



## Welcome to the Department of Civil Engineering!

Here you can find important information and instructions to complete the MANDATORY training modules that will allow you to have keys and work in the labs in Civil Engineering. These are the courses that you have to complete **before** you access the labs: Safety Awareness, WHMIS, CIVL 801, Biohazard Safety training level 2, Materials Handling, and a Building & Lab tour.

**\*You are expected to send me proof of completion for the courses that are indicate below\***. Screenshots indicating that you have completed the course will suffice. If you have any questions, please feel free to contact me.

### ★ **WHMIS (PLEASE SEND ME CONFIRMATION OF COMPLETION!)**

If you have never taken WHMIS at Queen's, please register for the two-hour course. If you have taken it previously, refresher quiz is required. Self-registration and more information can be found at [www.safety.queensu.ca/training/whmis](http://www.safety.queensu.ca/training/whmis)

### ★ **CIVL-801 Health and Safety in CIVIL Engineering Research**

This course gives you an introduction to safe working in Civil Engineering, Ellis Hall, and fieldwork. There are multiple modules and you are expected to complete all of them. Please send me your NETID so I am able to get you enrolled (this process usually takes 24-48 hours). The courses will be found on onQ once you are registered.

### ★ **Biohazard Safety Training Level 2 (PLEASE SEND ME CONFIRMATION OF COMPLETION!)**

If you are working in a Biohazard lab (e.g. Mitchell Hall) you will need to complete Biohazard Safety Training Level 2. Level 2 is inclusive of Level 1, so only write the quiz for Level 2. This link outlines the process ([www.safety.queensu.ca/training/courses-and-quizzes-onq](http://www.safety.queensu.ca/training/courses-and-quizzes-onq)), including [self-registration](#) and required documents to be read. Biohazard safety is the longest process and includes an unlimited duration one-time quiz. If you are unsure during the quiz, please see documentation and/or seek an explanation about the safe practices from myself. Safety is a group mentality and understanding safe practices is important to us. More information can be found here: [www.safety.queensu.ca/training/biosafety-training](http://www.safety.queensu.ca/training/biosafety-training)

### ★ **Building and Safety Orientation/Tour (Including West Campus)**

Jamie Escobar ([escobar@queensu.ca](mailto:escobar@queensu.ca)) is responsible for the safety orientation. Please contact him once you are ready for a tour. If you are working over in Mitchell Hall, you will also need a tour over there and, in this case, you should contact Nathan Mullins ([nathan.mullins@queensu.ca](mailto:nathan.mullins@queensu.ca)). In case you need a tour at the GeoLab, please contact Joshua Coghlan ([j.coghlan@queensu.ca](mailto:j.coghlan@queensu.ca)) to book an appointment. Specific instrument safety training is provided by both Jamie Escobar and Stan Prunster. If there is any specific equipment you will need to use, you will have an equipment training form that your supervisor will need to sign off on. Jaime will be able to provide you with this form.

### ★ **Materials Handling**

This is an in-depth training for different materials you may come into contact with. Stan Prunster will go over this module with you. Please contact Stan ([stan.prunster@queensu.ca](mailto:stan.prunster@queensu.ca)) to set up an appointment.

☆ **Safety Awareness (PLEASE SEND ME CONFIRMATION OF COMPLETION!)**

You will also need to complete the Safety awareness training. This module can be taken online at [www.safety.queensu.ca/training/health-and-safety-awareness-training](http://www.safety.queensu.ca/training/health-and-safety-awareness-training)

☆ **AODA (PLEASE SEND ME CONFIRMATION OF COMPLETION!)**

As part of its obligations under the Accessibility for Ontarians with Disabilities Act (2005), the University is required to provide mandatory training. New employees are expected to complete the training within the first two weeks of starting at the University. All 4 modules: Access Forward Training, Accessible Customer Service Training, Human Rights 101 Training, and Accessible Instruction for Educators Training must be completed. This course can be taken online at [www.queensu.ca/equity/training](http://www.queensu.ca/equity/training).

*\* Graduate students will need this training to be hired as TAs, if you don't plan to be a TA you will not need to complete this course.*

**KEYS**

The proper procedure for key issues is to have your supervisor email Laura Cybulski ([laura.cybulski@queensu.ca](mailto:laura.cybulski@queensu.ca)) advising her that you require certain keys to the labs (room number is very helpful). Laura will check your safety training records for these particular labs and, if they are up-to-date, you will be issued keys to the labs. Please do not operate any equipment or machinery in the labs without instructions directly from the technicians. You are **NOT** to be trained by a graduate student.

Please refer to the link below to help you with the management of your projects in regard to technician time and prioritizing. If you have any concerns or questions, please contact our Department Manager, Graeme Boyd ([graeme.boyd@queensu.ca](mailto:graeme.boyd@queensu.ca)), in Room 233 (within the main office).  
[www.civil.queensu.ca/graduate/documents/GradStudentJobManagement.pdf](http://www.civil.queensu.ca/graduate/documents/GradStudentJobManagement.pdf)

If you need help in getting your computer to connect/work, you can contact our faculty ITS group by sending an email to [help@engineering.queensu.ca](mailto:help@engineering.queensu.ca) or filling out a ticket for service at the following link:  
<https://sso.engineering.queensu.ca/idp/profile/SAML2/Redirect/SSO?execution=e1s2>

Please do not hesitate to e-mail me if you have any questions or concerns about any of this. I will do my best to help you out!

Thanks,  
Debbie