos Awareness <http://www.ltrc.mcmaster.ca/eohss/asbestos.htm>
5. Slips, Trips and Falls <http://www.ltrc.mcmaster.ca/eohss/slips.htm>
6. It is strongly recommended that you complete the On-line Health and Safety Orientation training session. Please see: <http://www.ltrc.mcmaster.ca/eohss/healthsafety.htm> or <http://www.workingatmcmaster.ca/eohss/training/> for further information regarding new training.

You can complete all of these basic core health and safety courses on line. Please begin by clicking on one of the sites noted above. Once you've completed the on-line training and answered the questions then print off your tests and the Job Hazard Form and have your supervisor sign all the tests and the form. Then return all your forms to the main office and you will receive passcards and keys. Note a \$20 refundable deposit is required for keys and cards.

There is also another option, the University's Department of **Environmental and Occupational Health Support Services (EOHSS)** conducts live training session for the basic Safety. If you prefer attending a live training course then go to <http://www.workingatmcmaster.ca/eohss/training/> to register for courses.

### **3. Working Alone Policy**

If this applies to your situation, please review the University's Persons Working Alone Program, and discuss these practices with your supervisor. Go to the Manual and under 3.Occupational Safety it's #304.

<http://www.workingatmcmaster.ca/med/document/RMM-304-Working-Alone-Nov-2008-1-36.pdf>

### **4. Lab Specific Training**

Additional Safety Training may be required for some of the laboratories and work environments in the Psychology Building. Please check with your supervisor if any of the following training courses are required. If they are then please go to the **Environmental and Occupational Health Support Services (EOHSS)** website and register to attend a live training course. <http://www.workingatmcmaster.ca/eohss/training/>

Note for those requiring Animal Safety Training, please contact CAF at ext.22365.

Lab Specific Training:

- i) Core WHIMS
- ii) Animal Training
- iii) Chemical Handling
- iv) BioSafety Training
- v) Gas Cylinder Training
- vi) Spills
- vii) Fall Protection
- viii) Machine Guarding Awareness
- ix) BioLevel 3 Training
- x) Laser Safety
- xi) Hydrogen Fluoride

**Note to Faculty: Please make sure that all your students and people working in your labs (paid and unpaid workers) have this training prior to getting their keys and card access to the lab facilities.**