




McMaster University Training Matrix - Corporate

	Training Frequency (may be more frequent as per OH&S guidelines)	Academic & Administrative (Including Grad Students)	Faculty (with Laboratory Research)	Faculty (without Laboratory Research)	Laboratory (all laboratory occupants)	Library	Supervisors / Senior Managers	Stores (ABB Stores / Health Sciences Store)
Accident Investigation	3 yr						X	
Asbestos Awareness	5 yr	X	X	X	X	X	X	X
Autoclave Basics	Once		⊗		⊗		⊗	
JHSC Certification (Part 1&2)	Once	JHSC Members Only						
Basic Electricity	Once				⊗			
Biosafety Update	Annually		⊗		⊗		⊗	
Chemical Handling & Spills	3 yr		X		X		⊗	X
Confined Spaces	Once	Selected Staff Before Use						
Controlled Goods	Once	Selected Staff Before Use						
Core Biosafety	Once		⊗		⊗		⊗	
COVID-19 Awareness*	Once	X	X	X	X	X	X	X
Defensive Driving (required if using McMaster Vehicle)	3 yr	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Due Diligence	3 yr	Supervisors						
Ergonomics	5 yr	X	X	X	X	X	X	X
Fire Safety/Fire Safety HSC **	3 yr	X	X	X	X	X	X	X
Fire Warden	Once	Fire Wardens as Appointed						
First Aid (Standard)	3 yr	Selected Staff from All Areas						

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Forklift	3 yr	Selected Staff Before Use						
Gas Cylinder	Once		⊗		⊗		⊗	
Golf Cart Safety	5 yr	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Health & Safety Orientation	Once	X	X	X	X	X	X	X
Heat Stress	3 yr	Open to All Staff						
Hydrogen Fluoride	3 yr		⊗		⊗		⊗	
Indoor Air Quality	Once	Open to All Staff						
JHSC Certification Refresher	3 yr	JHSC Members Only						
Ladder Safety	Once		⊗		⊗	⊗	⊗	⊗
Laser Safety	3 yr		⊗		⊗		⊗	
Lock Out / Tag Out	3 yr		⊗		⊗		⊗	
Machine Guarding Awareness	3 yr		⊗		⊗		⊗	
Mould Awareness	Once	Open to All Staff						
Nanotechnology	Once	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Noise Awareness	Once	All Staff where hearing protection is required						
Property Protection	Once	Open to All Staff						
Radiation Safety Awareness	Once		⊗		⊗		⊗	

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Respirator Fit Testing	Yearly		⊗		⊗		⊗	
Slips, Trips & Falls	5 yr	X	X	X	X	X	X	X
Transportation of Dangerous Goods	3 yr		⊗	⊗	⊗		⊗	X
Violence & Harassment Prevention in the Workplace	3 yr	X	X	X	X	X	X	X
WHMIS 2015 ~	5 yr	X	X	X	X	X	X	X
Working at Heights	3 yr	All Faculty and Staff if working at heights						
Workplace Inspections	Once	Open to All Staff						

Legend


- X Mandatory
- * Mandatory if currently working on campus or before your return to campus for work purposes.
- ⊗ Required if working with the hazard or supervising staff who work with the hazard
- ** If you are located in the Hospital Hosted Location you must complete fire safety for HSC and annual updates
- ~ As New products, equipment and technology take place training is required


All training to be completed as soon as practicable upon hire and prior to working with hazard.

Supervisors may request at their discretion the worker to complete refresher training of the current health and safety courses offered by the University on a more frequent basis as is deemed necessary, ie. conditions change, new information or hazards are introduced.

Supervisors please note RMM #300 (Safety Training & Orientation) all undergraduate students (and placement students) shall have safety orientation training prior to commencing labs

McMaster University Training Matrix - Facility Services

	Training Frequency (may be more frequent as per OH&S guidelines)	Custodial (FT / PT Including Residence)	Trades	Operating Engineers	Maintainers	Grounds	Logistics & Mail Services	Project Managers	Custodial Managers	Plant / Trade Managers	Office Staff / Customer Service Centre	Contractor - Annually (as outlined in the prequalification)
Accident Investigation	3 yr							X	X	X		
Aerial - Working at Heights	3 yr		⊗	⊗	⊗	⊗		⊗		⊗		
Asbestos Awareness	5 yr	X	X	X	X	X	X	X	X	X	X	
Basic Certification (Part 1&2)	Once	JHSC Members Only										
Basic Electricity Awareness	Once	⊗	⊗	⊗	⊗			⊗		X		
Biosafety Awareness	Once	X	X		X			X	X	X		X
Bloodspill Pick-up for Custodial	3 yr	X							X			
Chemical Handling & Spills	3 yr						X			X		
Confined Spaces	Once		⊗	⊗	⊗			X		X		
COVID-19 Awareness *	Once	X		X	X	X	X	X	X	X	X	X
Defensive Driving (required if using McMaster Vehicle)	3 yr	⊗	X	⊗	X	X	X		⊗	⊗		
Due Diligence	3 yr							X	X	X		
Ergonomics	5 yr	X	X	X	X	X	X	X	X	X	X	
Fire Safety	3 yr	X	X	X	X	X	X	X	X	X	X	X
Fire Warden	Once	Fire Wardens as Appointed										
First Aid (Standard)	3 yr	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	
Forklift	3 yr	Selected staff before use										
Gas Cylinder	Once		⊗	X	⊗			X	⊗	X		

McMaster University Training Matrix - Facility Services												
	Training Frequency (may be more frequent as per OH&S guidelines)	Custodial (FT / PT Including Residence)	Trades	Operating Engineers	Maintainers	Grounds	Logistics & Mail Services	Project Managers	Custodial Managers	Plant / Trade Managers	Office Staff / Customer Service Centre	Contractor - Annually (as outlined in the prequalification)
Working at Heights	3 yr	All Staff if working at heights										
Workplace Inspections	Once	Open to All Staff										

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Supervisors please note RMM #300 (Safety Training & Orientation) all undergraduate students (and placement students) shall have safety orientation training prior to commencing labs

McMaster University Training Matrix - Hospitality Services

 McMaster University	Training Frequency (may be more frequent as per OH&S guidelines)	New / Returning Staff FT / PT Kitchen	Catering	Chefs	Managers / Senior CAFS	Drivers
Accident Investigation	3 yr				X	
Asbestos Awareness	5 yr	X	X	X	X	X
COVID-19 Awareness	Once	X	X	X	X	X
Defensive Driving (required if using McMaster Vehicle)	3 yr					X
Due Diligence	3 yr				X	
Ergonomics	5 yr	X	X	X	X	X
Fire Safety	3 yr	X	X	X	X	X
Fire Warden	Once	Fire Wardens as Appointed				
First Aid (Standard)	3 yr	⊗			X	
Food Handling	5 yr	⊗		X	X	
Gas Cylinder	Once		X	X	X	X
Golf Cart Safety	5 yr	⊗	⊗	⊗	⊗	⊗
Health & Safety Orientation	Once	X	X	X	X	X
Heat Stress	3 yr	Open to all staff				
HOST	Once	X	X	X	X	X
Knife Handling	3 yr	⊗		X		
Lock Out / Tag Out	3 yr	X	X	X	X	X
Noise Awareness	Once	All Staff where hearing protection is required				
Serving Standards	1 yr		X			

McMaster University Training Matrix - Hospitality Services

	Training Frequency (may be more frequent as per OH&S guidelines)	New / Returning Staff FT / PT Kitchen	Catering	Chefs	Managers / Senior CAFS	Drivers
Slips, Trips & Falls	5 yr	X	X	X	X	X
Violence & Harassment Prevention in the Workplace	3 yr	X	X	X	X	X
WHMIS 2015	5 yr	X	X	X	X	X

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- ~ As New products, equipment and technology take place training is required
- <> HOST: Hospitality Operational Safety Training. Defined as review of all SOP's (Standard Operating Procedures) with regards to equipment training. i.e. working alone, hand mixers, etc.

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Supervisors please note RMM #300 (Safety Training & Orientation) all undergraduate students (and placement students) shall have safety orientation training prior to commencing labs

McMaster University Training Matrix - Security and Parking

	Training Frequency (may be more frequent as per OH&S guidelines)	Special Constables	Sergeants	Dispatchers	Parking Office Staff	Parking Control Officers	Parking Control Supervisors
Accident Investigation	3 yr	X					X
Asbestos Awareness	5 yr	X	X	X	X	X	X
Bike Patrol	Once	X	X				
COVID-19 Awareness	Once	X	X	X	X	X	X
Defensive Driving (required if using McMaster Vehicle)	3 yr	X	X				
Due Diligence	3 yr	X	X	X			
Ergonomics	5 yr	X	X	X	X	X	X
Fire Safety	3 yr	X	X	X	X	X	X
First Aid (Standard)	3 yr	X	X	X			
Golf Cart Safety	5 yr	⊗	⊗	⊗	⊗	X	X
Health & Safety Orientation	Once	X	X	X	X	X	X
Heat Stress	3 yr	X	X	X	X	X	X
Hydrogen Fluoride	3 yr	X	X	X			
Radiation Safety Awareness	Once	X	X				
Respirator Fit Testing	Yearly	X	X				
Slips, Trips & Falls	5 yr	X	X	X	X	X	X
Tunnel Procedures and Orientation	Once	X	X				
Violence & Harassment Prevention in the Workplace	3 yr	X	X	X	X	X	X

McMaster University Training Matrix - Security and Parking

	Training Frequency (may be more frequent as per OH&S guidelines)	Special Constables	Sergeants	Dispatchers	Parking Office Staff	Parking Control Officers	Parking Control Supervisors
WHMIS 2015 ~	5 yr	X	X	X	X	X	X
Workplace Inspections	Once	Open to All Staff					

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McMaster University Training Matrix - Teaching/Research Assistants

	Training Frequency (may be more frequent as per OH&S guidelines)	Teaching Assistant or Research Assistant - Category 1: Strictly Marking and office work, classroom presence	Teaching Assistant or Research Assistant - Category 2: Marking, office work, classroom presence, other duties, lab work with chemicals	Teaching Assistant or Research Assistant - Category 3: Marking, office work, classroom presence, other duties, lab work including chemical use and machine/equipment operation	Teaching Assistant or Research Assistant - Category 4: Marking, office work, classroom presence, machine/equipment use with no chemicals
Asbestos Awareness	5 yr	X	X	X	X
Chemical Handling & Spills	3 yr		X	X	
COVID-19 Awareness	Once	X	X	X	X
Ergonomics	5 yr	X	X	X	X
Fire Safety	3 yr	X	X	X	X
Gas Cylinder	Once		⊗	⊗	⊗
Health & Safety Orientation	Once	X	X	X	X
Hydrogen Fluoride	3 yr		⊗	⊗	
Machine Guarding Awareness	3 yr			⊗	X
Slips, Trips & Falls	5 yr	X	X	X	X
Violence & Harassment Prevention in the Workplace	3 yr	X	X	X	X
WHMIS 2015 ~	5 yr	X	X	X	X
Other Specific Training	Various	⊗	⊗	⊗	⊗

McMaster University Training Matrix - Teaching/Research Assistants

	Training Frequency (may be more frequent as per OH&S guidelines)	Teaching Assistant or Research Assistant - Category 1: Strictly Marking and office work, classroom presence	Teaching Assistant or Research Assistant - Category 2: Marking, office work, classroom presence, other duties, lab work with chemicals	Teaching Assistant or Research Assistant - Category 3: Marking, office work, classroom presence, other duties, lab work including chemical use and machine/equipment operation	Teaching Assistant or Research Assistant - Category 4: Marking, office work, classroom presence, machine/equipment use with no chemicals
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