2012-13 – Department of Kinesiology

Mandatory Health & Safety Training Summary for:

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

In order to make sure you’re working safely in our laboratories and offices, and before pass cards and keys can be issued for access to labs and offices associated with the Department of Kinesiology, you must complete the following minimal safety training:

1. **Job Hazard Analysis Form**

   Please click on to the website noted below. Read the instructions and 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 the **Major** hazards and/or the JHA template in place for your lab or workplace.

2. **Mandatory Safety Training**

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

   **VISIT THE ON-LINE TRAINING SITE**  [http://cll.mcmaster.ca/eohss/](http://cll.mcmaster.ca/eohss/)

   1. Office WHIMS
   2. Fire Safety
   3. Ergonomics
   4. Asbestos Awareness
   5. Slips, Trips and Falls
   6. AODA  [https://pinjap01.mcmaster.ca/accessibility/](https://pinjap01.mcmaster.ca/accessibility/)
   7. Violence in the Workplace  [https://pinjap01.mcmaster.ca/violenceprevention/](https://pinjap01.mcmaster.ca/violenceprevention/)
   8. It is strongly recommended that you complete the On-line Health and Safety Orientation training session.

   Please see:

   [http://cll.mcmaster.ca/eohss/healthsafety.htm](http://cll.mcmaster.ca/eohss/healthsafety.htm) and visit the main EOHSS page located at


   For some courses there is also another option/requirement, the University’s Department of **Environmental and Occupational Health Support Services** (EOHSS) conducts live training sessions for the basic Safety. Training  If you prefer attending a live training course then go to

3. **Working Alone Policy (WAP)**

All staff are required to review and adhere to the University’s Persons Working Alone Program, and discuss these practices with your supervisor. Go to the Risk Management Manual and under Occupational Safety it’s #304.


Obtain and review the department WAP and complete any Task Specific WAP that is in place for your location within the department as mandated by your supervisor.

4. **Lab Specific Training**

Additional Safety Training may be required for some of the laboratories and work environments in the Department of Kinesiology. 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/ehss/training/](http://www.workingatmcmaster.ca/ehss/training/)

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

Lab Specific Training (identified by JHA):

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

5. **Site Specific Work Place Orientation**

Note to Faculty and Supervisors: Please make sure that all your students and people working in your labs (paid and unpaid workers) have the appropriate training and paperwork prior to getting their keys and card access to the lab facilities. Ensure that all staff and students are given a site specific orientation that includes a review of emergency exits, phone numbers, procedures, equipment and policies in place that are specific to the primary location where they will be working. Finally, document and record that orientation as outlined in the McMaster University Risk Management Manual [http://www.workingatmcmaster.ca/med/document/RMM-300-Safety-Orientation-and-Training-Program-June-2008-1-36.pdf](http://www.workingatmcmaster.ca/med/document/RMM-300-Safety-Orientation-and-Training-Program-June-2008-1-36.pdf) under section 6 of RMM policy # 300 and provide a copy for the main office.

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, the WAP and the Job Hazard Form, and have your supervisor sign all the tests and the forms. Arrange for any additional training and a site-specific orientation with your supervisor and then return all your forms to the main office and you will receive passcards and keys. Note a refundable deposit is required for keys and cards.