

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



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

Save the Date - NAOSH 2018 - May 6-12

EOHSS is proud to announce another exciting week of events for the *North American Occupational Safety and Health (NAOSH) Week*. EOHSS will be offering health and safety presentations, webinars and our annual BBQ and Vendor Fair throughout the week in recognition of *NAOSH* Week.

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**. More information regarding nomination criteria and how to nominate a member of the McMaster community is available on our [website](#). Nominations open **March 7th, 2018**.

NAOSH JHSC Poster Contest

Every year, McMaster University is proud to host a variety of safety related initiatives during NAOSH week including training programs, a barbecue and vendor fair. This year we're adding an exciting twist - a Joint Health and Safety Committee (JHSC) poster competition.

All members of the McMaster University community are invited to participate through their local JHSC. A list of the campus JHSCs with contact information can be found on the [Environmental and Occupational Health Support Services \(EOHSS\) website](#). If you are not a member of a JHSC and wish to participate, please connect with your local committee co-chairs.

What are the requirements of the contest? The campus JHSCs are challenged to identify a hazard that is relevant to their specific committee or to the University as a whole and to develop a poster related to reduction/mitigation of this hazard on campus. For example, slips, trips and falls. The winning poster will be selected by EOHSS and displayed across campus with special recognition to the specific JHSC at the NAOSH barbecue and vendor fair. The deadline for submissions is **Friday, April 27th 2018**. Contact EOHSS at ehss@mcmaster.ca for more information on poster criteria.

Safety Culture

McMaster University is committed to providing and maintaining healthy and safe working and learning environments for all workers, students, visitors and volunteers. As part of this commitment, the University strives to foster a safety culture that promotes openness and communication in identifying, preventing and managing hazards within the workplace.

How do we identify, prevent and manage hazards within the workplace? This is accomplished through the internal responsibility system. The internal responsibility system is a working together relationship within the workplace (employer, supervisor, worker) where everyone plays a role in health and safety. The workplace health and safety legal responsibilities for each of these parties are outlined in the Occupational Health and Safety Act in sections 25, 26, 27 & 28. But safety culture is more than just legal responsibilities and more than just something that we do. It means that safety is part of our workplace attitudes and beliefs.

A strong safety culture means that the employer develops health and safety policies and procedures and ensures that the necessary resources are available to implement them. Supervisors provide instruction and training on hazards to their workers, proper personal protective equipment and respond to safety concerns that are reported by workers. Workers participate in training, follow programs and procedures outlined by the employer, wear and use appropriate personal protective equipment and report hazards to their supervisor. Everyone is involved and everyone shares responsibility. Safety is part of our everyday.

Online TDG Training Now Available

The purpose of the **Transportation of Dangerous Goods (TDG) Act and Regulations** is to promote public safety when dangerous goods are being transported by road, rail, air, or water (marine). TDG also establishes safety requirements.

This online TDG training covers the following topics: TDG Act and Regulations, training requirements, responsibilities of shippers and receivers, TDG hazard classification and documentation, dangerous goods packaging, and shipping documentation.

If you are responsible for shipping, transporting and/or receiving dangerous goods directly to your laboratory this is required training available to you through Mosaic. Contact Customs and Traffic for all shipments of dangerous goods.



Need to report an accessibility concern on campus? You can now do so on the Accessibility Hub at <https://accessibility.mcmaster.ca/>



Flammable and Combustible Liquids in Laboratories and Compliance with the Ontario Fire Code

Flammable and Combustible liquids can pose a significant risk if stored improperly and in large quantities. Lab users need to be informed about the chemicals they are handling and storing. Important safety information is found in Material Safety Data Sheets/Safety Data Sheets including storage requirements. In addition to safety risks, storage space can be limited in a laboratory, wherever possible it is recommended to order smaller quantities of chemicals more frequently rather than large bulk orders.



Did you know that the Ontario Fire Code stipulates that a maximum of 300 L of combustible (class II and III) and flammable liquids (class I), of which no more than 50 L can be flammable (class I), can be outside of a flammable liquid storage cabinet at any one time? Also be aware that dispensing from large containers greater than 5L requires special procedures and should never be conducted outside of a fume hood. Refer to the Laboratory Safety Handbook for more details on procedures like grounding and bonding containers. Excessive storage of flammable and combustible liquids and improper dispensing of liquids can result in explosive atmospheres and increased fire risks.

In addition to many other benefits, a thorough and accurate chemical inventory will help lab users to be aware of chemicals including quantities so that stockpiling, thereby increasing fire risks, does not occur.

How to respond to an **ACTIVE THREAT** on campus:



If a safe path is available, **GET OUT**

- Do not hesitate; get out
- Leave your belongings
- Discourage others from entering the area
- Call Security when you are safe



If you can't get out safely, **HIDE**

- Stay out of attacker's view and be quiet
- Silence your phone
- Lock/barricade doors
- Call Security if it is safe to do so



As a last resort, **FIGHT**

- Fight with all-out commitment
- Be physically aggressive
- Use improvised weapons
- Fight to incapacitate the attacker

For training information and video, visit: security.mcmaster.ca
Emergency – Contact Security. Dial "88" from campus phones
(905) 525-9140 ext. 24281, (905) 522-4135 (direct)





Mental Health is Equally as Important as Physical Health

What we can do to impact positive mental health in the workplace:

- Encourage healthy interactions with others and do your part to prevent work related mental stress.
- Celebrate success within the team.
- Engage in positive communication and encourage collaboration.
- Clearly understand your expectations and articulate your expectation of others.
- Promote and participate in work life balance.
- Register for Mental Health First Aid training. The University offers this training which is facilitated by Employee Health Services.
- Participate and encourage your team to participate in Healthy Workplace Programming.
- Enroll in McMaster Centre for Continuing Education (CCE) courses.

WSIB's goal is to encourage employers to promote a positive working environment that encourages good mental health. We all have a role in creating a working environment that is healthy, productive, civil and respectful.

Effective January 1, 2018, the Workplace Safety and Insurance Board (WSIB) has updated their Operational Policy to include Chronic Mental Stress, and also have revised their Traumatic Mental Stress Policy.

Employers in Ontario have the duty to report all workplace injuries/illnesses to the WSIB within 72 hours of seeking health care.

If you or someone you know experiences a workplace injury/illness, including chronic mental stress, or traumatic mental stress, please complete an incident report and contact Employee Health Services immediately.

Resources

Mental Health First Aid Training

<http://www.workingatmcmaster.ca/ehs/>

Employee and Family Assistance Program (EFAP)

<http://www.homeweb.ca>

Healthy Workplace

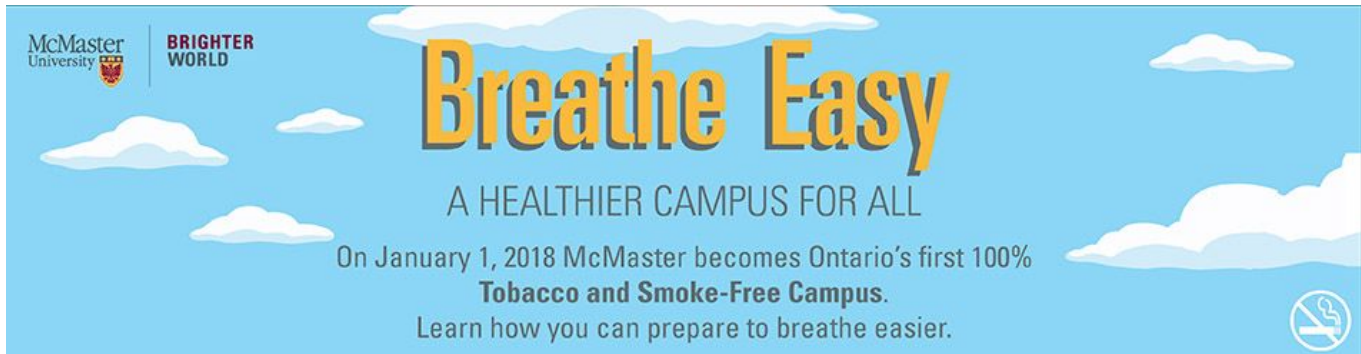
<http://www.workingatmcmaster.ca/link.php?link=healthy-workplace:healthy+workplace+main>

WSIB Chronic Mental Stress Policy

<http://bit.ly/2C4CjSG>



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



On January 1, 2018, McMaster became Ontario's first 100% Tobacco and Smoke-free Campus following an extensive and collaborative cross-campus consultation.

McMaster is committed to providing a healthy environment to live, work, study and conduct research and continues to support faculty, staff, students and visitors during this change.

The Smoke-Free Campus committee is collecting community feedback, supporting awareness, and adapting to address issues as they evolve. Areas of concern continue to be monitored, additional signage has been installed, and education continues to be the focus. The community can send comments, questions or suggestions to smokefree@mcmaster.ca. The campus community is encouraged to contact Security Services at ext. 24281 if they see individuals smoking on campus property.

Visit the [Tobacco and Smoke-Free Campus website](#) for FAQs, resources, and further information.