Department of Materials Science and Engineering

Guide for:
New Employees (Full and Part time)
Post Doctoral Fellows
Research Associates/Academic
Visitors
Sessional Lecturers

2015

This guide contains general useful information for anyone at the Materials Science Engineering Department at McMaster University.
If you need additional information please contact:
Materials Science & Engineering office: John Hodgins Engineering Building, Room 357
Danielle Marcellin, marceld@mcmaster.ca (905) 525-9140 Ext. 26626
Hannah Abram, abramhi@mcmaster.ca, (905) 525-9140, Ext. 24295

Departmental Directory website: http://mse.mcmaster.ca

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KEY CONTACTS

For	Contact Name	Times	Office	Ext.	Email id
Materials Science & Engineering Office	Jane Mah Department Administrator		JHE-357	24293	jane
Human Resources Orientation UHIP	Engineering Contact HR Operations		CSB-202		
Photo ID / Access Card	Campus Store	Monday-Friday 9:00am-4:00 pm	GH - B101		

Social Insurance Number Offices	
Hamilton Service Canada Centre 1550 Upper James Street , Floor 1 Hamilton, Ontario (905) 572-2211	**Hamilton East Satellite Office** 2255 Barton Street East Hamilton, ON (905) 572-2211
Hours of service	Monday from 8:30 am to 4:00 pm Tuesday from 8:30 am to 4:00 pm Wednesday from 8:30 am to 4:00 pm Thursday from 8:30 am to 7:00 pm Friday from 8:30 am to 4:00 pm
http://www.settlement.org/sys/link_redirect.asp?doc_id=1000784	
OHIP Offices	
Health Card Services 119 King Street West, 10th Floor L8P 4Y7 (Ellen Fairclough Building, across from Jackson Square) (905) 521-7100	
Hours of service	Monday from 8:30 am to 5:00 pm Tuesday from 8:30 am to 5:00 pm Wednesday from 8:30 am to 6:00 pm Thursday from 8:30 am to 5:00 pm Friday from 8:30 am to 5:00 pm
http://www.settlement.org/sys/link_redirect.asp?doc_id=1000784	

CHECKLIST

Payroll Set Up

- Apply for Social Insurance Number (SIN) & OHIP (if needed)
- Complete the “Employee Contact and Deposit Information Form”.
- Visa employees bring a copy of permit/passport to the Departmental Office.
- Bring 2 copies of SIN card (For department and payroll file).
- Complete the Personal Tax Credit Return form (TD1 and TD1ON).
- Obtain your Employee Number

McMaster University Systems Set Up:

- Obtain the Photo/Security ID Access Card.
- Take offer letter to the campus store for ID card
- Activate your MAC ID account and enable your MAC ID services.
- Forward your new e-mail address to Danielle at marceld@mcmaster.ca.
- From your supervisor find out what keys you required.
- Filled the attached “Key Authorization Card” and get it signed by Jane Mah.
- Take the completed card to the DocuCentre, JHE 216A. $20.00 deposit per key is required.

Canadian Health Insurance plans

- Apply for The University Health Insurance Plan (UHIP) (if needed).
- Apply for Ontario Health Insurance Plan (OHIP) (if needed).
- Schedule an Orientation Session with HR Administrator.

Departmental Mandatory Health and Safety (If the use of a lab is needed)

- Read the Department Safety Report Procedures
- Complete the Departmental Safety Report as related to your job description/research
- Submit the approved signed “Departmental Safety Report” to Departmental Office.
- Take a copy of the signed “Departmental Safety Report” to Ed McCaffery”, JHE 248.

McMaster University Mandatory Health and Safety

- Complete the WHMIS office or WHMIS Core training.
- Obtain Lab keys. (Lab keys won’t be issued until WHMIS core is completed).
- Print the Risk Management Manual (RMM # 300)
  - http://www.workingatmcmaster.ca/rmm/
  - Make an appointment with your supervisor to discuss RMM # 300
- Make an appointment with your supervisor to complete the Job Hazard Analysis
- Take the signed Job Hazard Analysis Summary Page and the RMM#300 to Department Administrator
- Review matrix sheet with ongoing Health and Safety trainings
- Take required training
- Read the mandatory Lab Safety Handbook.

FREQUENTLY ASKED QUESTION

Upon Arrival

The first thing to do when you arrive at McMaster is to meet with your supervisor. She/He will take you to meet the Department Administrator.

TO SET-UP FOR PAYMENT

Social Insurance Number (SIN)

The Social Insurance Number (SIN) is a nine-digit number that is needed to work in Canada or to have access to government programs and benefits. If you don't have a Social Insurance Number (SIN) apply immediately.

To obtain SIN an **original** (primary document) is required:

- VISA/Employment Authorization
- Letter of Offer/appointment from Materials Science and Eng., McMaster University
- Proof of Ontario address (lease, letter from landlord, bank statement, mail, etc)

Application available online at: http://www.settlement.org/sys/link_redirect.asp?doc_id=1000784

Forms Required for Payroll

- Employee Contact & Deposit Information Form or direct deposit form from bank
  Application available online at: http://www.workingatmcmaster.ca/hris/forms/
- TD1 Completed Federal Tax Form
- TD1ON Completed Provincial Tax Form
- Photocopy of SIN card
- Visa employees need a copy of permit and passport

Taxes

TD1 for persons who live in Canada (Federal) ***and*** TD1ON f*or all persons employed in Ontario* (Provincial) forms are used by McMaster University to determine the amount of federal and provincial or territorial **tax to be deducted** from the employment income.

TD1 *Application available online at:* http://www.cra-arc.gc.ca/E/pbg/tf/td1/README.html

TD1ON *Application available online at:* http://www.cra-arc.gc.ca/E/pbg/tf/td1on/README.html

MCMASTER UNIVERSITY IDENTIFICATION AND TOOLS

Employee Number

Your employee number will be issued once you have been set-up by payroll. Your employee number will be your McMaster University Identification and appear on your ID card and paystubs.

Mac ID

MAC ID is your unique, common identifier, single sign-on for a number of McMaster systems and applications, such as getting into your e-mail. You must have your employee number before you can get your Photo ID and Security ID card. Your MAC ID is **not** your student or employee number. When you receive your Mac ID, the same as your E- address, email it to matsci@mcmaster.ca to be put on the department distribution list.

The MSE main office can set you up with your Mac ID and an Email account.

Photo/Security ID Card

University Technology Services is responsible for producing the McMaster University Employee Photo ID Cards. Photo Identification Cards are produced at the Campus Store (GH B-101), Monday to Friday between 8:30 a.m. and 4:30 p.m. No appointment is necessary. Don't forget your offer/access letter when you go to obtain your photo ID

Keys and Mailboxes

- **Keys**

  From your supervisor find out what keys you required. Fill in the attached "Key Authorization Card" and get it approved by Jane Mah. Take the completed card to the DocuCentre, JHE 216A. $20.00 deposit per key is required.

- **Mail**

  Outgoing mail can be left in the outgoing mail tray in the Materials office

- **Mailboxes**

  Mailboxes are located in JHE 357 for employees and in JHE 355 everybody else. Mail is sorted by the first letter of your last name.

Photocopying

The departmental photocopy is located in room JHE 355. You need a password to use the departmental photocopy. The department office staff will give you a password after you give them an account number.

Human Resources General Orientation Session

HR Schedules regular "General Orientation Session" for new faculty and staff. You will get information regarding:

- McMaster University Security
- Emergency Response
- Role of Joint Health and Safety Committee (JHSC)
- Benefits
- Available university services

HR information available at: **http://www.workingatmcmaster.ca/**

CANADIAN HEALTH INSURANCE PLANS

Ontario Health Insurance Plan (OHIP)

A resident of Ontario must have a **health card** to show that he or she is entitled to health care services paid for by OHIP.
Application available online at:
http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?openform&ENV=WWE&NO=014-0265-82

University Health Insurance Plan (UHIP)

The University Health Insurance Plan (UHIP) was created to provide affordable insurance to pay the cost of the hospital and medical services that students or employees at participating universities and colleges in Ontario and their families might need to maintain their health while in Canada. UHIP is mandatory for all McMaster University students, employees, visitors and dependents of students and employees who do not have OHIP coverage.

Human Resource Services administers UHIP ***for McMaster Employees***/Visitors

Application available online at: http://www.workingatmcmaster.ca/benefits/uhip/

The Office of International Student Services administers UHIP ***for Students***. Inquiries can be directed to iss@mcmaster.ca or at extension 24748.

DEPARTMENTAL HEALTH AND SAFETY REQUIREMENTS

Safety Report

The Department of Materials Science & Engineering requires that all research personnel prepare a Departmental Safety Report. The guidelines for such a report are attached. Please follow them carefully. The reports are intended to aid you in addressing issues of lab safety before problems occur. This is intended to be a living document. Your initial safety report must be completed, signed by your supervisor, and turned in to the Departmental Office within 2 months of the start of your studies or employment here. The document should then be updated whenever a major change in your experimental program occurs.

Procedure

A concise safety report is to be prepared and submitted in typed form to the Chairman of the Department prior to the start of a research project and whenever there is a significant change in the nature of a research project (that is when the potential hazards change). The standard "Departmental Safety Report" face sheet should be attached to the front of the safety report. Before submission the researcher's supervisor must approve the report.

If there is no significant change in a research project, the safety report must be reviewed and submitted on a yearly basis.

The Departmental Safety Committee and the Departmental Chairman will review each report.

Applicability

A safety report is to be prepared and submitted to the Chairman of the Departmental Safety Committee by each supervised researcher in the Department. The term "Supervised Research" includes: graduate students; undergraduate students; postdoctoral fellows; visiting scientist; research associates; research assistants; technicians.

Areas to Be Addressed

- **Potential Hazards under Routine Operation**. These are the day-to-day hazards not associated with an emergency.
- **Laboratory Protective Devices in Use**. For example: Fumehood; fire extinguisher (stating type and capacity rating); flammable gas detector; toxic gas monitor.
- **Personal Protective Devices in Use**. For example: safety glasses; air pack; respirator; gloves (specifying material type); lab coat; safety shoes; safety helmet; radiation monitoring badges.
- **Other Protective Procedures in Use**. An example is: medical monitoring (specifying type and frequency).
- **Possible Emergencies**. What types of accidents are likely to occur and what are their consequences. What are the types and quantities (if applicable) of the hazard? In other words, list a credible "worst-case" scenario.
- **Procedures for Emergencies**. For example: clean-up methods; neutralization procedures, evacuation plan.

Types of Hazard to Be Addressed

The main likely types of potential hazard encountered in the laboratory include but are not limited to:

- **Fire / Explosion.** List the flash point and the auto ignition temperature.
- **Toxic.** This category usually comprises chemicals. For chemical hazards a Manufacturer's Safety Data Sheet (MSDS) must be attached to the report.
- **Radioactivity.** List the acceptable exposure values.
- **Electrical**
- **High Pressure**
- **Mechanical**
- **Falling Objects**

Laboratory Safety

Everyone actively engaged in laboratory work is responsible for safety performance as part of the Internal Responsibility System. All laboratory personnel must meet the legal requirements of various environmental and health and safety statutes. It is expected that adherence to this manual is a good starting point for establishing an acceptable laboratory safety program.

Every person working or intending to work in a laboratory must read this document.
http://www.workingatmcmaster.ca/med/document/Lab-Safety-Handbook-1-36.pdf

McMASTER UNIVERSITY
ENVIRONMENTAL & OCCUPATIONAL HEALTH SUPPORT SERVICES (EOHSS)

EOHSS is a team of health, safety and risk management specialists committed to supporting the University's commitment to creativity, innovation and excellence, and strive to achieve these standards in the areas of environmental and occupational health, safety, loss prevention and mitigation.

For requirements and rights visit: http://www.workingatmcmaster.ca/eohss/index.php

Safety Orientation and Training Program

Risk Management Manual RMM #300 has been created to ensure compliance with the Occupational Health and Safety ACT (OHSA) Section 25, and 27. This outlines responsibilities and roles of every individual at McMaster University. Make an appointment with your supervisor to discuss this and once completed submit the form to de Departmental Office.

Printable version available online at: RMM # 300 Safety Training and Orientation Program)

Mandatory Ongoing Safety Courses (MATRIXES)

Review matrixes to ensure you have identified all required ongoing trainings.
Visit http://www.workingatmcmaster.ca/eohss/training/matrix/index.php for bigger page size

MORE ABOUT MANDATORY SAFETY COURSES

Job Hazard Analysis (JHA)

A component of the Workwell audit criteria requires McMaster to provide a documented job hazard analysis of main activities associated with each worker. A job hazard analysis is essential in clarifying the work to be done in conjunction with the hazards and controls that are associated with the activity. While reviewing a list of the main activities involved with each job, common hazards are identified. If a hazard cannot be eliminated it needs to be minimized before the job is performed. Hazards can be minimized by implementing controls such as personal protective equipment, written procedures or training.

Workers, Students, Visitors and Volunteer **shall** participate in safety orientation and training courses as required by their JHA listed at http://www.mcmaster.ca/workwell/form/jha_form.jsp

The supervisor and employee should review each of the task forms and sign the summary page. A summary page is kept in the worker's departmental file and a copy must also be sent to EOHSS.

Government of Canada / Gouvernement du Canada

PROTECTED WHEN COMPLETED - A

SOCIAL INSURANCE NUMBER APPLICATION

APPLICATION FOR A

- ☐ **FIRST SOCIAL INSURANCE NUMBER CARD**
- ☐ REPLACEMENT CARD
- ☐ LEGAL CHANGE OF NAME(S)
- ☐ CHANGE OF STATUS
- ☐ UPDATE TO RECORD (no card will be issued)
- ☐ CHANGE TO THE EXPIRY DATE
- ☐ OTHER - SPECIFY _____

FINDER NO	DATE
DO NOT WRITE IN THIS AREA	

INFORMATION CONCERNING THE APPLICANT

PRINT CLEARLY IN BLUE OR BLACK INK

1	NAME TO BE SHOWN ON CARD	First Given Name	Other Given Names (to be printed on card)	Family Name	
2	DATE OF BIRTH	Day / Month / Year	3 GENDER	☐ Male ☐ Female	☐ Check if you are a twin, triplet, etc.
4	MOTHER'S NAME (at birth)	Given Name(s) / Family Name	5 FATHER'S NAME	Given Name(s)	Family Name
6	APPLICANT'S PLACE OF BIRTH	City, Town or Village	Province	Country	
7	APPLICANT'S FAMILY NAME AT BIRTH		8 OTHER FAMILY NAME(S) PREVIOUSLY USED		
9	HAVE YOU EVER HAD A SOCIAL INSURANCE NUMBER? ☐ No ☐ Yes		10 IF "YES", WRITE YOUR NUMBER HERE		
11	STATUS IN CANADA — Check one of the following: ☐ Canadian Citizen ☐ Registered Indian ☐ Permanent Resident ☐ Other Are you currently residing in Canada? ☐ Yes ☐ No		12 Home Telephone Number	Daytime Telephone Number	
13	MAIL TO (Address where you want your card to be sent)	In care of (if different than item 1)			
		Number and Street		Apartment No.	
		City, Town or Village	Province	Postal Code	
14	If the applicant is under 12 years of age, the father, mother or legal guardian must sign and indicate his/her relationship. If you are a guardian, you must submit a document showing proof of legal guardianship. If "X" is used as a signature, have two witnesses sign here. APPLICANT'S SIGNATURE			Date	

The name(s) formerly used will be maintained in the Social Insurance Number register. Information collected on this form is used for the purpose of issuing Social Insurance Numbers. Its collection is authorized by the Employment Insurance Act. *For more details on the uses and rights concerning inspection and correction of the information, refer to the publication* Info Source, *Bank No. HRDC PPU 390, available in Human Resource Centres of Canada and major public libraries.*

IT IS AN OFFENCE TO KNOWINGLY APPLY FOR MORE THAN ONE SOCIAL INSURANCE NUMBER AND TO GIVE OR LEND YOUR CARD TO ANYONE.

DO NOT WRITE BELOW - FOR LOCAL OFFICE USE ONLY

A	ALL NAMES AS SHOWN ON PRIMARY DOC.	Given Names			Family Name	
B	DATE OF BIRTH AS SHOWN ON PRIMARY DOC.	Day / Month / Year	C	PRIMARY DOCUMENT SEEN — Abbreviation	D	NUMBER ON DOCUMENT
E	SUPPORTING DOCUMENT SEEN	Abbreviation	F	LOCAL OFFICE FAX NO.		**CERTIFICATION STAMP**
G	FEE PAID	Amount $		Receipt No.		
H	REMARKS / REASON FOR PRIORITY REQUEST					Usercode

NAS-2120-(05-04) (Internet version)

Canada

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Government of Canada / Gouvernement du Canada

INSTRUCTION SHEET

A - Complete the application form.

B - You must provide an original primary document according to your status in Canada. Refer to leaflet "Documents you need to apply for a Social Insurance Number (SIN) " (IN-105).

C - If the name on your primary document is different from the name you are now using, you must also submit an original supporting document. Refer to leaflet "Documents you need to apply for a Social Insurance Number (SIN)" (IN-105).

D - If you are replacing your SIN card, you must pay a $10.00 fee (subject to change). Make your personal cheque, bank draft or money order payable in Canadian funds to the RECEIVER GENERAL FOR CANADA. You may pay in cash at a Human Resource Centre of Canada. DO NOT MAIL CASH.

E - If you are a guardian, you must submit an original document showing proof of legal guardianship in order to sign an application form on behalf of the applicant.

The information contained in the vital statistics registers and the Citizenship and Immigration Canada records can be used to validate information that you provide with this application form when presenting a document orginating from these sources.

If you are employed, it is important that the name and Social Insurance Number under which you are working are identical to the name and Social Insurance Number that appear on your card. This will ensure that your Canada Pension Plan and/or Quebec Pension Plan contributions are properly credited to you.

TO APPLY IN PERSON

We encourage you to take your application and original document(s) to the nearest Human Resource Centre of Canada. Your application will be certified and your document(s) will be returned to you immediately.

TO APPLY BY MAIL

If it is not convenient for you to apply in person, you may mail your application and original document(s) required, and fee if applicable, to the address below. Your document(s) will be returned with your card. **PLEASE NOTE THAT WE ARE NOT ACCOUNTABLE FOR DOCUMENTS LOST IN TRANSIT.**

Social Insurance Registration
P.O. Box 7000
BATHURST NB E2A 4T1

If your application is in order, you should receive your Social Insurance Number card in approximately three weeks. If you do not receive your SIN card within this period, please call 1 800 206-7218.

FOR MORE INFORMATION

Visit the Social Development Canada Web site at www.sdc.gc.ca or dial toll-free 1 800 206-7218.
For general enquiries, you can also contact us by e-mail at sin-nas@sdc-dsc.gc.ca .

DETACH HERE DETACH HERE

DO NOT WRITE BELOW - FOR LOCAL OFFICE USE ONLY

PROTECTED WHEN COMPLETED - A

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ACKNOWLEDGMENT OF APPLICATION FOR A SOCIAL INSURANCE NUMBER

The *Employment Insurance Act* requires a person to apply for a Social Insurance Number and to produce his/her Social Insurance Number card to his/her employer within three (3) days after having received it. However, the legislation does not prevent persons from working in insurable employment prior to being issued a Social Insurance Number and card.

Accordingly, this acknowledges that _____

☐ has applied for a first Social Insurance Number.

☐ has applied for a replacement card.

☐ has applied to change the expiry date.

Social Insurance Number _____

When the application is approved, the Social Insurance Number card will be sent to the address specified by the applicant at the time of application.

HRCC STAMP (DO NOT use SIN Certification Stamp)	
Initials	Date

NAS-2120-(05-04) (Internet version)

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McMaster University

EMPLOYEE **CONTACT** & DEPOSIT INFORMATION F**ORM**

A EMPLOYEE STATUS

○ New Employee	Effective Start Date (dd/mm/yyyy)	Department
○ Returning Employee	Effective Start Date (dd/mm/yyyy)	Department
○ Current Employee	Effective Date of Change (dd/mm/yyyy)	

B EMPLOYEE INFORMATION

Employee ID (if known)	Student ID (if applicable)	SIN (### ### ###)	SIN Expiry Date (yyyy-mm-dd)
Salutation Please Select...	First Name and Initial(s)	Surname	
Gender	Date of Birth (dd/mm/yyyy)	Marital Status	
Citizenship Country	Status if Not Canadian (attach copy of Permanent Resident/Work Authorization)	Email Address	

C MAILING ADDRESS

No. & Street	City	Province
Country	Postal Code (### ###)	Telephone No. (###) ###-####

D PERMANENT ADDRESS *(If different from mailing)*

No. & Street	City	Province
Country	Postal Code (### ###)	Telephone No. (###) ###-####

E EMERGENCY CONTACT INFORMATION

Name	Relationship Telephone No. (###) ###-####
Alternate Telephone No. (###) ###-####	Relationship

Forward to your Human Resources Services Area **Office**
(1)

HR/EE/REV1.8/2011/12/19

McMaster University

EMPLOYEE CONTACT & DEPOSIT INFORMATION FORM

F DEPOSIT INFORMATION

Note: McMaster pays employees by direct deposit. This ensures employees receive their pay on the pay date. It also avoids lost or stolen cheques and forged endorsements.

ATTACH VOID CHEQUE HERE

Employee Signature	Date (dd/mm/yyyy)

FIPPA NOTICE

The information on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210 McMaster University.

FOR HR USE ONLY

Position Code	Recruitment Posting No.	Cumulative Service Date (dd/mm/yyyy)

Completed By	Completion Date (dd/mm/yyyy)

Comments

Forward to your Human Resources Services Area Office
(2)

HR/EE/REV1.8/2011/12/19

Federal & Provincial Tax Forms

http://www.workingatmcmaster.ca/med/document/td1-15e-1-49.pdf

http://www.workingatmcmaster.ca/med/document/td1on-15e-1-49.pdf

DEPARTMENT SAFETY REPORT
(TO BE ATTACHED TO THE FRONT OF THE FULL SAFETY REPORT)

Date: _____ Supervisor: _____

Researcher: _____ Signature: _____

Laboratory Room #: _____

Title of Project:_____

(If applicable): The existing safety report is still current and nothing has changed since the report was submitted.

Researcher Signature: _____

Supervisor Signature: _____

TYE OF HAZARD	APPLICABLE (YES, NO?)
Fire / Explosion	
Toxic	
Radioactivity	
Electrical	
High Pressure	
Mechanical	
Falling Objects	
Other (list)	

http://www.cra-http://www.originalgatmcmastertericaimedidocumenaftTraining-Matrix-Corporate-4-36.pdf

McMaster University

Role with the Organization	Accessible Illness Egation (Employer / JHSC)	Asbestos Awareness	Attractive	BBB Level 3 Training	BBB Safety *	Chemical Handling *	Confined Space	Contractor Lab Safety *	Defensive Driving	Dive Ollige ice	Ekotrial Awareness (JHSC Cert) *	Employee Health & Safety Orientation (Post Basic/Technical Market)	Ergonomics	Ergonomics (Postsynaptic) HSC *	Fall Protection	Fire Safety * /Fire Safety HSC **	Fire Warden	FireSAFE (Standard)	Fit Testing	Forklift *	GoBCan Safety *	Gas Cylinder	Hydrogen Fluoride *	Indoor Air Quality (JHSC Cert)	JHSC Certification	Ladder Safety *	Laser Safety	Lock Out/Tag Out *	Machine Guarding Awareness (JHSC Cert)	Other WHMIS **	Portable *	Radiation Safety *	Sit/Control and Emergency Procedures *	Slips, Trips and Falls (JHSC)	Specialized Biosafety/Animal	Specialized TDG/ Infect Sub / Waste	Spills *	Transportation of Dangerous Goods	Violence in the Workplace	WHMIS Core **
Date Training To Be Completed By (after hire/new job)	before after next	Once	Once	Once	Once	Once	Once	Once	3 yr.	3 yr.	Once	Once	Once	Once	Once	Once	Once	3 yr.	yr/y	3 yr.	Once	Once	Once	Once	Once	Once	Once	Once	Once	Once	Once	Once	Once	Once	2 yr.	3 yr.		Once
Training Frequency (may be more frequent as per OH&S guideline)																																						
Academic & Administrative (including Grad Students)																																						
Faculty (with Laboratory Research)																																						
Faculty (Without Laboratory Research)																																						
Laboratory (all laboratory occupants)																																						
Library																																						
Supervisors																																						
Stores (ABB Stores/Health Science Store)																																						
Senior Managers																																						

Legend

X Mandatory

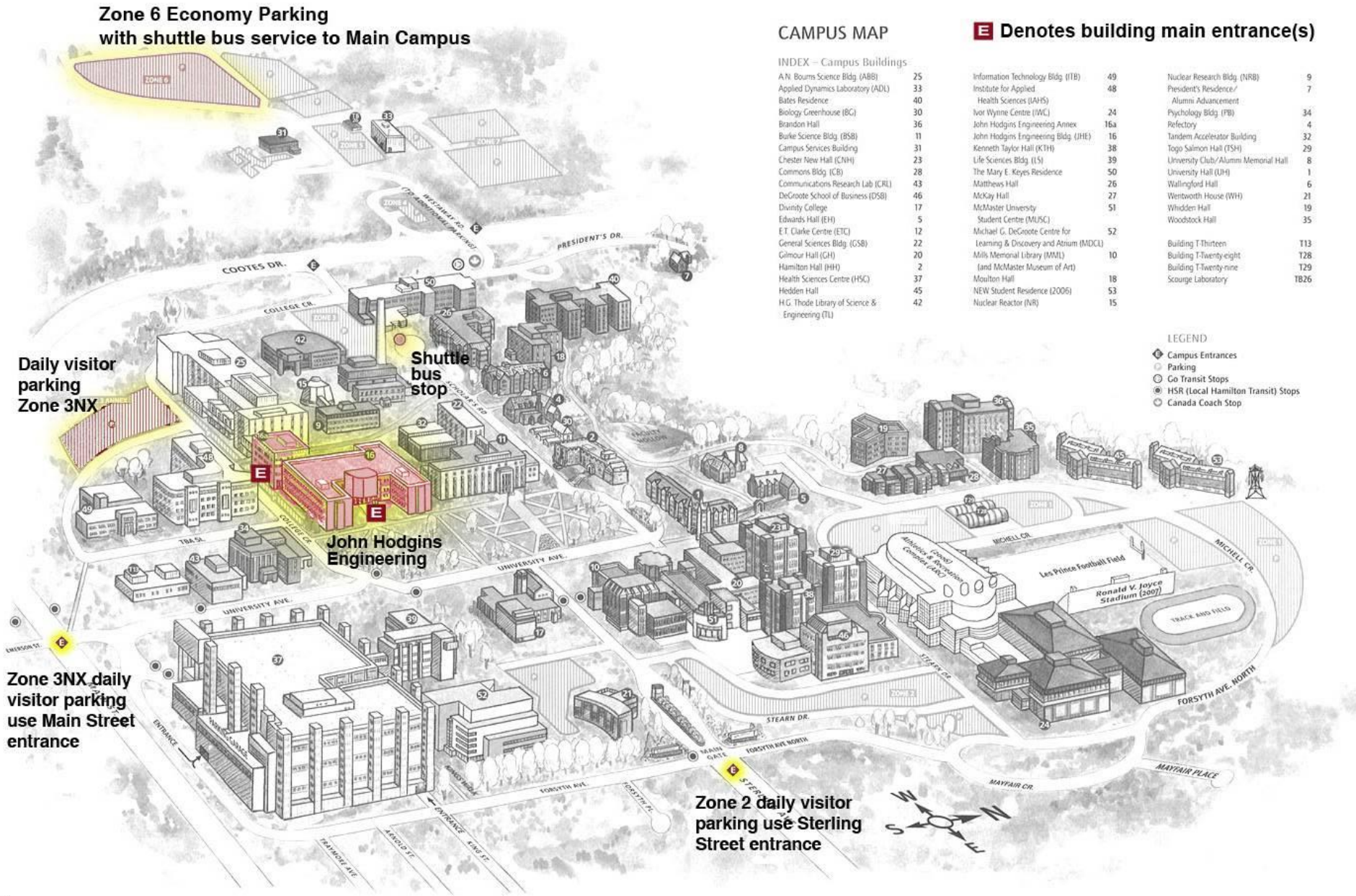
⊗ Required if working with the hazard or supervising staff who work with the hazard

* May be more frequent if required by senior manager

** If you are located in the Hospital Hosted Location you must complete fire safety for HSC and annual updates

~ As New products, equipment and technology take place training is required.

Supervisors please note RMM #300 (Safety Training & Orientation) all undergraduate students shall have safety [illegible] **tion training prior to entering labs**


Zone 6 Economy Parking
with shuttle bus service to Main Campus
Daily visitor parking Zone 3NX
Shuttle bus stop
John Hodgins Engineering
Zone 3NX daily visitor parking use Main Street entrance
Zone 2 daily visitor parking use Sterling Street entrance
CAMPUS MAP
E Denotes building main entrance(s)
INDEX – Campus Buildings
A.N. Bourns Science Bldg. (ABB) 25
Applied Dynamics Laboratory (ADL) 33
Bates Residence 40
Biology Greenhouse (BG) 30
Brandon Hall 36
Burke Science Bldg. (BSB) 11
Campus Services Building 31
Chester New Hall (CNH) 23
Commons Bldg. (CB) 28
Communications Research Lab (CRL) 43
DeGroote School of Business (DSB) 46
Divinity College 17
Edwards Hall (EH) 5
E.T. Clarke Centre (ETC) 12
General Sciences Bldg. (GSB) 22
Gilmour Hall (GH) 20
Hamilton Hall (HH) 2
Health Sciences Centre (HSC) 37
Hedden Hall 45
H.G. Thode Library of Science & Engineering (TL) 42
Information Technology Bldg. (ITB) 49
Institute for Applied Health Sciences (IAHS) 48
Ivor Wynne Centre (IWC) 24
John Hodgins Engineering Annex 16a
John Hodgins Engineering Bldg. (JHE) 16
Kenneth Taylor Hall (KTH) 38
Life Sciences Bldg. (LS) 39
The Mary E. Keyes Residence 50
Matthews Hall 26
McKay Hall 27
McMaster University Student Centre (MUSC) 51
Michael G. DeGroote Centre for Learning & Discovery and Atrium (MDCL) 52
Mills Memorial Library (MML) and McMaster Museum of Art) 10
Moulton Hall 18
NEW Student Residence (2006) 53
Nuclear Reactor (NR) 15
Nuclear Research Bldg. (NRB) 9
President's Residence/ Alumni Advancement 7
Psychology Bldg. (PB) 34
Refectory 4
Tandem Accelerator Building 32
Togo Salmon Hall (TSH) 29
University Club/Alumni Memorial Hall 8
University Hall (UH) 1
Wallingford Hall 6
Wentworth House (WH) 21
Whidden Hall 19
Woodstock Hall 35
Building T-Thirteen T13
Building T-Twenty-eight T28
Building T-Twenty-nine T29
Scourge Laboratory TB26
LEGEND
Campus Entrances
Parking
Go Transit Stops
HSR (Local Hamilton Transit) Stops
Canada Coach Stop
COOTES DR.
PRESIDENT'S DR.
COLLEGE CR.
UNIVERSITY AVE.
STEARN DR.
FORSYTH AVE. NORTH
MAYFAIR CR.
MAYFAIR PLACE
MICHELL CR.
Les Prince Football Field
Ronald V. Joyce Stadium (2007)
TRACK AND FIELD
Athletics & Recreation Complex (ARC)
MAIN GATE
ENTRANCE
KING ST.
8-05