

April 2018

McMaster's Workplace Wellbeing Newsletter focuses on the promotion of health, safety and wellness. Inquiries and feedback about any of the information in this newsletter may be sent to eoHSS@mcmaster.ca. This newsletter can also be provided in an accessible format upon request.

Workplace
Wellbeing
e-Newsletter



Environmental and Occupational Health Support Services (EOHSS)

A team of health, safety & risk management specialists committed to supporting the University's commitment to creativity, innovation and excellence, and strives to achieve these standards in the areas of environmental and occupational health, safety, loss prevention and mitigation.

Employee Health Support Services (EHS)

A team that provides programs & services to help employees lead healthier lives, in and out of the workplace. We are committed to supporting employees in a healthy & safe return to work following an injury or illness, facilitating workplace accommodations & fostering healthy work environments.

Organizational Development

A team that offers a supportive working environment through strong employee engagement, employee recognition & wellness. We also encourage individuals to enhance their personal and professional growth by recognizing that our employees and partners are our most valuable assets.



NORTH AMERICAN OCCUPATIONAL Safety and Health Week

NAOSH 2018 - May 6-12

EOHSS is excited to announce that *North American Occupational Safety and Health (NAOSH)* week is quickly approaching. EOHSS will be offering a number of sessions throughout the week to interest the broader McMaster community including our annual **BBQ and Vendor Fair** in recognition of *NAOSH* Week.

Special Sessions - NAOSH Week

Don't miss out on these sessions offered on campus throughout the week of NAOSH. All attendees will have the opportunity to enter draws for a variety of prizes which will be announced at the completion of NAOSH week.

Nature Hike

May 7th at 12pm to 1pm

Meet in front of David Braley Athletic Centre (DBAC)

Join us to explore the beautiful trails right in McMaster's backyard, and take part in a nature hike from 12pm – 1pm. We will meet at the entrance of David Braley Athletic Centre at noon, where adventure professional and Outreach Recreation coordinator, Wayne Terryberry, will then lead the group through the trails located around Cootes Paradise. Please ensure appropriate footwear is worn for this activity.

[Click here](#) to register.

Ways to Get up and Move - Chat with an Ergonomist

May 8th at 12pm to 1pm

Mills Library, Community Room, L304

Join Kelly Hogan, Director, Injury Prevention Services from Sandalwood Engineering and Ergonomics who will discuss the following:

- Early identification of symptoms and the importance of early intervention

- Acceptable working postures
- Addressing the work tasks when reviewing work postures
- How to create movement in your day
- When a sit/stand station can make the biggest impact

[Click here](#) to register.

Homewood Health - Respectful Relationships in the Workplace

May 10th at 1pm to 2pm

Mills Library, Connection Centre, Room L113

Creating a respectful workplace is everyone's responsibility. This workshop will raise awareness around what respectful behaviour looks like, promote the adoption of a professional attitude, assist with the development of effective communication skills, and suggest common standards for respectful behaviour.

[Click here](#) to register.

Yoga Session

May 10th at 12pm to 1pm

David Braley Athletic Centre (DBAC) Mindfulness Centre

Join us for a Yoga Session with Kayla Cassivi in McMaster's Mindfulness Centre located in the David Braley Athletic Centre (DBAC). Mats are provided but you are welcome to bring your own if preferred. Please ensure you wear appropriate clothing and footwear for this activity.

[Click here](#) to register.

New Campus Wide Chemical Inventory

Higher Education Cooperative for Hazardous Materials and Equipment Tracking (HECHMET) Demonstration

May 8th from 12pm to 4pm and May 10th from 9am to 2pm

Mills Library, Wong Room

Lab users, this session is for you. Attend this hands on session to review the new University wide chemical inventory management system, HECHMET, as we navigate through the system together. Demonstration sessions led by Leah Allan, Lab Safety Specialist.



For the latest safety tools, resources and updates, follow us on Twitter and find us on Facebook @McMasterSafety.

McMaster Health and Safety Award of Excellence

The McMaster Health and Safety Award of Excellence is presented to a person or group from our McMaster community who has done an outstanding job of promoting health and safety in the workplace. The award will be presented at the **NAOSH Barbeque and Vendor Fair** on **May 9th**.

Vendor Fair and Barbeque- May 9th

Join EOHSS on **May 9th** for the annual **NAOSH Barbeque and Vendor Fair** from 11am to 2pm on the Burke Science Building lawn, weather permitting. In the event of rain, the fair will be held in the atrium of the McMaster University Student Centre.

Vendors attending this year include:

- Lawlor Safety
- AtWork Office Interiors
- Pinchin Ltd.
- RPR Environmental
- Healthy Workplace
- Employee Health Services
- Emergency First Response Team (EFRT)
- International SOS
- Homewood Health
- Student Wellness Centre
- Tyco
- Valens



Joint Health and Safety Committee (JHSC) members can enjoy a complimentary lunch as a thank you for contributions toward health and safety at the University. All others are welcome to attend the BBQ for a minimal cost of \$5.

Winners of the **JHSC Health and Safety Poster Competition** will be announced at the Vendor Fair and Barbeque.

Introducing HECHMET - A University Wide Chemical Inventory Management System

The University Faculty Lab Safety Committee was formed with members from Engineering, Science, Health Science and areas falling under the VP Research. The purpose of the committee was to address the response to laboratory incidents on campus as well as requests from emergency responders to provide information with respect to hazards in a timely manner. It brought to the forefront the lack of information available to provide to Emergency Responders such as Security, Police, Fire and Ambulance. Also, the lack of information with respect to hazards and their locations, regulatory information on Designated and Toxic Substances, key person contact information and Fire Code compliance.

At this stage, we are implementing the recommendation from this committee that “the university create a universal chemical inventory system to ensure timely delivery of hazard information to emergency responders as well as provide readily available information for legislative reporting purposes”.

HECHMET, which stands for Higher Education Cooperative for Hazardous Materials and Equipment Tracking, was developed as a Canadian based partnership of universities. It is a web based inventory program which effectively tracks and maintains an active database of hazardous materials on campus. McMaster has now adopted this program and will be implementing it this summer and over the next few years; actively entering all chemical inventory in every area on campus into the system.

Join us during NAOSH Week in our drop-in information and trainings sessions on HECHMET to learn more information.

Revised Injury/Incident Report

The purpose of an incident/injury report is to record and report an injury, close call/near miss, or hazard that occurs in the workplace as a result of the work performed or the physical condition of the workplace.

It is important to report injuries promptly in order to ensure the individual receives proper medical attention if needed and the cause of the incident is dealt with to prevent further injury to others. Documentation of the incident with the employer is also required. Sometimes injuries can unfortunately result in time away from work. The employer is required to inform the Workplace Safety and Insurance Board (WSIB) within 3 days of any injury that resulted in healthcare and/or lost time from work. The employer is also obligated

to report injuries immediately to the Ministry of Labour (MOL) depending on the severity of the injury.

Please note the Injury/Incident Report has been updated.

Key updates to the report include:

- the addition of psychological under type of injury
- detailed information regarding the area(s) of injury
- simplification of communication regarding return work, lost time, and modified duties
- clear identification of the person reporting the incident

The revised Injury/Incident Report can be found at:

<http://www.workingatmcmaster.ca/med/document/injury-incident-report-fillable-1-36.pdf>

Please reference [RMM 1000 Reporting and Investigating Injury/Incident/Occupational Disease](#) for more information.

New Retirement Planning Workshop Date Now Available

May 2 or November 1

McMaster University continues to partner with Employee Financial Well-Being to bring you a retirement planning program that is geared to employees who are preparing for and transitioning into retirement. This full-day program will help you build a much clearer personal retirement lifestyle vision, determine how much you will need to achieve that vision, and show you where the money will come from to fund your lifestyle. The program is delivered by an accredited, independent, financial wellness expert that never promotes or sells any products or services. To learn more or register, visit the [website](#).



Weight Watchers at Work

The new Beyond The Scale program is not just about weight loss, it's about holistic wellness. The focus is on food, fitness and fulfillment. The program blends the latest in nutritional science and is also formed by what members have indicated as concerns about their overall health. To learn more about the Beyond the Scale Program, watch this [video](#).

Similar to regular meetings, At Work meetings are held once a week in a convenient location. The program allows members to incorporate meetings into their work day, eliminating the travel-time to and from a meeting location.

For more information, visit the weight watchers at work [website](#).



We are all deeply saddened by the events that recently took place in Toronto. For those that would like additional support, please contact Homewood Health www.homeweb.ca or visit <http://www.workingatmcmaster.ca/efap/index.php> for more information.

Non Verbal Communication in the Workplace

Wednesday May 23, 2018

12:00 p.m. – 1:00 p.m.

In today's fast paced work environment, employees are tasked with communicating with a variety of different individuals- from coworkers, to students, and to our leaders. While we often focus on what is said (or written), the non-verbal cues that accompany the message are often forgotten. This session will focus on how to leverage non-verbal communication such as facial expression, body language, and tone to navigate employees through various situations in the workplace.

Please note that guests are welcome to bring their lunch to this session.

For information on how to register, please email healthyworkplace@mcmaster.ca