

Orientation Checklist

Please submit the following items (as one complete package) by uploading to this MacDrive link by no later than SEPTEMBER 15, 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	w	ork .		Cell
Email address:			@mcma	ster.ca	
Alternate Email addre	ess:				
Program:	D MEEI	☐ MEME	□ МЕРР	☐ MEST	□ МТЕІ
Undergraduate Discip	line:				
Current Status in Cana	□ Permanent	Resident (Landed i thorization (Visa)	mmigrant)		

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

!,	, hereby grant permission to w Booth School of
	ster University and its representatives to photograph and
	and to make recordings of my voice. I further grant to
McMaster University and its representatives	s the right to reproduce, use, exhibit, display, broadcast and
distribute these images and recordings in an	y 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 administ	rative, educational or research purposes.
I agree and acknowledge that any photograp	ohs, video images and voice recordings taken of me will
become the property of McMaster Universit	ry and may be used by W Booth School of Engineering
expressly waive all moral rights that I have in waive any right to approve how any photoground McMaster University. I hereby release McM payment or recognition.	rsity for a maximum period of five (5) years I irrevocably and any photographs, video images and voice recordings; and I raphs, video images and/or voice recordings will be used by aster University from any liabilities, obligation for financial portrait, picture or photograph removed I am to contact the ser.ca.
I confirm that I am over 19 years of age and name, portrait, picture or photograph.	that I have not given anyone the exclusive right to use my
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.

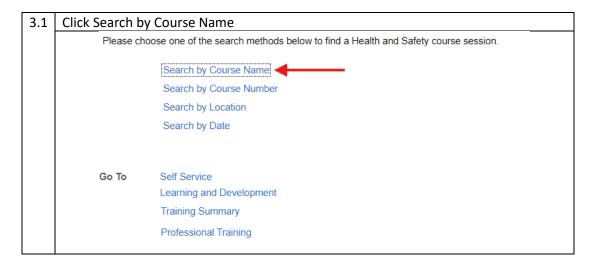


Mosaic / Avenue Health and Safety Training – How to

- 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
 - WHMIS 2015
 - Violence and Harassment Prevention in the Workplace
 - Chemical Handling & Spills (Master of Engineering Design Students only)





3.2	In the search bar, type the nan required course, click "View Av				n the
	Request Training Enrollment		3000.00	·	
	Course Search				
	Enter a full or partial course name and select get a list of all courses. To see the course description click on the co			of matching courses. Leave the course name bla	ink to
	Course Name	SAFE		Search	
	Course Details				
	Description	Course Detail	Course Number	Session Availability	
	A&R Health and Safety Training	0	ARHS	No Sessions Available	
	Asbestos (replaced with SAFE)	0	ASBEST	No Sessions Available	
	Biosafety Training	0	BSLTRA	View Available Sessions	
	Biosafety Update	0	BSUPD	View Available Sessions	
	Ergonomics(replaced with SAFE)	0	ERGON	No Sessions Available	
	FHS Hospital Fire Safety/Code	0	FHSFSF	View Available Sessions	
	Fire Safety-replaced with SAFE	0	FIRETR	No Sessions Available	
	Health and Safety Orientation	0	HSORI	View Available Sessions	
	Ladder Safety	0	LADDER	View Available Sessions	
	Laser Safety	0	LASER	View Available Sessions	+
	Personal Safety	0	PERSFT	No Sessions Available	
	SAFE Training	0	SAFE	View Available Sessions	
	Return to Request Training Enrollment				
3.3	Click the Session number (liste		ıe)		
	Request Training Enr				_
	View Available Sess				
	SAFE SAFE Training Select a session number in the		to view session	details or to request enrollment in the	
	Session.	taka an anli	ne course any	day or time (the "start date" for online	
	courses is not applicable). Or	ne (1) busine	ess day after re	gistering in Mosaic the course will .mcmaster.ca/) account. A MacID is	
	Your training summary is acc one (1) business day after su			eflect your completion of online training ourse quiz.	
	Note: MDCL is the Michael D	eGroote Cer	ntre for Learnin	g and Discovery.	
	Course Session Details				
	Session Start Date			Location	1
	0014 09/30/2024			ONLINE	
	Return to Course Search				

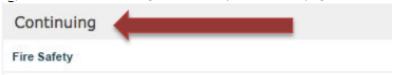


3.4	Click "Cont	inue"				
	Select the C	Continue button to submit yo	our training request.			
		Course SAFE Training			Session 00	14
	Sta	rt Date 09/30/2024		Du	ration (Hours) 0.5	5
	Lo	ocation ONLINE				
	Lan	nguage				
	rerequisite)	Courses				
	Vone					
	ession Sch	nedule				
	Date	Session Start Date	Session End Date	Start Time	End Time	Training Facilit
	Monday 0	09/30/2024	09/30/2024	9:00AM 9:1	4AM ONL	INE
	✓ If this s	session is full, place me on	the waiting list.			
	Con	tinue				
	Return to Cou	urse Search				
3.5	Click "Subr	nit" to enroll in t	he course			
3.5	CHER SUDI	Submit Request	ric course			
		_	ttom of the page to complete your r	equest.		
		Do not enter any comments belo	ow as no one is administering this m	ailbox.		
			egistration, Please contact the appr	opriate office. Contact informa	ation is available on their	
		websites: EOHSS	www.workingatmcmaster.ca/	eohss/		
		FHS Safety Office Biosafety Office Fruits Inclusion Office (AODA)	fhs.mcmaster.ca/safetyoffice/ biosafety.mcmaster.ca/			
		Equity Inclusion Office (AODA) University Secretariat (Privacy Primer)	accessibility.mcmaster.ca www.mcmaster.ca/privacy/index	php		
		"start date" for online courses is content and quiz will become av	are available for completion online. not applicable). One (1) business d ailable in your Avenue to Learn (htt) r, accessible in Mosaic, will reflect of rse quiz.	ay after registering in Mosaic, ://avenue.mcmaster.ca) acco	the online course unt (MacID login	
		Course Session Details				
		Cour	se SAFE SAFE Training			
			on 0014 ate 09/30/2024			
				End Time 9:14AM		
		Duration (Hou	•			
		Locati	on ONLINE ge			
		K				
		Krystal Flemming				
		Employee ID 200	013668			
		Comments				
		Submit	-			

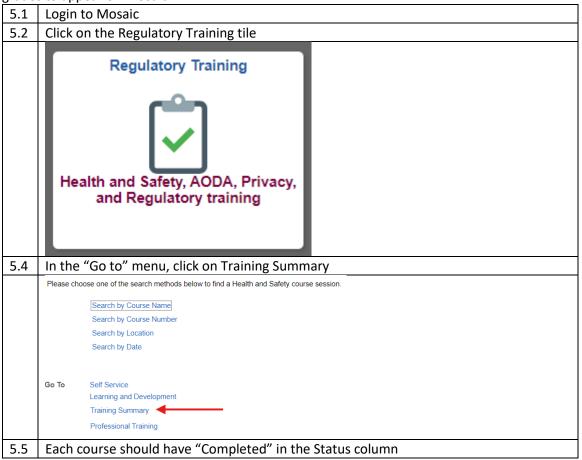




4. After 24-48 hours, login to <u>Avenue to Learn</u> using your MacID. Your courses and quizzes will appear in the "Continuing" section of your Avenue page.



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





Course Name	Course Start Date	Course End Date	Status
Ergonomics	2016/01/31	2016/01/31	Completed
Fire Safety	2015/09/30	2015/09/30	Completed
WHMIS Update	2015/09/30	2015/09/30	Completed

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