Visiting Student? Visiting Scientist? Volunteer?

A Person of Interest (POI) request form is available via Mosaic for volunteers, visiting scientists, contractors and other persons during their temporary stay at McMaster University. The POI status provides individuals with the required access in Mosaic and Avenue to Learn to complete their training.

To access the POI request form, supervisors please log in to Mosaic and click on the Documentation tab, scroll to the bottom of the page and select Person of Interest (POI) Request. Once the required fields are completed, the form should be submitted to uts@mcmaster.ca by the McMaster employee who is sponsoring or overseeing the person of interest. We recommend that these forms be filled out before arrival at McMaster.

No MacID?

If you are a new employee without a MacID and must complete your Health and Safety training please contact our office at eohss@mcmaster.ca to make other arrangements.

- If you will not be receiving a MacID, please fill out a Person of Interest request form as indicated in the section above.

Missing HR Tab?

If you are unable to view the Human Resources tab under the Main Menu in Mosaic, please contact UTS at uts@mcmaster.ca. Please be sure to provide your full name, student/employee ID# and MacID.

WHMIS 1A00

WHMIS 1A00 is a mandatory, online introductory laboratory safety course for undergrads, accessible through Avenue to Learn. The course is a co-requisite for courses in the Faculty of Engineering, Health Sciences and Science. Successful completion of this training is REQUIRED before participating in any laboratory work.

To enroll, you must log in to Mosaic and follow the course enrollment procedure as you would for your regular classes at McMaster University. For detailed information, please visit:

http://registrar.mcmaster.ca/enrol/steps/overview/

Once you’ve successfully registered for the training, you may review the online module by logging in to Avenue to Learn and completing the associated quiz.

Please note that a grade of 12/14 is required for successful completion.

If you are enrolled in WHMIS 1A00 and have not successfully passed the course, a ‘FAIL’ grade will appear on your transcript. If you have received a FAIL on your transcript, but believe that you completed the course successfully, please contact your academic advising office or eohss@mcmaster.ca. Academic advising information can be accessed through your Faculty's website typically under a "Current Students" section or a "Contact Us" section.

For additional details, you may also see our FAQs:

http://www.workingatmcmaster.ca/med/document/1A00-FAQ-1-36.pdf

Safety is No Accident

In Case of an Emergency:
Dial 88 (on main campus)
Dial 905-522-4135 (from a cell phone on campus)
Dial 911 (off-site locations)
The EOHSS Health & Safety Training program is designed to provide mandatory and hazard specific training for all faculty, staff, students, visitors and volunteers working at the University.

The following health & safety training courses are mandatory:

- Asbestos
- Ergonomics
- Fire Safety
- Health & Safety Orientation
- Slips, Trips and Falls
- Violence & Harassment Prevention in the Workplace
- WHMIS 2015

Additional EOHSS health & safety training may be required depending on the nature of your work. To find out, confirm with your supervisor and review the EOHSS Training Matrices, available at www.workingatmcmaster.ca/eohss/training/matrix and outlined in RMM #300: Health and Safety Training Program.

In addition to EOHSS training, site specific hazard training and orientation on actual potential hazards in your area (i.e. chemicals, equipment, etc.) must be arranged or completed by your supervisor. All training must be documented and records retained within each department.

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How to Complete Health & Safety Training

**Step 1:** Select the *Regulatory Training* tile on the Mosaic homepage.

**Step 2:** "Search by course name" > Leave search field blank > "Search" > "View available sessions" and proceed with your registration until reaching "Submit"

- Please disregard the start/end date of online training. These are used for administrative purposes and will not affect your registration or course completion.

**Step 3:** *For online sessions only.* After one business day the courses will appear in Avenue to Learn for completion.

- Log in to Avenue to Learn with your MacID and complete the training found under *All Your Courses* in the Continuing term.

**Step 4:** After successful completion of both online and/or in-class training, your training record will be updated in Mosaic the following business day. To view, navigate:

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

**Step 5:** Save or print a copy of your summary as proof of completion for your supervisor and/or department administrator.

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Job Hazard Analysis (JHA)

McMaster must provide a documented job hazard analysis of main activities in the workplace in order to assess the associated hazards and controls. Individuals must review the job hazard analysis task forms with their supervisor to ensure all main activities have been identified, and that proper training has been provided.

This applies to all staff and faculty members.

To view further information regarding JHA’s, please refer to:

http://www.workingatmcmaster.ca/eohss/prevention/job-hazard

or RMM #324: Job Hazard Analysis Program.

EOHSS Health & Safety Training Webpage


Please also visit our training webpage for any additional information regarding:

- Upcoming in-class training sessions
- Frequently Asked Questions (FAQs)
- Training matrices
- Managers & Administrators, Employees and Students