

## Worker in a Non-Hospital Building in an Office Environment

A worker is a person who performs work or supplies services for monetary compensation.

**NOTE: The information on this page does not apply to a Learner who is a student on a placement. Learners should consult the “FHS Learners” link [http://fhs.mcmaster.ca/safetyoffice/fhs\\_learners.html](http://fhs.mcmaster.ca/safetyoffice/fhs_learners.html)**

All workers have to participate in the safety education as required by McMaster University. Then they have to complete Fire Safety education as it relates to the building they work in. Additional safety education will relate to the type of tasks they perform. Finally, a worker must complete specific education sessions related to their role.

**NOTE:** The list you select will only list the basic education requirements. There may be other hazard-specific education requirements based on the hazard identifications for the work. There will be additional training requirements meant to bridge the education to the practical application of the information.

The McMaster University training matrix may identify this safety training. <http://www.workingatmcmaster.ca/eohss/training/matrix/>

### Safety Education

Course Required	Frequency	Mosaic Course Number
Health and Safety Orientation	Once	HSORI
Slips, Trips and Falls	Once	SLPTRP
Ergonomics	Once	ERGO
Violence and Harassment Prevention	Every 3 years	VHPW
Fire Safety	Every 3 years	FIRETR
WHMIS 2015	In 2017 & every five years	WHMS15
Asbestos Awareness (if present)	Once	ASBEST

### Accessing Your Training

This training is online through the Mosaic system. To access the MOSAIC log in page please see <https://epprd.mcmaster.ca/psp/preprd/?cmd=login>

Your McMaster ID will allow you to sign in.

The Mosaic course number is provided in the chart on the left of the page. Step by step registration information can be found at: [http://fhs.mcmaster.ca/safetyoffice/documents/SelfServiceTrainingEnrollment\\_JOBID.pdf](http://fhs.mcmaster.ca/safetyoffice/documents/SelfServiceTrainingEnrollment_JOBID.pdf)

Your request will move to the Avenue to Learn web site within one to two business days. <http://avenue.mcmaster.ca/>

Your MACID will allow you to access the Avenue system.

The training can be completed the following day in Avenue and the result will transfer back to Mosaic within one to two business days. If you are a student or an instructor for a course you may need to look under the heading "Continuing" to locate your MOSAIC training request.

You can access your training record through Mosaic as well by following these instructions: [http://fhs.mcmaster.ca/safetyoffice/documents/ViewTrainingSummaryESS\\_JOBID.pdf](http://fhs.mcmaster.ca/safetyoffice/documents/ViewTrainingSummaryESS_JOBID.pdf)

The FHS Safety Office does not have access to training records held in the Mosaic system.