

Orientation Checklist

Please submit the following items (as one complete package) by uploading to [this MacDrive link](#) by no later than JANUARY 20, 2025.

Please note that you MUST name the package using the following naming convention:

[Last name, First name Student Number Program] Orientation Package

Example: Amaral, Dulcie 123456789 MEST Orientation Package

1. **Personal Information Sheet** ☐
2. **Non-Disclosure Agreement (NDA) Form**
 - Top portion Name and Address of Student ☐
 - Student Signature ☐
 - Witness Signature ☐
3. **Photography Release Form** ☐
 - Name on top section of first page ☐
 - Signature and Date ☐
4. **Screenshot of the completion of the Health and Safety Modules from MOSAIC not Avenue to Learn.** ☐

(Add this as a page to the current pdf, or if necessary, upload separately and use the naming convention but Health and Safety.
Example: Amaral, Dulcie 123456789 MEST Health and Safety)

I have completed the following modules:

 - SAFE (Slips, Trips and Falls; Asbestos Awareness; Fire Safety; Ergonomics) ☐
 - Health and Safety Orientation ☐
 - WHMIS 2015 ☐
 - Violence and Harassment Prevention in the Workplace ☐

Personal Information Sheet

Student Number: _____

Name: _____
First Last Middle Initial

Local address: _____
Street address Apartment number

_____ Town/City Province Postal Code

Telephone: _____
Home Work Cell

Email address: _____ @mcmaster.ca

Alternate Email address: _____

Program: ☐ MED ☐ MEEI ☐ MEME ☐ MEPP ☐ MEST ☐ MTEI

Undergraduate Discipline: _____

Current Status in Canada: ☐ Canadian Citizen
☐ Permanent Resident (Landed immigrant)
☐ Student Authorization (Visa)
☐ Other
Please specify:

Important: If you change your address or status in Canada, please inform W Booth and update your information in Mosaic

Non-Disclosure Agreement

TO: W Booth School of Engineering Practice & Technology McMaster University, ETB 521
1280 Main Street West Hamilton, Ontario L8S 0A3

I, [Student Name: _____] of

[Residential Address: _____]

acknowledge by signing below that during my participation in programs delivered by the W Booth School of Engineering Practice & Technology School which includes, but is not limited to: courses, projects, informal or formal discussions, that I may become privy to certain projects or parts of them created by other students participating in School programs (including those of any student working with me on the same project, or by members of staff supporting the students, or by third party collaborators such as other students, mentors, faculty, etc.). School projects ("the Projects") may include, but shall not be limited to ideas, inventions, plans and concepts ("the Ideas") for which patent or other intellectual property and legal protection may be, or is being sought. I also acknowledge that the Ideas which form part of the Projects, together with any other information, disclosed by the School or by any other student or member of staff or any third party collaborator in relation to the Projects or the Ideas to which I may become privy, constitute confidential information that may be of commercial value.

1. In consideration of the School, a student, a member of staff or a third party collaborator disclosing any such information to me and administering programs delivered by the School, and subject to clauses 2 and 3 below, I agree:
 - 1.1. to maintain as confidential the Projects and Ideas and any and all information (other than my own Ideas and information) that may be imparted to me, obtained during my studies at the School or which may come into my possession as a result of, or in connection with the School, whether it is disclosed orally, in writing, machine
 - 1.2. not to use or copy the Confidential Information for any purpose other than in connection with the School and in particular not to make any commercial use of it for my own benefit or for the benefit of any third party, whether commercial or otherwise; and
 - 1.3. not to dispose of, or publish (whether orally or in writing) any Confidential Information in any circumstances.
2. The undertaking in clause 1 shall not apply to:
 - 2.1. Information in the public domain at the time of disclosure, or subsequently comes within the public domain without any fault on my part;
 - 2.2. Information known to the me at the time of disclosure, provided there is adequate documentation to confirm such prior knowledge;
 - 2.3. Information approved for release by written approval of McMaster University;
 - 2.4. Information disclosed to third parties by McMaster University without similar restrictions on such third parties; or
 - 2.5. Information required to be disclosed by government agency or law, provided that McMaster University is provided with prior written notice of any such disclosure.

3. The obligations set out in clause 1, for the avoidance of doubt; do not prevent me from using, copying, disposing of or publishing in any way the Confidential Information upon the written instructions of any authorized faculty member or staff of the School.
4. If I cease to take part in the School for any reason whatsoever, I agree to return immediately upon request to the School any and all materials in my possession that contain any Confidential Information.
5. I acknowledge that I am giving this undertaking to the School for its own benefit and for the benefit of its existing and future collaborators and their respective members of staff, students and other agents. Accordingly, I agree that the School may assign the whole or any part of its rights to enforce this undertaking and its rights to claim damages as a result of any such entities or individuals suffering loss as a result of any breach of this undertaking.
6. This Agreement shall be in effect throughout the duration of my studies at the School, and a further two years following completion and/or termination of my studies.
7. This undertaking shall be governed in all respects by the laws of Ontario and of Canada.

Student Signature: _____

Date: _____

Witness Signature: _____

Date: _____

Photography/Image Consent Form

I, _____, hereby grant permission to W Booth School of Engineering Practice and Technology/McMaster University and its representatives to photograph and video me, and otherwise capture my image, and to make recordings of my voice. I further grant to McMaster University and its representatives the right to reproduce, use, exhibit, display, broadcast and distribute these images and recordings in any media now known or later developed for promoting, publicizing or explaining W Booth School of Engineering Practice and Technology, at McMaster University and its activities and for administrative, educational or research purposes.

I agree and acknowledge that any photographs, video images and voice recordings taken of me will become the property of McMaster University and may be used by W Booth School of Engineering Practice and Technology at McMaster University for a maximum period of five (5) years I irrevocably and expressly waive all moral rights that I have in any photographs, video images and voice recordings; and I waive any right to approve how any photographs, video images and/or voice recordings will be used by McMaster University. I hereby release McMaster University from any liabilities, obligation for financial payment or recognition.

In addition, should I wish to have my name, portrait, picture or photograph removed I am to contact the Program Administrator at wbooth@mcmaster.ca.

I confirm that I am over 19 years of age and that I have not given anyone the exclusive right to use my name, portrait, picture or photograph.

Student Signature

Date

Notice of collection of personal information

By taking my photograph, whether by still photograph, film or video and/or taping my voice, I acknowledge that W Booth School of Engineering Practice and Technology is collecting my personal information as defined by the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). The personal information is collected under the authority of The McMaster University Act, (1976). The information is used for public relations purposes of W Booth School of Engineering Practice and Technology including, but not limited to, publications, websites and materials promoting W Booth School of Engineering Practice and Technology. Personal information will not be used for any unrelated purpose without prior consent. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the Business Manager, W Booth School of Engineering Practice and Technology.

Mosaic / Avenue Health and Safety Training – How to

1. Login to Mosaic using your MacID
2. On the Mosaic home page, choose the Regulatory Training tile:



3. On the Request Training Enrollment page, choose “Search by Course Name” and enroll in the following courses:
 - SAFE (Slips, Trips and Fall; Asbestos Awareness; Fire Safety; Ergonomics)
 - Health and Safety Orientation
 - WHIMIS 2015
 - Violence and Harassment Prevention in the Workplace
 - Chemical Handling & Spills (**Master of Engineering Design Students only**)

3.1	Click Search by Course Name Please choose one of the search methods below to find a Health and Safety course session. Search by Course Name ← Search by Course Number Search by Location Search by Date Go To Self Service Learning and Development Training Summary Professional Training
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3.2 In the search bar, type the name of the course and then click Search. On the required course, click “View Available Sessions”

[Request Training Enrollment](#)

Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.
To see the course description click on the course details icon.

Course Name

SAFE

Search

Course Details

Description	Course Detail	Course Number	Session Availability
A&R Health and Safety Training		ARHS	No Sessions Available
Asbestos (replaced with SAFE)		ASBEST	No Sessions Available
Biosafety Training		BSLTRA	View Available Sessions
Biosafety Update		BSUPD	View Available Sessions
Ergonomics(replaced with SAFE)		ERGON	No Sessions Available
FHS Hospital Fire Safety/Code		FHSFSF	View Available Sessions
Fire Safety-replaced with SAFE		FIRETR	No Sessions Available
Health and Safety Orientation		HSORI	View Available Sessions
Ladder Safety		LADDER	View Available Sessions
Laser Safety		LASER	View Available Sessions
Personal Safety		PERSFT	No Sessions Available
SAFE Training		SAFE	View Available Sessions

[Return to Request Training Enrollment](#)

3.3 Click the Session number (listed in blue)

[Request Training Enrollment](#)

View Available Sessions

SAFE SAFE Training

Select a session number in the list below to view session details or to request enrollment in the session.

ONLINE TRAINING: You can take an online course any day or time (the “start date” for online courses is not applicable). One (1) business day after registering in Mosaic the course will become available in your Avenue to Learn (<http://avenue.mcmaster.ca/>) account. A MacID is required for access.

Your training summary is accessible in Mosaic and will reflect your completion of online training one (1) business day after successfully completing the course quiz.

Note: MDCL is the Michael DeGroote Centre for Learning and Discovery.

Course Session Details

Session	Start Date	Location
0014	09/30/2024	ONLINE

[Return to Course Search](#)

3.4 Click "Continue"

Select the Continue button to submit your training request.

Course SAFE Training
Start Date 09/30/2024
Location ONLINE
Language

Session 0014
Duration (Hours) 0.5

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility
Monday	09/30/2024	09/30/2024	9:00AM	9:14AM	ONLINE

☒ If this session is full, place me on the waiting list.

Continue

[Return to Course Search](#)

3.5 Click "Submit" to enroll in the course

Submit Request

Click the submit button at the bottom of the page to complete your request.

Do not enter any comments below as no one is administering this mailbox.

If you would like to cancel your registration, Please contact the appropriate office. Contact information is available on their websites:

EOHSS	www.workingatmcmaster.ca/eohss/
FHS Safety Office	fhs.mcmaster.ca/safetyoffice/
Biosafety Office	biosafety.mcmaster.ca/
Equity Inclusion Office (AODA)	accessibility.mcmaster.ca
University Secretariat (Privacy Primer)	www.mcmaster.ca/privacy/index.php

Online Training: Some courses are available for completion online. You can take an online course any day or time (the "start date" for online courses is not applicable). One (1) business day after registering in Mosaic, the online course content and quiz will become available in your Avenue to Learn (<http://avenue.mcmaster.ca>) account (MacID login required). Your training summary, accessible in Mosaic, will reflect completion of training one (1) business day after successfully completing the course quiz.

Course Session Details

Course	SAFE	SAFE Training
Session	0014	
Course Start Date	09/30/2024	
Start Time	9:00AM	End Time 9:14AM
Duration (Hours)	0.5	
Location	ONLINE	
Language		

Krystal Fleming

Employee ID 200013668

Comments

Submit

3.6	This screen indicates that your enrollment was successful:
	Request Training Enrollment Save Confirmation ✓ The Save was successful. OK 

4. After 24-48 hours, login to [Avenue to Learn](#) using your MacID. Your courses and quizzes will appear in the “Continuing” section of your Avenue page.



5. Once you have completed the training quizzes on Avenue to Learn, wait 24-48 hours for the grades to appear on Mosaic.

5.1	Login to Mosaic
5.2	Click on the Regulatory Training tile
	
5.4	In the “Go to” menu, click on Training Summary
	Please choose one of the search methods below to find a Health and Safety course session. Search by Course Name Search by Course Number Search by Location Search by Date Go To Self Service Learning and Development Training Summary  Professional Training
5.5	Each course should have “Completed” in the Status column

	Select the Internal Training Course Name to view Details.		
	Internal Training		
	Course Name	Course Start Date	Course End Date
	Ergonomics	2016/01/31	2016/01/31
	Fire Safety	2015/09/30	2015/09/30
5.6	WHMIS Update	2015/09/30	2015/09/30
	Add this screenshot to your orientation package at the end of the document after the Photography/Image Release form		

Reminder: MEME, MEPP and MEST students must complete 4 training courses.
MED students must complete 5 training courses.