

THINGS TO HELP YOU GET STARTED IN CIVIL ENGINEERING

1. Please register for the next available WHMIS course at the following link:
<http://www.safety.queensu.ca/training> (you will not be given any lab keys until you have completed all your safety training and this is the first step of many steps) If you have already completed the WHMIS course then please do the refresher online at the following link: <http://www.safety.queensu.ca/training/whmis>
2. Jaime Escobar (room 125), telephone 613-533-6844 or email escobar@queensu.ca will go through the New Employee/Student Safety Orientation Checklist with you. Make an appointment with Jaime for this.
3. Please refer to the provided link to help you with the management of your projects in regard to technician time and prioritizing. If you have any concerns or questions regarding this, please contact Lloyd Rhymer, Department Manager in Room 233. (within 241) <http://my.civil.queensu.ca/pdf/GradStudentJobManagement1.pdf>
4. You will also need to complete safety training (CIVL 801 through OnQ) in order to receive keys to the Labs. We have several safety modules which are offered and you will need to complete the **mandatory modules (online) CIVL 801-Module 3, Silica Sand General Training-Module 7**, as well as one more module which pertains to your work in the lab or field. The options are Fabrication-Module 4, Biohazard-Module 5, Field Safety-Module 6. <https://courses.engineering.queensu.ca/> You will also need to read and agree to the safety code of conduct online for CIVL 801. **If you will be doing work at West Campus you will also need to complete one on one training for Silica Sand (indepth training) with Stan Prunster. You should make an appointment with Stan to complete this.**
5. Attendance at the Departmental Graduate Orientation meeting is now mandatory. The meeting is typically held in the first few weeks of the term. An attendance form will be signed by the Department Head or Graduate Coordinator and included in each student's

file. If you are unable to attend, a meeting must be arranged with the Department Head or Graduate Coordinator for clearance.

6. The proper procedure for key issues is to have your supervisor email Sandra Martin (sandra.martin@queensu.ca) advising Sandra that you require certain keys to the labs. (room numbers is very helpful) Sandra will check to make sure your safety training for these particular labs is up to date and if so then you will be issued your keys. Please do not operate any equipment, machinery etc in the labs without instructions directly from the technicians. You are NOT to be trained by a graduate student.
7. Effective July 1, 2014 you will need to complete Safety awareness training (Ontario Regulation 297) and this can be completed online at the following link:
<http://www.safety.queensu.ca/training/health-and-safety-orientation-training>
8. 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 is done online at: <http://www.queensu.ca/equity/training>
9. 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 or filling out a ticket for service at the following link: <https://servicedesk.engineering.queensu.ca/>.