

Faculty of Engineering, McMaster University

Job Hazard Analysis and Other Training

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Job Hazard Analysis and Other Training

- ▶ Expectations
- ▶ Your rights
- ▶ Job Hazard Analysis (JHA)
- ▶ Required health and safety training

TA Expectations

- ▶ Be punctual and prepared for your duties
- ▶ Be supportive of the work of the entire teaching team
- ▶ Use of our classrooms and labs
 - Please ensure that the students treat our rooms, furniture and equipment with respect
 - Report problems with furniture or equipment to Laurie LeBlanc
 - Tables and chairs must be returned to their original configuration
- ▶ Specific instructions for the lab
 - No food or drink in the labs
 - Report computer problems to Derek Lipiec

Your Rights

- ▶ Right to know
- ▶ Right to participate
- ▶ Right to refuse

Job Hazard Analysis (JHA)

- ▶ Hazards associated with the job of a researcher/programmer
- ▶ Job Hazard Analysis (<http://www.workingatmcmaster.ca/med/document/Creating-a-JHA-1-36.pdf>)
- ▶ Job Hazard Analysis forms
 - Walking on campus
 - Reviewing reports
 - Computer work
 - Lifting/carrying items within the office
 - Using office equipment and other small appliances
 - Encountering violent situations in the workplace
- ▶ Please complete and sign “Job Hazard Analysis Summary” and deliver to CAS Administrator, Ms. Laurie LeBlanc

Lab Safety Contacts

- ▶ Laboratory supervisor, Derek Lipiec
- ▶ Health and Safety for CAS, John Nakamura
- ▶ Environmental and Occupational Health Support Services (EOHSS), 905-525-9140 X24740
- ▶ Campus Security, X88, or 905-522-4135 from a cellphone
- ▶ Lab manual in ITB/236

Required Training

- ▶ Training modules
 1. Health and Safety Orientation
 2. Office WHMIS
 3. Asbestos Awareness
 4. Slips, Trips and Falls
 5. Ergonomics
 6. Fire Safety
 7. Violence & Harassment Prevention in the Workplace
- ▶ Online training portal
(<http://www.workingatmcmaster.ca/link.php?link=eohss:training-employees>)
- ▶ Complete all tests through Mosaic/Avenue

Violence and Harassment in the Workplace

- ▶ McMaster committed to provide and maintain healthy and safe working and learning environments for all employees, students, volunteers and visitors
- ▶ Training to comply with Bill 168
- ▶ In the case of direct threat or act of violence
 - Main campus: dial 88, or activate a red emergency pole (905-522-4135 from a cell phone)
 - Off campus: dial 911
- ▶ Report threats or incidents of workplace violence to a supervisor, a person of authority or Security Services

Accessibility for Ontarians with Disabilities Act (AODA)

- ▶ Seems to be gone as a requirement
- ▶ “How can I help you”

Safety in our Labs and Tutorials

- ▶ If you are aware of a safety hazard, you must report it to your supervisor and the CAS Administrator
- ▶ If an accident or incident occurs
 - First call Security at extension 88 or 905-522-4135 from a cell phone. They will contact the Emergency First Response Team (EFRT)
 - Report it to your supervisor and the CAS Administrator
- ▶ Review the location of the phone - where?
- ▶ Review the location of the fire extinguishers