

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



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

Workplace Hazardous Materials Information System (WHMIS) 2015

Deadlines to Remember for Compliance

June 1st, 2018: All chemical manufacturers and importers must sell hazardous products with labels and safety data sheets that comply with WHMIS 2015 requirements.

June 1st, 2018 to August 31st, 2018: Chemical distributors and employers may continue to receive and sell chemicals with WHMIS 1988 or WHMIS 2015 labels and safety data sheets.

September 1st, 2018: All chemical distributors must sell hazardous products that comply with WHMIS 2015 requirements only.

September 1st, 2018 to November 30th, 2018: Employers should be receiving chemicals with WHMIS 2015 labels and safety data sheets. They have these 3 months to bring existing inventory to compliance.

December 1st, 2018: The transition process must be complete and there should be no hazardous products in the workplace with WHMIS 1988 labels and material safety data sheets.

*The December 1st, 2018 deadline is of particular importance to workplaces such as McMaster University, who do not manufacture hazardous products but who use and store such materials. All users of WHMIS controlled materials will need to ensure containers have been relabeled, Safety Data Sheets are available, and WHMIS training is complete. For more information on WHMIS 2015 legislation and compliance please visit :

<https://www.ontario.ca/page/workplace-hazardous-materials-information-system-whmis>.



For More Information on WHMIS 2015

More information on WHMIS 2015 can be found on the [Health Canada Website](#)

To complete WHMIS 2015 training please see our training page for McMaster employees.

Health, Safety and Risk Management

Health and Safety Training

Workplace health and safety training is both an important part of legal compliance as well as the overall safety culture of an organization. McMaster University prides itself on its safety culture which includes a wide variety of safety training courses offered by Environmental and Occupational Health Support Services (EOHSS). The EOHSS training catalogue can be located at the following link.



<http://www.workingatmcmaster.ca/link.php?link=eohss:Training+Catalogue>

There are specific mandatory training courses for all faculty and staff at the University. You may also be required to complete hazard specific training courses depending on the work that you are performing. For example, you must complete Hydrogen Fluoride training if you are working with Hydrogen Fluoride. To find out what training is mandatory for the work that you are performing, talk to your supervisor and ensure that you have completed a job hazard analysis. You can review the McMaster University training matrices at the following link on the EOHSS website.

<http://www.workingatmcmaster.ca/eohss/training/matrix/>

Site specific training from your supervisor is also a vital component of workplace health and safety. This training should include information and instructions on the specific equipment, hazardous materials and processes that you may be exposed to in your work environment. Never hesitate to ask your supervisor for further clarification and instruction if you do not feel adequately equipped to safely perform the work requested of you.

You can now follow the Health, Safety and Risk Management team on Twitter! Follow us at Safety@Mac to see the latest safety tools, resources and updates.



Transportation of Dangerous Goods Training (TDG) Coming Soon!

Do you have the proper qualifications to ship and receive dangerous goods?

Are you responsible for preparing, packaging and/or receiving dangerous goods? Environmental and Occupational Health Support Services has created online TDG training that will soon be available in Mosaic. The training will provide you with the necessary information to safely handle dangerous goods and meet the requirements of the regulations.



More information to come!

Field Trips, Research & Student Placements

Travelling as part of a field trip, student placement or research activity?

RMM 801 Field Trips, Student Placements and Research Activity Planning and Approval Program has been updated. The updated RMM can be found on the EOHSS Risk Management Manual webpage at <http://www.workingatmcmaster.ca/rmm/>. A guideline document has been created to assist with completing the process documents (also located on this webpage).

Some of the changes to this RMM include:

- New timeframe defined for submission
- New approval steps for L3 and L4 countries
 - L3 status = avoid all non-essential travel
 - L4 status = avoid all travel
- <https://travel.gc.ca/travelling/advisories>
- Undergraduates cannot obtain approval for travel to L3/L4 countries
- Definition of low risk, significant risk, extreme risk
- Checklist for research activities



Health, Safety and Risk Management

- Checklist for field trips
- Checklist for out of country student placements

The updated document includes more detailed checklists that need to be completed as part of the risk management package.

Please note that if the field trip, student placement or research activity is considered low risk the process documents **do not** need to be submitted to the EOHSS office for approval. Please review the RMM paying special attention to the definitions of risk, Global Affairs Canada ratings and timeframe deadlines for submission of process documents. Going forward please ensure you submit the new process documents outlined in the RMM. If you have any questions please contact EOHSS at extension 24352 or by email at eohss@mcmaster.ca. For key information while traveling, download the Travel Smart app.

McMaster Campus Notification System



Security Services successfully tested the **McMaster Campus Notification System** during the first week of school. The purpose of this notification system is to alert the community of an imminent, ongoing campus wide threat or danger to the community. This could include events such as a tornado forecasted to strike campus or an active shooter at large on campus. The notification system now includes **“Send Word Now”** which sends a notification email to all Students, Staff and Faculty with McMaster emails. Additional notification systems include outdoor siren warning system, use of the University website, Campus LCD Screens located in all buildings as well as text messaging, which you can currently register to receive via Mosaic.

During the 2017-2018 school year, McMaster University will replace text message alerting with an alerting app for smart phones. The app will be free for anybody to download. You will receive information by email once this app is available.

For more information on the McMaster Campus Notification System visit http://security.mcmaster.ca/campus_notification.html

Fire Safety and Fire Wardens

Why do we need Fire Wardens and what are their responsibilities?

Fire Wardens are legally required by the **Ontario Fire Code**. Fire Wardens have many important responsibilities such as assisting with evacuation of buildings (directing occupants to fire exits); communicating important information to emergency responders about the nature of the emergency; remaining clearly visible during evacuation by wearing a fire warden vest; informing emergency responders of any immobile individuals remaining in the building; and remaining outside at assigned entrances/exits to ensure occupants do not enter the building until the “**all clear**” is given by the fire department.



Main campus is looking for volunteers

You can help to make the University a safer place by volunteering to become a Fire Warden. In-class Fire Warden training is provided by EOHSS regularly throughout the year. EOHSS will be offering a special training session on Thursday, October 12th at 10am in MDCL 3023 during **Fire Prevention Week** which runs from October 8-14, 2017. This session is also open to current Fire Wardens who are looking for a refresher. To register in Mosaic [click here](#).

Can't remember if you are Fire Warden or perhaps you have moved to a new building. Contact EOHSS at ehss@mcmaster.ca to find out and update your information.



Heads Up and Phones Down

Distracted walking can be very risky. Running into others, tripping and falling over a curb or being hit by a vehicle are all dangers associated with distracted walking. For your safety, always pay attention and do not use your cell phone or engage in other distracting activities while walking.

Health, Safety and Risk Management

In the news....

You may have heard about **opioids and specifically Fentanyl** in the news recently. Fentanyl is part of a class of medications called opioids, and is normally prescribed for pain relief. Different kinds of Fentanyl are being produced and sold illegally. Because Fentanyl is 50-100 times more toxic than other opioids such as morphine, there is greater risk of overdose when taking a small amount. **Naloxone** has also been in the news recently. **Naloxone** is a medication that can stop or reverse opioid overdose temporarily. **Hamilton Public Health** will be on site on Thursday September 21, 2017 to provide an information session titled “Reduction and Overdose in Hamilton”. This session will focus on overdose, harm reduction and use of Naloxone (the antidote to opioid overdose).

- **What:** Lunch & Learn: Reduction and Overdose in Hamilton
- **Where:** Michael DeGroot School for Learning and Discovery (MDCL), Room 3023
- **When:** September 21, 2017 at 12:10PM-1:00PM

Seating is limited. Please [click to register](#) and reserve your seat.

Additional information about opioids, harm reduction strategies, overdose risk, naloxone kits, resources and much more can be found on the following websites:

<https://www.canada.ca/en/health-canada/services/substance-abuse/prescription-drug-abuse/opioids.html>

<https://www.hamilton.ca/public-health/health-topics/opioids>

Organizational Development

Launch of a new McMaster EFAP website

McMaster University offers the extended benefit of an Employee and Family Assistance Program (EFAP) with our partner, Homewood Health. We are pleased to announce the launch of a newly developed and enhanced EFAP webpage for employees to access a suite of services such as: counselling, online tools, newsletters and resources for leaders. To learn more about the different services available to employees, visit the [new website](#).

November is Financial Literacy Month

Mark your calendars and watch for more information! November is Financial Literacy Month and along with a weekly newsletter with tips for your financial wellness, we will be offering weekly financial wellness workshops over the lunch hour on topics such as retirement, savings strategies and estate planning, along with a full-day program on achieving your personal financial wellness. Watch for more details coming in October!

Healthy Workplace Initiatives:

Journey to Wellness Workshop

The beginning of the school year sometimes involves setting goals to improve and maintain a healthier lifestyle, but how often do you reach these goals? This workshop is presented by Homewood Health and will help you examine what wellness means to you, provide you with some simple steps to set your wellness goals, and help you stay on track to achieving your personal definition of wellness.

Register for either session [here](#).

'Pull Together' Your Peers, Students and McMaster Friends

If you are looking for an event to have some fun with your team, McMaster's 4th annual Bus Pull in Support of the McMaster United Way Campaign is now open for registrations. Whether you are pulling the bus, or cheering from the sidelines, there will be plenty of activities to keep everyone entertained. This event will be kicking off McMaster's Healthy Workplace Month and United Way Campaign initiatives on October 3 from 11:30 a.m. – 2 p.m.. For more information or to register, visit the United Way [website](#).

The Kindness Challenge – A Great Way to Recognize a Mac Employee!

Did you hear? The Healthy Workplace Committee has issued you a challenge. Do you know a colleague that needs a boost or you'd like to thank in a special way? Submit your low-cost (\$5 or less) idea to make someone's day and your idea may become a reality! All you need to do is use Twitter or Instagram and tag your message with [@mcmasterod](#) and [#MacKindness](#), or email your submissions to healthyworkplace@mcmaster.ca. Suggest as many ideas as you'd like! Some of the ideas will be reposted and up to 10 will be put into action at the end of September!