

Visiting Student? Visiting Scientist? Volunteer?

A **Person of Interest (POI)** request form is available via Mosaic for volunteers, visiting scientists, contractors and other persons during their temporary stay at McMaster University. The POI status provides individuals with the required access in Mosaic and Avenue to Learn to complete their training.

To access the POI request form, supervisors please log in to **Mosaic** and click on the **Documentation** tab, scroll to the bottom of the page and select **Person of Interest (POI) Request**. Once the required fields are completed, the form should be submitted to uts@mcmaster.ca by the McMaster employee who is sponsoring or overseeing the person of interest. We recommend that these forms be filled out before arrival at McMaster.

No MacID?

If you are a new employee without a MacID and must complete your Health and Safety training please contact our office at eohss@mcmaster.ca to make other arrangements.

- If you will not be receiving a MacID, please fill out a Person of Interest request form as indicated in the section above.

Missing HR Tab?

If you are unable to view the Human Resources tab under the Main Menu in Mosaic, please contact UTS at uts@mcmaster.ca. Please be sure to provide your full name, student/employee ID# and MacID.



McMaster University

WHMIS 1A00

WHMIS 1A00 is a mandatory, online introductory laboratory safety course for undergrads, accessible through Avenue to Learn. The course is a co-requisite for courses in the Faculty of Engineering, Health Sciences and Science. Successful completion of this training is **REQUIRED** before participating in any laboratory work.

To enroll, you must log in to Mosaic and follow the course enrollment procedure as you would for your regular classes at McMaster University. For detailed information, please visit:

<http://registrar.mcmaster.ca/enroll/steps/overview/>

Once you've successfully registered for the training, you may review the online module by logging in to Avenue to Learn and completing the associated quiz.

Please note that a grade of 12/14 is required for successful completion.

If you are enrolled in WHMIS 1A00 and **have not** successfully passed the course, a 'FAIL' grade will appear on your transcript. If you have received a FAIL on your transcript, but believe that you completed the course successfully, please contact your academic advising office or eohss@mcmaster.ca. Academic advising information can be accessed through your Faculty's website typically under a "Current Students" section or a "Contact Us" section.

For additional details, you may also see our FAQs:

<https://hr.mcmaster.ca/app/uploads/2019/01/WHMIS-1A00-FAQ.pdf>

Safety is No Accident

In Case of an Emergency:

Dial **88** (on main campus)

Dial **905-522-4135** (from a cell phone on campus)

Dial **911** (off-site locations)

Environmental and Occupational Health Support Services



YOUR GUIDE TO HEALTH AND SAFETY TRAINING

(905) 525-9140 ext. 24352
eohss@mcmaster.ca

1280 Main Street West
Gilmour Hall, Room 304
Hamilton, Ontario
L8S 4L8

https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/

<http://fhs.mcmaster.ca/safetyoffice/>

Health & Safety Training (Mandatory and Hazard Specific)

The [EOHSS Health & Safety Training program](#) is designed to provide required and site-specific training for all faculty, staff, students, visitors and volunteers working at the University.

The following health & safety training courses are required:

- **Asbestos**
- **Ergonomics**
- **Fire Safety or FHS Fire Safety**
- **Health & Safety Orientation**
- **Slips, Trips and Falls**
- **Violence & Harassment Prevention in the Workplace**
- **WHMIS 2015**

In addition, Faculty and/or supervisors are **required** to complete:

- **Due Diligence**
- **Accident Investigation**

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

https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/

and outlined in **RMM #300: Health and Safety Training Program**.

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.

McMaster is committed to providing and maintaining healthy and safe working and learning environments for workers, students, volunteers and visitors.

How to Complete Health & Safety Training



As of your first day of employment, please register for regulatory training programs through Mosaic using the following procedure:

Step 1: Select the **Regulatory Training** tile on the Mosaic homepage.

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 *All Your Courses* in the *Continuing* term.

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 Summary

Step 5: Save or print a copy of your summary as proof of completion for your supervisor and/or department administrator.



Job Hazard Analysis (JHA)

McMaster must provide a documented job hazard analysis of main activities in the workplace in order to assess the associated hazards and controls. Individuals must review the job hazard analysis task forms with their supervisor to ensure all main activities have been identified, and that proper training has been provided.

This applies to all staff and faculty members.

To view further information regarding JHA's, please refer to:

<https://hr.mcmaster.ca/app/uploads/2019/01/Creating-a-JHA.pdf>

or **RMM #324: Job Hazard Analysis Program**.

