

Health & Safety Training – What is Mandatory? (Hazard Specific)

The EOHS Health & Safety Training program is designed to provide mandatory and hazard specific training for all **faculty, staff, students, visitors, and volunteers** working at the University.

The following health & safety training courses are **mandatory**:

- Asbestos
- Ergonomics
- Fire Safety
- Health & Safety Orientation
- Slips, Trips and Falls
- Violence & Harassment Prevention in the Workplace
- WHMIS 2018

Additional [EOHS](#) health & safety training may be required depending on the nature of your work. To find out, confirm with your supervisor and review the EOHS Corporate Training Matrix available at [EOHS Training](#).

Self-registration for health and safety training courses offered by EOHS, are available through the self-service functionality in [Mosaic](#).

How to Complete Health & Safety Training

After you have activated your MacID, only then will you be able to log into Mosaic to enroll for training sessions.

Step 1

- Register in Mosaic via the following pathway:
Main Menu > Human Resources > Self Service > Learning and Development > Request Training Enrollment
- The Health and Safety Training Enrollment page can also be found on the Mosaic Homepage, under the box titled “Important Links”

Step 2

- “Search by course name” > Leave search field blank > “Search” > “View available sessions” and proceed with your registration until reaching
- “Submit”
- *Please disregard the start/end date of online training. These are used for administrative purposes and will not affect your registration or course completion.*

Step 3

- For online sessions only. After one business day the courses will appear in Avenue to Learn for completion.
- Log in to Avenue to Learn with your MacID and complete the training found under the section Continuing.

Step 4

- After successful completion of both online and/or in-class training, your training record will be updated in Mosaic the following business day. To view, navigate: Main Menu > Human Resources > Self Service > Learning and Development > Request Training

Step 5

- Save or print a copy of your summary as proof of completion for your supervisor and the department. **Email a copy of your summary to gregoc2@mcmaster.ca to be kept in your file.**

Additional EOHSS health & safety training may be required depending on the nature of your work. To find out, **confirm with your supervisor and** review the EOHSS Training Matrices, available at www.workingatmcmaster.ca/eohss/training/matrix and outlined in RMM #300: Health and Safety Training Program. Follow the course listed in the 'Corporate Training Matrix'. Take a look at the [Training Catalogue](#).

In addition to EOHSS training, site specific hazard training and orientation on actual potential hazards in your area (i.e. chemicals, equipment, etc.) must be arranged or completed by your supervisor. All training must be documented and records retained within each department.

Department Safety Reports

This Department requires all those involved with **experimental research** to file *annually* with the Lab Manager an up-to-date Safety Report. Before you commence any new experimental project, together with your supervisor you must prepare a safety report. Forms are available below. Failure to file a Safety Report may result in Laboratory privileges being revoked.

Please see the list of available Standard Operating Procedures (SOP) for general Departmental equipment that you would like to use.

The purpose of this report is to make you think carefully about all aspects of your planned experimental work, and how safe they are. We have had a number of incidents over the past few years which arose due to carelessness or ignorance.

This would include these general hazards: radiation hazards, electrical hazards, toxic materials, fire hazards and chemical hazards

In your report you must briefly outline your experimental procedures, so that the reader can assess the hazards. You must then outline the particular hazards for your experiments. Please consult the **MSDS hazard sheets** for the various chemicals you may need to use in your experiments. You must discuss the safety report with your supervisor and have him sign it. If your experimental program changes, you must revise your safety report.

Completed Safety Reports are filed by the Laboratory Manager, [Ed McCaffery](#). Contact Ed if you believe there is any question concerning the status of your own Safety Report.

[How to Write a Department Safety Report](#)

[Cover Page for Safety Report](#)

[Standard Operating Procedures SOP](#)

Reporting Problems

Please report all problems with safety, security and working conditions to the Chair or to the departmental safety officer as soon as they arise. Remember, safety is a communal responsibility and we all need to take every precaution possible. A Formal "[Incident Report](#)" is required for all but the very minor occurrences. An opportunity to share Safety concerns is

I confirm that I was given this Health & Safety Training recap by the Department of Materials Science & Engineering and that I will complete all the required training and return a summary to gregoc2@mcmaster.ca

Signature of Employee, Visitor or Student

Date

provided at the monthly Departmental meetings, held through the major part of the year, from September to June.

M:/forms/safety training instructions.