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:

**Step 1 - Job Hazard Analysis Form and Volunteer Agreement**

Please click on to the website noted below. Read the instructions, login with your MacID and complete the form

http://jhaweb.mcmaster.ca/

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 obtain from them a copy of the JHA template in place for your lab or workplace. There may be a sample form or a generic copy provided to you in an email before you start working or volunteering. We generally complete a JHA form even for volunteers as a means of assessing and presenting them with the risks associated with their duties as a volunteer.

**Step 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 in Mosaic:

1. WHIMS 2015
2. Fire Safety
3. Ergonomics
4. Asbestos Awareness
5. Slips, Trips and Falls
6. AODA (https://pinjap01.mcmaster.ca/accessibility/) or review of AODA brochure for UG students/volunteers
7. Violence and Harassment Protection
8. McMaster Health and Safety Online Orientation (mandatory since 2014)
9. If you are acting in a supervisory capacity then Due Diligence is a required course.

The training listed above is completed on-line using Mosaic. Go to the link below and login using your MacID and in the lower left look for Health and Safety under the “Important Links”

Use the link below to get to the Mosaic portal.

https://epprd.mcmaster.ca/psp/prepprd/?cmd=login&languageCd=ENG

Mosaic Home Page

Select the link and then search for courses by leaving the search box blank. This will bring up a list of all courses. Register for all courses that are required for your specific job role (see below)
Detailed instructions are available in a Health and Safety FAQ section. The link for this is found under the support tab along the top right of the Mosaic interface.

Once you have registered for the courses after a short delay (sometimes up to one day) they will be available in Avenue (http://avenue.mcmaster.ca/) for completion and submission.
For Updates and detailed information please see:

http://www.workingatmcmaster.ca/eohss/training/ for the latest information regarding any new training requirements that may not be covered by this document.

For some courses there is also another option/requirement, the department of Environmental and Occupational Health Support Services (EOHSS) conducts live training sessions for most of the basic safety training courses To attend a live training course register for those courses with EOHSS.

Finally, for those individuals with no access to Mosaic or Avenue some courses may still be completed the old way using the legacy portal found at http://cll.mcmaster.ca/eohss/ and you will need to visit the main EOHSS page located at http://www.workingatmcmaster.ca/eohss/ or send an email to eohss@mcmaster.ca to be manually registered for your remaining required courses.

Step 3 - 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 http://www.workingatmcmaster.ca/eohss/training/ and register to attend a live training course, or complete the training in Mosaic (most should now be available in Mosaic).

Lab Specific Training (as identified by JHA forms includes):

1. Biosafety Training for those doing cell culture
2. CAF Animal Training
3. Chemical Handling and Spills Training **
4. Fall Protection
5. Gas Cylinder Training
6. Hydrogen Fluoride
7. Laser Safety
8. Machine Guarding Awareness
9. FHS Routine Practices**

** 3 and 9 are required to work in the lab with Human samples

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

Step 4 - 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. (usually attached to an email)

Step 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 under section 6 of RMM policy # 300 and provide a copy for the main office.


Summary
You can now complete most of these “basic” core health and safety courses listed above on-line in Mosaic/Avenue. These courses will automatically be registered with EOHSS. Once you’ve completed all of the on-line training and any legacy testing if necessary, print the tests for legacy web site and your Mosaic training summary and email or deliver it to Todd Prior. (RM IWC EG115, priorit@mcmaster.ca) That portion is done. Obtain and complete the WAP and the Job Hazard forms, and have your supervisor sign all the tests and the forms (this can be done with Todd during the orientation). Arrange for any additional training and complete a site-specific orientation with your supervisor (or as directed by your supervisor) and then return all documentation to the main office and you will receive pass cards and keys. Note a refundable deposit is required for keys and cards.