

September 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 eohts@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.

Chemical Inventory - HECHMET Update



**Hazardous Materials
Management Solutions**

Since introducing **HECHMET**, our new chemical inventory management system, the EOHSS team has entered over 23,000 chemicals located in laboratories on campus as well as ABB Chemical Stores. Our inventory tree includes 20 separate buildings and 1351 laboratory locations assigned to 410 Principal Investigators and Supervisors.

Every chemical that arrives on campus is now to be received at Central Receiving located in the Campus Services Building and entered into the inventory by Central Receiving staff prior to being delivered to the appropriate laboratory location. In this way, a current and active inventory is maintained. It is imperative that laboratory users ordering chemicals provide accurate information including building name and room number where the chemical is to be delivered by McMaster staff.

Examples of the delivery information required when ordering chemicals is provided below.

Jane Doe
c/o General Receiving - Campus Services Building
McMaster University
1280 Main St. W., ABB 573
Hamilton, ON L8S 4M1
Attn: Chemicals

When ordering indicate the building and room number (LAB location and not your office location). If the lab is in a separate location from the delivery location, address your purchase similar to this:

Jane Doe
c/o General Receiving – Campus Services Building
McMaster University
1280 Main St. W., JHE 612
Hamilton, ON L8S 4M1
Attn: Chemicals ABB 573

We estimate the completed chemical inventory to reach upwards of 80,000 chemicals or more. Due to the large number of chemicals involved, this will be a phased approach that will span multiple years.

Thank you for making the changes necessary to help us ensure this inventory is current, complete and an on-going success. This University wide chemical inventory system assists us in providing First Responders with important information when responding to hazardous situations.

JHSC Poster Submission Contest - NAOSH Week



EOHSS was pleased to receive four submissions for the Joint Health and Safety Committees (JHSCs) poster contest, displayed above, during North American Occupational Safety and Health week in May. The purpose of the contest was for JHSCs to highlight a potential hazard that may affect the committee or the University as a whole and highlight controls to eliminate or reduce the hazard.

We received submissions from the Administration, UTS, FHS and Housing and Conference JHSCs. We were pleased to announce at the NAOSH Vendor Fair and Barbeque that the winner of the poster contest was the **Housing and Conference JHSC**.

Thank you to all the committees who submitted. You can see the posters on display in the McMaster University Student Centre atrium on the big screen and Mills Library for the month of September.

Fire Safety Plan Update

EOHSS has recently updated Risk Management Manual (RMM) #1201: Fire Safety Plan. All changes made to the program were approved by the Hamilton Fire Department.

The campus Emergency Procedures poster now includes the Security Services dispatch phone number (905-522-4135). Faculty, staff and students are strongly encouraged to program the emergency number into their personal phone.

Facility Services is in the process of updating the Emergency Procedures posters throughout campus.

McMaster University

EMERGENCY PROCEDURES

<ul style="list-style-type: none"> • FIRE • SMOKE • EXPLOSION • GAS 	<p><i>Pull Fire Alarm, and then from a safe location</i></p> <p>Call 88 (University Line) or Call 905-522-4135</p>
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When Alarm Rings SHUT OFF GAS AND POWER

Evacuate ... Close doors behind you Use stairs or ramps Do NOT use elevators

If Unsafe to Evacuate ... Shut door Block cracks Stay low near window |

If Room Door is HOT ... Do NOT open door Stay put Stay low near window

<ul style="list-style-type: none"> • AMBULANCE • MEDICAL • SECURITY 	<p><i>and then from a safe location</i></p> <p>Call 88 (University Line) or Call 905-522-4135</p>
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This is Building _____ Building# _____ Room# _____

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

This document can be provided in an accessible format upon request

Individual Emergency Response Plan

It is crucial for all faculty, staff and students to be familiar with building evacuation procedures in case of an emergency. Remember, when a fire alarm is activated, the elevators will not work.

An individual's health conditions or impairments may prevent them from safely evacuating a building. For that reason, some individuals may require an Individual Emergency Response Plan that includes detailed evacuation instructions. For example, location of safe waiting area, person responsible for communicating with first responders, etc. Individual Emergency Response Plans are a requirement of the Accessibility for Ontarians with Disabilities Act (AODA).

Those requiring a specific plan must contact their immediate supervisor and EOHSS, particulars do not need to be disclosed. You can find a copy of the McMaster University Individual Response Plan on the EOHSS website.

<http://www.workingatmcmaster.ca/eohss/prevention/fire/>

PEDESTRIAN SAFETY

Keep Safe

- Cross only at marked crosswalks or traffic lights, and obey traffic signals.
- Always walk on sidewalks and pathways.
- Be alert to engine noise and backup lights on vehicles.
- Be mindful of turning vehicles.
- Stay sober - walking while impaired increases your chance of being struck.



Avoid Distractions

- Remove headphones and avoid talking on cell phones when crossing the street.
- Resist urge to use mobile devices while walking.

Be Visible

- Make eye contact with approaching drivers.
- Walk in well-lit areas.
- Wear lightly coloured or reflective clothing at night.

DRIVER SAFETY

Drive Safe

- Obey speed limits and come to a complete stop at STOP signs.
- Avoid distractions - do not use cell phones.
- Do not drive under the influence of drugs or alcohol.
- Make eye contact with pedestrians and cyclists before proceeding in vehicle.
- Ensure proper visibility of vehicle (i.e. windshield and headlights are clean).



Sharing the Road with Pedestrians

- Always yield to pedestrians in crosswalks and don't block crosswalks.
- Never pass a vehicle stopped for pedestrians.
- Wait until pedestrians completely clear intersection before proceeding.

Sharing the Road with Cyclists

- Reduce your speed when approaching cyclists – this lets tailing drivers know there's reason to slow down ahead.
- When passing, leave at least three feet between vehicle and cyclist.
- Watch for cyclists coming from driveways or behind parked cars.
- Check side mirrors before opening door.

Health and Safety Training

Training is a critical component of a workplace health and safety management system. Training helps to ensure that workers are equipped with the appropriate knowledge & awareness of hazards within the workplace and how to work safely. As part of McMaster's commitment to provide and maintain healthy and safe working and learning environments for all workers, students, visitors & volunteers there are several health and safety training modules that you are required to complete.



All workers are required to complete seven mandatory health and safety training modules; Asbestos Awareness, Ergonomics, Fire Safety, Health and Safety Orientation, Slips, Trips and Falls, WHMIS 2015 and Violence and Harassment Prevention. Additional training requirements are based on the work that you are performing and your Job Hazard Analysis (JHA). A full listing of training modules is available on the EOHSS website at the following link. <http://www.workingatmcmaster.ca/link.php?link=eohss:training-employees>

Workers must complete all mandatory training prior to performing any work at McMaster. Are you up to date on your training requirements? Are workers that you supervise up to date on their training requirements? Online training records are available for review through Mosaic. The McMaster training matrices are also available on the EOHSS website at the following link. <http://www.workingatmcmaster.ca/eohss/training/matrix/>

Helpful Tips for Supervisors and Students

Ability to Access Health and Safety Training Summaries for Direct Reports

The Manager Self-Service functionality allows managers to track health and safety training completed by their employees. Managers can also register their employees to participate in health and safety training courses. To access, login to Mosaic and navigate to the following:

Main Menu>Human Resources>Manager Self Service>Learning and Development>Training Summary

As a manager you can also select a member of your team to become a training coordinator who would have the ability to access department training summaries. To become a training coordinator contact UTS along with the approval of your manager. Once set up as a training coordinator you can access the training summary by following the path below:

Main Menu>Human Resources>Administer Training>McMaster Reports/Processes>Reports>Department Summary

Students Can Access Health and Safety Training

Did you know? Students who are required to complete health and safety training can do so through Mosaic. As long as they are an active student in Mosaic they have access to register for training. For health and safety training registration login to Mosaic and select the Regulatory Training tile.



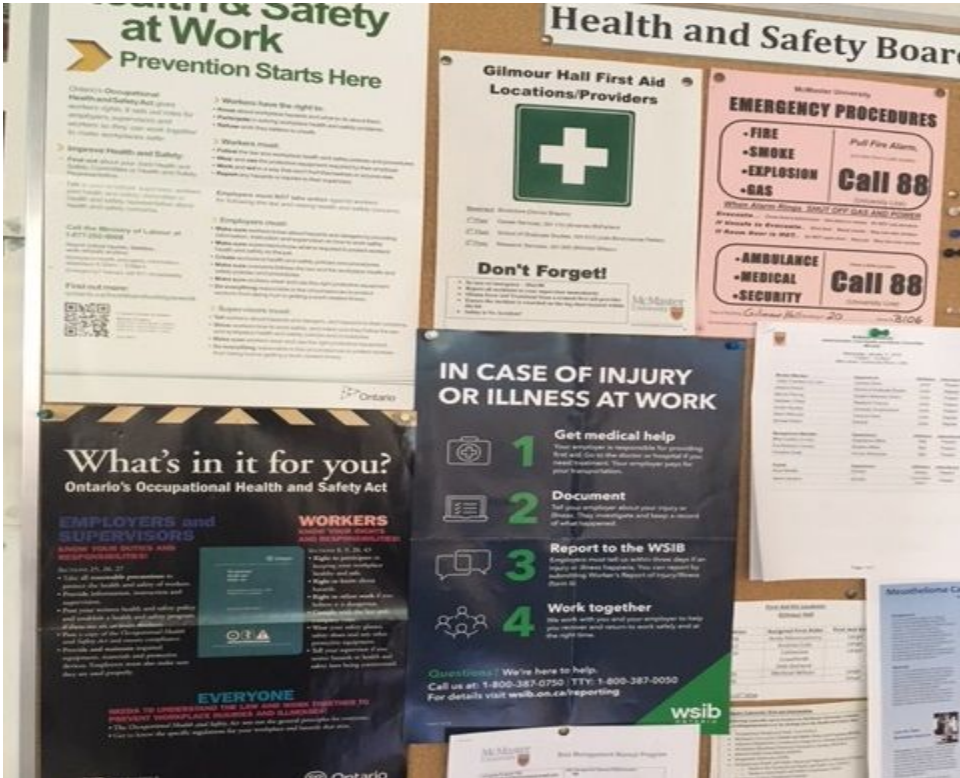
Risk Management Manual Programs

The following RMM programs have been updated and approved by Senior Management:

RMM 405 Ergonomics Program
RMM 408 Heat Stress Prevention Program

For a full listing of RMMs, please visit: www.workingatmcmaster.ca/rmm

Health and Safety Boards



Health and Safety Boards have been consolidated throughout campus. Most Joint Health and Safety Committees will now have one board to update and reference. Health and Safety Boards must be kept up to date and shall include but are not limited to the Occupational Health and Safety Act; Ministry of Labour required posted materials; current JHSC minutes; Health and Safety Policy; Workplace Violence Policy, Discrimination, Harassment, and Sexual Harassment: Prevention and Response Policy and list of committee members names and contact information. For an updated list of Health and Safety Boards see the EOHSS website at the following link.

<http://www.workingatmcmaster.ca/eohss/prevention/posted/>



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

Canada's Lower-Risk Cannabis Use Guidelines

Did you know – Cannabis is set to be legalized on **October 17, 2018?**

With this date getting closer and discussions about both medical and recreational cannabis use becoming more prevalent, it is important to consider what impact this could have on the workplace. Someone who is impaired in the workplace may have trouble finishing tasks and could put themselves, colleagues and community members at risk. Cannabis impairment is different for everyone and can be influenced by many factors. The internal responsibility system means that everyone has a role to play in workplace safety. Employers and employees both should be prepared to prevent the risk of cannabis impairment at work and have access to reliable sources of information, resources and supports. Additional resources are in development and will be added to the workplace wellbeing website. Additionally a list of community and government resources is included below.

You may already be aware of Canada's Low Risk Alcohol Drinking Guidelines, and we now have Canada's Lower-Risk Cannabis Use Guidelines.

There is research that indicates that cannabis use is associated with an assortment of health risks. Steps can be taken to reduce the health risks. CAMH, the Centre for Addiction and Mental Health recommends the following guidelines:

1. Cannabis use has health risks best avoided by abstaining
2. Delay taking up cannabis use until later in life
3. Identify and choose lower-risk cannabis products
4. Don't use synthetic cannabinoids
5. Avoid smoking burnt cannabis – choose safe ways of using
6. If you smoke cannabis, avoid harmful smoking practices
7. Limit and reduce how often you use cannabis
8. Don't use and drive, or operate other machinery
9. Avoid cannabis use altogether if you are at risk for mental health problems or are pregnant
10. Avoid combining the risks identified above

Reference: Canada's Lower-Risk Cannabis Use Guidelines are provided by CAMH

More detailed information about the 10 guidelines can be found in the resources listed below:

Cannabis Impairment:

<https://www.canada.ca/en/services/health/campaigns/cannabis/impairment>

Canada's Low Risk Alcohol Drinking Guidelines:

<https://www.camh.ca/-/media/files/canadas-low-risk-guidelines-pdf.pdf>

Canada's Lower-Risk Cannabis Use Guidelines:

<https://www.camh.ca/-/media/files/pdfs---reports-and-books---research/canadas-lower-risk-guidelines-cannabis-pdf.pdf>

Government of Canada:

<https://www.canada.ca/en/services/health/campaigns/cannabis.html>

Government of Ontario: <https://www.ontario.ca/page/cannabis-legalization>

Hamilton Public Health:

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

Ministry of Labour - Impairment and Workplace Health & Safety:

<https://www.labour.gov.on.ca/english/hs/pubs/impairment.php>

New Employee Wellness Website and Resources

Just launched. We are pleased to introduce our refreshed [workplace wellness website](#) and monthly health promotion newsletter focusing on wellness for your body, mind, life and work. Our website is packed with information for faculty and staff, resources for you and your family, and a calendar of wellness activities.

Smoking Cessation Workshops

Receive 5 weeks of free nicotine replacement therapy patches (\$250 value) by attending this 2 hour session.

Where: Dalewood Recreation Centre at 1150 Main St W, Hamilton, ON L8S 1C2
When: Tuesday October 2, 2018 | 11:30 AM - 1:30 PM
Registration is required: Call Hamilton Public Health Tobacco Hotline 905-540-2424 ext. 1

Additional information, dates and locations are available by visiting www.hamiltonquitssmoking.com

National Standard for Psychological Health and Safety in the Workplace



Mental Health
Commission
of Canada

Commission de
la santé mentale
du Canada

The [Standard](#) is a voluntary set of guidelines, tools and resources designed to promote workplace employees' psychological health and to prevent psychological harm due to workplace factors. Watch this [short video](#) for an introduction to the Standard (30 sec). At McMaster, we are beginning to educate and support the implementation of the Standard. Our [website](#) includes short videos that introduce each of the thirteen factors and shows an example of how the factor can affect employees and the workplace. The tools make it easy for leaders to educate and implement the Standard with their team.

National Financial Literacy Month

November is Financial Literacy Month (FLM). Throughout the month, Human Resources will feature weekly sub-themes that bring attention to the benefits of basic money management practices at different stages of life and encourage employees to reduce debt and save for the future. The initiative includes a [series of weekly workshops](#) and weekly newsletters. This year's FLM theme "Invest in your financial well-being" encourages employees to take control of their finances and reduce financial stress by making a budget, having a savings and debt reduction plan, and understanding their financial rights and responsibilities.

Healthy Workplace Month

October is Healthy Workplace Month focusing on GRATITUDE

October 1 - October 31, 2018

The Healthy Workplace Committee is proud to present **GRATITUDE** for Healthy Workplace Month. As McMaster employees, we have so much to be thankful for, and the committee is very excited to offer a month full of activities and resources that will enhance your experience at McMaster. The month will be scheduled as follows:

- **Week 1:**
 - Giving Back
- **Week 2:**
 - Random Acts of Kindness
- **Week 3:**
 - Digital Detox & Social Wellness
- **Week 4:**
 - Connecting with the Outdoors

Please stay connected with us. Visit our [website](#) for more details.