

2016-2017 – Department of Psychology, Neuroscience & Behaviour

Mandatory Health & Safety Training

All employees (faculty and staff), students, visitors and volunteers working at McMaster University are required to complete the following health and safety training program before access to labs and other work facilities can be issued:

The following health and safety training courses are Mandatory :

1. ASBESTOS AWARENESS
2. ERGONOMICS
3. FIRE SAFETY
4. HEALTH & SAFETY ORIENTATION
5. SLIPS, TRIPS AND FALLS
6. VIOLENCE & HARASSMENT PREVENTION IN THE WORKPLACE
7. WHMIS 2015
8. ADDITIONAL LAB SPECIFIC TRAINING MAY BE REQUIRED. PLEASE CHECK WITH YOUR SUPERVISOR.

To complete Health and Safety Training one needs to register in the Mosaic system via the following pathway:

STEP 1: Main Menu>Human Resources>Self Service>Learning and Development>Request Training Enrollment

STEP 2: Search by course name>Leave search field blank>Search>View available sessions and proceed with registration until reaching 'SUBMIT'. Please disregard the start/end date of online training. These are used for administrative purposes and will not affect registration or course completion.

STEP 3: For all on-line courses one will have to wait one business day before the courses appear in 'Avenue to Learn' for completion. Then, log in to 'Avenue to Learn' with your own MacID and complete the training found under the section 'CONTINUING'.

STEP 4: After successful completion of course(s), your training record will be updated in Mosaic the following business day. To view the completed training record on Mosaic go to: Main Menu>Human Resources>Self Service>Learning and Development>Request Training Summary

STEP 5: save a copy of your training summary and send to PNB Administrator email address: pavlica@mcmaster.ca

Note a \$20 refundable deposit is required for keys and access cards.