

Information Regarding Health and Safety Training for Graduate Students

1. The Job Hazard Analysis (JHA) Form

If you will be a Teaching Assistant or working in the lab, 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 per course that you are TA'ing, but should be redone whenever the risk/requirement for training changes. Deliver the form to the Graduate Administrative Assistant within the Department of Civil Engineering.

2. Mandatory In-Person Health and Safety Training

When you arrive on campus, you will be required to attend an in-person health and safety orientation. The Chair of the Departmental Safety Committee and the lab technicians will present on the overall safety requirements and the safety needs for specific lab spaces.

3. Required Health and Safety Courses for All Graduate Students

The following Health and Safety Courses are mandatory for all Graduate Students:

1. Asbestos Awareness
2. Ergonomics
3. Fire Safety
4. Slips, Trips and Falls
5. WHMIS
6. Violence and Harassment

As a graduate student we ask that you register and complete all of these courses within the **first four weeks** of your studies.

Here are the steps to follow in order to request access to the training environment:

1. Sign onto MOSAIC
2. On the main page click the "Regulatory Training" button.
3. Once you have accessed the Request Training Enrollment screen, click on Search by Course Name.
4. A screen called Course Search will open. Enter the title of the training course listed above i.e. Asbestos Awareness
5. Click on View Available Sessions beside the course description/course number.
6. Under session, click on the number.
7. You will see a Submit request form. Click submit. This will return a submit request – confirmation

You will now be able to access this course 24 hours later by signing onto Avenue to Learn. The course will appear under My Courses on the My Home tab. You will be able to complete the course on line and complete the quiz.

Please email the Graduate Administrative Assistant when you have completed this training. If you have any questions, please do not hesitate to contact them.

4. Site Specific Training

The lab technician will complete training with you on any specific hazards in the lab area along with the orientation of any emergency equipment in the lab, such as location of fire extinguishers.

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 24287 or civil@mcmaster.ca.