

September 2019

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.

Health and Safety Training – New Online Training Modules Available

Have you completed your required safety training?

As part of McMaster's commitment to provide and maintain healthy and safe working and learning environments there are several health and safety training modules that you are required to complete. The seven mandatory health and safety training modules include: Asbestos Awareness, Ergonomics, Fire Safety/FHS 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 perform and your Job Hazard Analysis (JHA). A full listing of online and in-class training modules is available on the [EOHSS website](#). Online training records can be found in Mosaic.

It's simple – complete your safety training online.

The number of online health and safety training modules offered by EOHSS continues to grow. Online training allows employees and students to complete training on their schedule since training can be done anywhere, at any time, and at your own pace. Each training module focuses on a specific topic and includes graphics, voice-over narration, and a real-time quiz.

The following training modules have recently been made available online: Noise Awareness, Machine Guarding, Ladder Safety and Fire Warden.

Full list of available online safety training:

- Fire Safety/FHS Fire Safety
- Health & Safety Orientation
- Violence & Harassment Prevention
- Slips, Trips & Falls
- WHMIS 2015
- Asbestos Awareness
- Accident Investigation (Supervisors/Managers)
- Due Diligence (Supervisors/Managers)
- Noise Awareness
- Machine Guarding
- Ladder Safety
- Fire Warden
- Gas Cylinder
- Golf Cart Safety
- Chemical Handling and Spills
- Transportation of Dangerous Goods
- Heat Stress
- Workplace Inspections

For FHS employees please visit the [FHS Safety Office](#) to learn which training you are required to complete, as it depends on your employee type, building and work environment.

New Website

The screenshot shows the website's navigation bar with links to Home, About, Careers, Employees, Managers, Retirees, Resources, and News & Events. Below the navigation is a section titled "Health, Safety & Well-Being" with a sub-section "OUR SAFETY" highlighted in red. A call-to-action button "EXPLORE" is visible at the bottom.

Health, Safety and Risk Management (EOHSS/EHS) has a new website, click [here](#) to explore.

On the website you can find all the required information to ensure a safe working environment at McMaster. You can easily access [Injury/Incident Report forms](#), [Job Hazard Analysis](#), [Joint Health and Safety Information](#), and [Health and Safety Training](#) from the homepage.

You can also access a variety of other helpful resources:

- Risk Management Manuals [RMMs](#)
- [Lab Safety](#) and chemical inventory system HECHMET
- [Certificates of Insurance](#)
- [Health and Safety Policy](#)
- [Travel Safety and Planning](#)
- [Field Trip, Student Placements and Research Activity: RMM 801](#)
- [Mental Health Resources and Training](#)

Drones

As of June 1st, 2019 new regulations for drones, also known as **Remotely Piloted Aircraft Systems (RPAS)** have come into effect in Canada. As part of the new regulations there are several requirements which includes Transport Canada registration, pilot licencing and a pre-flight site survey. A link to the new regulations can be found [here](#).



If you are planning to operate on campus or off campus for the purposes of a **McMaster University** affiliated activity, you must contact **Environmental and Occupational Health Support Services (EOHSS)** for the necessary approval requirements at eohss@mcmaster.ca.

Fire Prevention Week

This year, the **National Fire Protection Association (NFPA)** theme for Fire Prevention Week is **"Not Every Hero Wears a Cape. Plan and Practice Your Escape!"**. The week runs from October 6–12, 2019.



Are you a champion for fire safety? Would you like to be a fire warden or just plain curious to learn more about fire safety? Please join us on October 9th as **McMaster** celebrates **Fire Prevention Week**. **Environmental and Occupational Health Support Services (EOHSS)** has partnered with the Hamilton Fire Department this year to bring an interactive fire safety trailer to campus. The trailer will be located on the roadway in front of University Hall from 10:00 a.m. to 2:00 p.m. We hope to see you there.

Risk Management Manual Programs

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

RMM 502 Hazardous Waste Management Program
RMM 403 Noise Control and Hearing Protection Program

For a full listing of RMMs, please visit our [website](#).

Requirements for Golf Cart Use on Campus

Environmental and Occupational Health Support Services (EOHSS) would like to remind all members of the McMaster community of the requirements for using golf carts on campus.

The authorized vehicle operator shall participate in and successfully complete the on-line golf cart safety training offered by **EOHSS** through Mosaic. Once the operator has successfully completed the training, a card identifying them as a competent operator will be issued. This card must be kept on the operator's person while operating golf carts on campus.

Some important golf cart procedures:

- Only authorized users (licensed, trained and approved) may operate vehicles on Campus.
- All operators must have a full and valid G license.
- Golf carts are not to be operated on any sidewalks unless unavoidable or without specific authorization from Security Services for a specific event.
- Golf carts must never be driven on public roads.
- Operation of cell phones or distracted driving of any sort is not allowed.
- Occupancy seating is based on the number of seat belts in the golf cart – seat belts must be worn.
- The storage area for the golf cart must be approved by Security Services.



Please refer to Risk Management Manual document RMM# 318, Care and Control of Golf Carts & Other Off Road Vehicles, which outlines the requirements in more detail.

Travel Safety and Planning

Travelling for business? Are you prepared? Taking the time to plan ahead can save yourself headaches and added stress.

Our [travel safety and planning website](#) provides important information to help get you prepared.



- **Pre Departure Checklist - things to consider**
 - ensure medical coverage is valid
 - check the risk rating of the country you are travelling to
 - ensure a valid Canadian Passport
 - download the **Travel Smart app**
 - register with [Global Affairs Canada](#)
- **International SOS** - McMaster University has invested in a global medical and security assistance program through [International SOS](#). This program is designed to keep our faculty, staff and students healthy, safe and secure while they are travelling or living abroad within a McMaster capacity. We strongly encourage you to take advantage of these services and online resources. This is a travel assistance program and not a benefits program - contact your out of province benefits provider first.

International SOS provides medical, security and logistical expertise to help safeguard our international travellers. So, if you lose your medication in Prague, need to see a doctor in New Delhi, get pick-pocketed in Rio or, are in a serious accident; International SOS can assist.
- **International Travel Training Hub** - Prior to leaving the country review the International Travel Training Hub. This training hub provides information on travel risk awareness with short videos on hotel safety, natural disasters, road safety, women's security, emotional wellness when travelling, and food and water safety.
- **In Case of an Emergency** - When travelling ensure you have emergency contact numbers with you (Canadian Embassy, travel insurance, International SOS).

For further details on International SOS and Travel Safety and Planning visit our [website](#).

Chemical Inventory – HECHMET - Update

Where are we now?

This spring and summer EOHSS has been working tirelessly with the help of summer students to continue with the inventorying of all chemicals on campus. This initiative began in January 2018 with the implementation of the HECHMET (Higher Education Cooperative for Hazardous Materials and Equipment Tracking) system. The purpose of the campus wide chemical inventory is to fulfil legal obligations, aid in regulatory reporting requirements, and to provide vital information to emergency first responders.

The University wide system has over 40,000 chemicals entered. McMaster University now has **centralized receiving** for chemicals at the Campus Services Building (CSB). The logistic clerks ensure inventories are current by barcoding and entering all new chemicals that are shipped to campus. Similarly, used chemical containers are scanned out of the system by our hazardous waste disposal contractors.

As a resource to all lab occupants, we have created a poster: **The Chemical Inventory Process Flow**. If you would like more information on this process, please contact Leah Allan, Lab Safety Specialist, EOHSS.

Safety Toolbox Talks

Health and Safety isn't just a topic for **Joint Health and Safety Committee** meetings. Show you are a leader in safety by incorporating safety into your team meetings. Safety Toolbox Talks are a hands on way to remind employees that health and safety is important on the job. What is a Safety Toolbox Talk? Each talk should be short and should help workers recognize and control hazards in their workplace. Safety Toolbox talks help to demonstrate the commitment of supervisors and workers to health and safety.

EOHSS's **[Safety Toolbox Talks](#)** resource, found on the EOHSS web page, will offer pre-written talks on a number of topics. Incorporating safety into your everyday will help improve safety culture and show employees that McMaster values the importance of health and safety. Whether you work in an office environment, carpentry shop, food services, laboratory or recreational centre, hazards are all around us. Let's start the safety conversation.

Slips, Trips and Falls Campaign

Slips, trips and falls (STF) continue to be a leading cause of serious injuries on campus. EOHSS has developed messaging to reduce these statistics with a special focus on STFs in stairwells. September is an extremely busy time on campus. Ensure you remain aware of your surroundings at all times. Following simple practices like, avoiding using your phone while walking, cleaning up spills, and holding handrails can make all the difference in the world. **Slips, trips and falls are preventable, don't be a statistic.**

**Stairs &
Looking at
Phones
Equals
Broken
Bones**

Environmental and Occupational Health Support Services
eohss@mcmaster.ca



**Stop, Chill
& Clean
Your
Spill**

Environmental and Occupational Health Support Services
eohss@mcmaster.ca



**Hold the
Railing or
You'll Go
Sailing**

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Healthy Workplace Month

October 1 – October 31, 2019

McMaster's Healthy Workplace committee invites the community to participate in Healthy Workplace Month. The theme of the 2019 Healthy Workplace Month is Showcasing McMaster. In each week of October, there will be opportunities to experience and participate in activities that make McMaster an incredible place to work, learn and grow. Employees will be able to attend architecture tours, nature walks, cooking demonstrations, and more. More information will be available in the coming weeks, and can be found [here](#).

United Way Campaign

Begins October 1, 2019

The McMaster United Way Campaign kicks off on October 1, 2019. The campaign gives employees the opportunity to actively participate through fundraising initiatives such as the Pull4Mac Bus Pull, Online Auction and personal donations, while ultimately becoming more engaged in the local community. As the first official event of the campaign, the United Way and Healthy Workplace Committees invite you to participate in the 6th Annual Pull4Mac Bus Pull. Teams are encouraged to register, raise money, and work together to pull a McMaster Shuttle Bus 100 feet to the finish line. This fundraising event strives to exceed last year's total of \$10,000 in support of the United Way of Halton & Hamilton. For more information on the United Way Campaign, including the Pull4Mac Bus Pull, click [here](#).

Key Person Advice Line

The Key Person Advice Line (KPAL) provides McMaster managers, supervisors and leaders with a direct line of contact to a Homewood Health clinician for immediate consultation for situations in the workplace that require professional advice or suggestions. Learn more about the Key Person Advice Line and other manager resources [here](#).

Mental Health Resources and Training

We are committed to providing mental health and well-being education and training to the McMaster community to support mental health literacy, and help individuals lead healthier lives in and outside of the workplace. The 3 R's (Recognize, Respond, Refer) model is a tool we can use to provide support and guide respectful communication. Learn more here about [recognizing distress](#) in a colleague, and how to respond with support.