

Workplace Wellbeing

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 ehss@mcmaster.ca. This newsletter can also be provided in an accessible format upon request.



Health, Safety and Risk Management		Organizational Development
Environmental and Occupational Health Support Services (EOHSS)	Employee Health Services (EHS)	Wellness Initiatives
<p>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.</p>	<p>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 healthier work environments.</p>	<p>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.</p>

Health, Safety and Risk Management

NAOSH 2017

North American Occupational Safety and Health Week - May 7-13

EOHSS is proud to announce another exciting week of events for the North American Occupational Safety and Health (NAOSH) Week running from May 7 - May 13.

EOHSS will be providing health and safety presentations, webinars and our annual BBQ and Vendor Fair throughout the week in recognition of NAOSH Week. The theme for NAOSH 2017 is “Make Safety a Habit”.



More information is available on our [website](#).



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.

More information regarding nomination criteria and how to nominate a member of the McMaster community is available on our [website](#). Nominations open **March 13th**.

Risk Management Manual Programs

The following RMM programs have been updated and approved by Senior Management since the December 2016 issue of the Workplace Wellbeing newsletter:

RMM 100 Workplace and Environmental Health and Safety Policy

www.workingatmcmaster.ca/eohss/prevention/posted/

For a full listing of all RMMs please visit: <http://www.workingatmcmaster.ca/rmm/>

Don't Let Winter Get You Down



- Stick to paths and sidewalks that have been cleared for use
- Wear appropriate footwear with good traction
- Slow down and take your time when walking on campus
- Report snowy/icy conditions to Facility Services ext. 24740



Environmental and Occupational Health Support Services
ext. 24352
eohss@mcmaster.ca

Health, Safety and Risk Management

Due Diligence and Health and Safety Training

Everyone is responsible for health and safety at the University, this is the foundation of the Internal Responsibility System (IRS). IRS is the underlying philosophy of occupational health and safety legislation in all Canadian workplaces. Due Diligence is integral to a high functioning IRS. Due diligence is the level of care that an individual must undertake to ensure every reasonable precaution is taken in order to eliminate or minimize risk.

Conditions for establishing due diligence include several criteria. The University provides health and safety training, and risk management programs and policies as a framework for health and safety. Supervisors can lead by example when it comes to health and safety and due diligence. A supervisor must not only ensure that they have completed their own training but must also ensure workers under their direction have completed all required training. Supervisors and workers are required to discuss training needs prior to the start of work. Training needs include general health and safety training and specific training on the tasks to be performed and the potential or actual hazards that may be present.

Due diligence does not end when your training has been completed, it is a continual and constant responsibility of all individuals within the workplace.

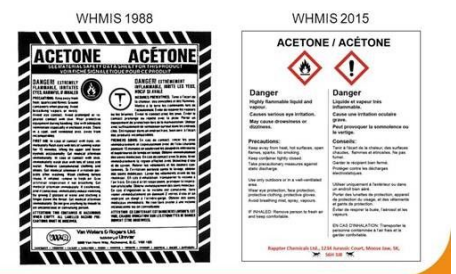
For a complete list of health and safety training courses and recommended frequency please refer to the training matrix <http://www.workingatmcmaster.ca/eohss/training/matrix/>

Workplace Hazardous Materials Information System (WHMIS) 2015

WHMIS 2015 training is available in MOSAIC and Avenue to Learn for completion. This online interactive training will provide education on both **WHMIS 1988** and **WHMIS 2015**, as both systems are currently in place during the transition period.

All Faculty and staff are required to complete **WHMIS 2015** training. **WHMIS 2015** refresher training will be required every 5 years or more frequently if needed i.e. new information or hazards are introduced. It is true, a transition period is currently in effect for Canadian workplaces for compliance requirements, however Faculty and staff are encouraged to complete this training as soon as possible as we are seeing products with the new labeling, symbols and Safety Data Sheets (components of WHMIS 2015), on campus. It is vitally important that users understand these new system changes which differ from WHMIS 1988. For details on completing Health and Safety training online, please see: www.workingatmcmaster.ca/link.php?link=eohss:training

Supplier labels



Health, Safety and Risk Management

Incident Reporting

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.

Incident/injury reports are not required in some circumstances. If unsure whether an incident/injury report is required, it is always better to err on the side of caution and complete the report or contact EOHSS for further direction.

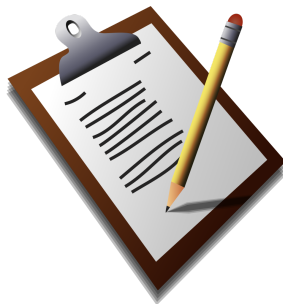
Incident reports are **NOT** required for the following situations listed below:

- Sports related injuries due to the nature of the sport;
- Fainting as a result of lack of nutrition, proper hydration, medical conditions which are not related to work tasks performed or the workplace in any way;
- Any injuries sustained at home or unrelated to work performed or the workplace;
- Medical conditions unrelated to work or the workplace, i.e. heart conditions, colds, flu's, allergies, skin conditions.

For further information on Injury/Incident reporting refer to the Risk Management Manual # 1000 – Reporting & Investigating Injury/Incident/Occupational Disease Program.

<http://www.workingatmcmaster.ca/med/document/RMM-1000-Reporting-and-Investigating-Injury-Incident-Occupational-Disease-Program-1-36.pdf>

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



Controlled Goods Program (CGP) - Frequently Asked Questions

What is the Controlled Goods Program (CGP)?

A registration and compliance program that regulates access to controlled goods, including International Traffic in Arms Regulations (ITAR) items, in Canada. The CGP's mandate is to strengthen Canada's defence trade controls through the mandatory registration and regulation of businesses and individuals who examine, possess and/or transfer controlled goods.

What are controlled goods?

Controlled goods are primarily goods that have military or national security significance. The Schedule (Section 35) of the Defence Production Act contains items that are considered controlled goods.

How does the Controlled Goods Program (CGP) affect my research?

Registration in the CGP is legally required for any person **prior** to examining, possessing or transferring controlled goods in Canada.

What are the consequences if you fail to comply?

A CGP Inspector may conduct a compliance inspection. Companies and individuals can face prosecution, penalties range from fines of \$25,000 to \$2,000,000, or imprisonment for a term not exceeding 10 years, or both.

Where can I obtain additional information on this program?

Refer to RMM #504: Controlled Goods and/or Controlled Technology Program -

<http://www.workingatmcmaster.ca/med/document/RMM-507-Controlled-Goods-Program-1-36.pdf>

Please contact a University Designated Official within the EOHSS office if you are required to register in the CGP. For additional questions or concerns, phone EOHSS at ext. 24352, or email at eahss@mcmaster.ca.

Using Lasers on Campus



The risks of working with lasers can vary depending on their classification. All lasers are classified as either 1, 1M, 2, 2M, 3R, 3B or 4. The classification is based on the power output of the laser. Classes 1, 1M, 2, 2M and 3R lasers are considered low power with less risk. Classes 3b & 4 are considered high power with greater potential for injury during use. It is important to understand the class of laser that you are working with and the required control measures in order to work safely.

There are many applications at McMaster University that involve the use of lasers. The safe use of lasers is guided by the **American National Standard for Safe Use of Lasers** and by the **McMaster University Laser Safety Program**. The safety control measures required for each class of laser are outlined in the ANSI standard and can also be found in the appendices of the McMaster Laser Safety Program. The program is available on the Environmental and Occupational Health Support Services (EOHSS) website at the link below.

<http://www.workingatmcmaster.ca/med/document/RMM-703-Laser-Safety-Program-1-36.pdf>

All class 3b and 4 lasers must be registered with EOHSS. The appropriate registration information can be found in the McMaster Laser Safety Program. It is the role of the laser supervisor to ensure that registration is complete.

Users of classes 3b or 4 lasers must also complete the EOHSS Laser Safety training. The training provides information on laser hazards, the ANSI standard requirements and the McMaster University Laser Safety Program. If you would like more information please contact ehss@mcmaster.ca.

Responding with Respect - Mental Health at McMaster



At McMaster University we are taking an integrated, comprehensive approach to mental health issues. This includes improved and increased mental health and well-being education, a unified approach to caring for those in difficulty, adapting accommodation practices, increasing our mental health care capacity and establishing a program of research and health policy focused on mental well-being. This approach will help McMaster achieve our commitment to creating an inclusive, supportive and healthy university community.

As part of this integrated approach, you can now find 'Mental Health at McMaster' on McMaster's A-Z list. This joint webpage provides links to both Employee Mental Health Resources, as well as Student Resources and supports. A link to crisis resources is available as well, and provides information about both McMaster and community supports.

<http://www.workingatmcmaster.ca/link.php?link=OD:mentalhealthmcmaster>

Additional information about Mental Health First Aid (MHFA) sessions, and other mental health educational opportunities, wellness resources as well as faculty and manager supports is available through the 'Mental Health at McMaster' Employee Resource page.

The next two-day session of **Mental Health First Aid** is being offered free of charge on **March 2nd & 9th, 2017** to current McMaster employees. Check out the details and other resources at: <http://www.workingatmcmaster.ca/link.php?link=healthy-workplace:MHFA Training>

Take the Fight out of Food

March is **Nutrition Month!** Eating should be joyful, not a source of frustration and confusion. If you're fighting with food, try this three step approach:



1. **Spot the Problem.** Define what's causing your fight with food first.
2. **Get the Facts.** Use credible sources to decide what needs to be done to solve the problem.
3. **Seek Support.** Put the plan into action with support from a dietitian, family, and friends.

At McMaster, we're in your corner. Defeat the problem with these resources:

- **PlanSmart Nutritional Counselling**
 - A [free program offering dietitian services](#) through McMasters Employee and Family Assistance Plan (EFAP) with an assessment, personalized healthy eating plans and one-on-one coaching.
- **12-Weeks to Wellness**
 - A [free customized wellness program](#) offered through McMaster's EFAP including a workbook, online tools and weekly telephone coaching. Managing stress, exercise tips and healthy living suggestions are provided by your coach.
- **Dietitian Services on Campus**
 - A dietitian is available on campus (fee-for-service) through the [David Braley Sport Medicine and Rehabilitation Centre](#).
- **Hospitality Services is Here to Help**
 - The hospitality Services team provides [nutritional information](#) about foods they serve and will assist you with planning meals for individuals with dietary restrictions or concerns.

Other knockout supports:

- [My Food Guide](#): An interactive tool to customize Canada's Food Guide for you
- [EatRightOntario](#): Call or email a registered dietitian with your questions – for free!
- [Dietitians of Canada](#): Find a dietitian in your area, assess yourself or find information or recipes for healthy eating
- Learn how nutrition and exercise affect your mental well-being by reading this [newsletter](#)

Organizational Development

The Healthy Workplace Committee is Planning

March 2017: Nutrition at McMaster

Stay tuned for resources on how to make sure what you are eating is both nutritious and delicious. The Healthy Workplace Committee will be offering online resources, as well as a lunch and learn regarding building healthy behaviours.

April 2017: MAActive Challenge

The 2017 MAActive Challenge will run from April 3rd-April 28th. The theme of this year's challenge is **Healthy Active Minutes**, which will challenge employees to spend time being active! The Healthy Workplace Committee will be providing the following sessions to provide opportunities to get out and get active:

Week 1: Skip Rope and Walking Track

Week 2: Aerobics

Week 3: Outdoor Step Challenge

Week 4: Nature Hike



For more information on all of our upcoming programs, please visit

<http://www.workingatmcmaster.ca/link.php?link=healthy-workplace:healthy+workplace+main>

Upcoming Workplace Wellness Workshops

The Organizational Development team continues to offer monthly wellness workshops on a variety of topics. Upcoming workshops include:

March 2017: The Emotional Effects of Retirement

April 2017: Helping Children Cope with Separation and Divorce

For more information or to register for one of these wellness workshops, click [here](#).