



## 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 ( <b>without</b> Laboratory Research)	Laboratory (all laboratory occupants)	Library	Supervisors / Senior Managers	Stores (ABB Stores / Health Sciences Store)
Accident Investigation	3 yr						X	
Asbestos Awareness (being replaced with SAFE Training)	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		⊗		⊗		⊗	
Defensive Driving (required if using McMaster Vehicle)	3 yr	⊗	⊗	⊗	⊗	⊗	⊗	⊗
Due Diligence	3 yr	Supervisors						
Ergonomics (being replaced by SAFE Training)	5 yr	X	X	X	X	X	X	X
Fire Safety (being replaced by SAFE Training)	3 yr	X	X	X	X	X	X	X
Fire Safety HSC **	Annually	X	X	X	X	X	X	X
Fire Warden	Once	Fire Wardens as Appointed						
First Aid (Standard)	3 yr	Selected Staff from All Areas						
Forklift	3 yr	Selected Staff Before Use						



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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

 McMaster University	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 (being replaced with SAFE Training)	5 yr	X	X	X	X	X	X	X	X	X	X	
JHSC Certification (Part 1&2)	Once	JHSC Members Only										
Basic Electricity Awareness (Electricians Exempt)	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		
Defensive Driving (required if using McMaster Vehicle)	3 yr	⊗	X	⊗	X	X	X		⊗	⊗		
Due Diligence	3 yr							X	X	X		
Ergonomics (being replaced by SAFE Training)	5 yr	X	X	X	X	X	X	X	X	X	X	
Fire Safety (being replaced by SAFE Training)	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										



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	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)
Transportation of Dangerous Goods	3 yr	All Staff shipping and/or receiving Dangerous Goods										
Violence & Harassment Prevention in the Workplace	3 yr	X	X	X	X	X	X	X	X	X	X	X
WHMIS 2015 ~	5 yr	X	X	X	X	X	X	X	X	X	X	X
Working at Heights	3 yr	All Staff if working at heights										
Workplace Inspections	Once	Open to All Staff										

**Legend**


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- ~ 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 - 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
Accident Investigation	3 yr				X	
Asbestos Awareness (being replaced with SAFE Training)	5 yr	X	X	X	X	X
Defensive Driving (required if using McMaster Vehicle)	3 yr					X
Due Diligence	3 yr				X	
Ergonomics (being replaced by SAFE Training)	5 yr	X	X	X	X	X
Fire Safety (being replaced by SAFE Training)	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				

## 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
Serving Standards	1 yr		X			
SAFE Training (Slips, Trips & Falls, Asbestos, Fire Safety, Ergonomics)	5 yr	X	X	X	X	X
Slips, Trips & Falls (being replaced by SAFE Training)	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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<> 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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**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 (being replaced with SAFE Training)	5 yr	X	X	X	X	X	X
Bike Patrol	Once	X	X				
Defensive Driving (required if using McMaster Vehicle)	3 yr	X	X				
Due Diligence	3 yr	X	X	X			
Ergonomics (being replaced by SAFE Training)	5 yr	X	X	X	X	X	X
Fire Safety (being replaced by SAFE Training)	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				
SAFE Training (Slips, Trips & Falls, Asbestos, Fire Safety, Ergonomics)	5 yr	X	X	X	X	X	X

## McMaster University Training Matrix - Security and Parking

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Slips, Trips & Falls (being replaced by SAFE Training)	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
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)	<b>Teaching Assistant or Research Assistant - Category 1:</b> Strictly Marking and office work, classroom presence	<b>Teaching Assistant or Research Assistant - Category 2:</b> Marking, office work, classroom presence, other duties, lab work with chemicals	<b>Teaching Assistant or Research Assistant - Category 3:</b> Marking, office work, classroom presence, other duties, lab work including chemical use and machine/equipment operation	<b>Teaching Assistant or Research Assistant - Category 4:</b> Marking, office work, classroom presence, machine/equipment use with no chemicals
Asbestos Awareness (being replaced with SAFE Training)	5 yr	X	X	X	X
Chemical Handling & Spills	3 yr		X	X	
Ergonomics (being replaced by SAFE Training)	5 yr	X	X	X	X
Fire Safety (being replaced by SAFE Training)	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
SAFE Training (Slips, Trips & Falls, Asbestos, Fire Safety, Ergonomics)	5 yr	X	X	X	X
Slips, Trips & Falls (being replaced by SAFE Training)	5 yr	X	X	X	X

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 Training Frequency (may be more frequent as per OH&S guidelines)	<b>Teaching Assistant or Research Assistant - Category 1:</b> Strictly Marking and office work, classroom presence	<b>Teaching Assistant or Research Assistant - Category 2:</b> Marking, office work, classroom presence, other duties, lab work with chemicals	<b>Teaching Assistant or Research Assistant - Category 3:</b> Marking, office work, classroom presence, other duties, lab work including chemical use and machine/equipment operation	<b>Teaching Assistant or Research Assistant - Category 4:</b> Marking, office work, classroom presence, machine/equipment use with no chemicals
Violence & Harassment Prevention in the Workplace	3 yr	X	X	X
WHMIS 2015 ~	5 yr	X	X	X
Other Specific Training	Various	⊗	⊗	⊗

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