

Health & Safety Notice to New Members of Department of Mechanical Engineering

*As a new member in the Department of Mechanical Engineering,
the following health and safety training must be completed:*

- 1) **The Job Hazard Analysis (JHA) form.** A job hazard analysis is essential in clarifying the work to be done in conjunction with the hazards and controls that are associated with the activity. One of the controls is to identify the safety training required for each employee by completion of the JHA at this link: <http://www.mcmaster.ca/workwell/>. On the right side of the page click on "Please login with your macid to proceed to the Job Hazard Analysis Form". The JHA must be completed with your supervisor. The JHA needs only be completed once, but should be redone whenever the risk/requirement for training changes. Deliver the form to Lily Sazz-Fayter in the Department of Mechanical Engineering. Contractors and visitors who do not have a macid may login using the macid "mech001" and password "Mech316;"
- 2) **Health and Safety Orientation Training** at <http://cll.mcmaster.ca/eohss/healthsafety.htm> . If you complete this online, forward your completed and signed quiz to Lily Sazz-Fayter in the Department of Mechanical Engineering.
- 3) **Asbestos Awareness, Ergonomics, Fire Safety, Office WHMIS, Slips Trips & Falls.** These courses can be done online: <http://www.workingatmcmaster.ca/eohss/>. Under the heading "Training & Development", click on "Online Training Portal". Alternatively you can attend an in-class training session. Under the heading "Training & Development", click on "EOHSS Training Schedule". If you complete this online, forward your completed and signed quiz to Lily Sazz-Fayter in the Department of Mechanical Engineering.
- 4) **Violence and Harassment Prevention training:** <https://pinjap01.mcmaster.ca/violenceprevention/>. Forward your email confirmation receipts to Lily Sazz-Fayter.
- 5) **Accessibility of Ontarians with Disabilities Act (AODA):**
 - a) **Employees/Visitors:** Online AODA training can be completed here: <http://www.mcmaster.ca/accessibility/>. Forward your email confirmation to Lily Sazz-Fayter.
 - b) **Graduate Students:** Graduate students you must register for SGS201# on SOLAR. Students should designate this course as either D (Doctorate) or M (Masters) depending on their degree program. SGS201# will be recorded on your transcript.
- 6) **Other** training may be required. In order to confirm what training you will need, please consult your supervisor and the training matrix found at: <http://www.workingatmcmaster.ca/eohss/training/matrix/>
- 7) **Site Specific Training:** Your supervisor must complete training with you on any specific hazards in your area along with the orientation of any emergency equipment in your area, such as location of fire extinguishers. All training must be documented and records retained within each department by completing the Site Specific Training form here: <http://jhaweb.mcmaster.ca/> . At this page, click the link titled "Blank Template".

Any questions regarding training or any other health and safety concerns please contact ext 24352 or eohss@mcmaster.ca.

Please don't hesitate to contact the department if you have any further questions at ext 24294 or fayterl@mcmaster.ca.