

Orientation Checklist

Please submit the following items (as one complete package) by uploading to [this link](#) by no later than **SEPTEMBER 16, 2024**

Please note that you **MUST** name the package using the following naming convention:
Lastname, Firstname STUDENTNUMBER Orientation Package
Example: Sullivan, Sarah 123456789 Orientation Package

- Personal Information Sheet
- NDA form
- Photography Release Form
- Screenshot of the completion of the Health and Safety modules
(add as a page to the PDF, or if necessary upload separately and call it
Lastname, Firstname STUDENTNUMBER Health and Safety)



Non-Disclosure Agreement

TO: W Booth School of Engineering Practice & Technology
McMaster University, ETB 521
1280 Main Street West
Hamilton, Ontario L8S 0A3

I, [*STUDENT NAME:* _____] of _____
[*residential address:* _____] acknowledge by

signing below that during my participation in programs delivered by the W Booth School of Engineering Practice & Technology ("the School") which includes, but is not limited to: courses, projects, informal or formal discussions, that I may become privy to certain projects or parts of them created by other students participating in School programs (including those of any student working with me on the same project, or by members of staff supporting the students, or by third party collaborators such as other students, mentors, faculty, etc.). School projects ("the Projects") may include, but shall not be limited to ideas, inventions, plans and concepts ("the Ideas") for which patent or other intellectual property and legal protection may be, or is being sought. I also acknowledge that the Ideas which form part of the Projects, together with any other information, disclosed by the School or by any other student or member of staff or any third party collaborator in relation to the Projects or the Ideas to which I may become privy, constitute confidential information that may be of commercial value.

1. In consideration of the School, a student, a member of staff or a third party collaborator disclosing any such information to me and administering programs delivered by the School, and subject to clauses 2 and 3 below, I agree:
 - 1.1. to maintain as confidential the Projects and Ideas and any and all information (other than my own Ideas and information) that may be imparted to me, obtained during my studies at the School or which may come into my possession as a result of, or in connection with the School, whether it is disclosed orally, in writing, machine readable or in any other form ("the Confidential Information");
 - 1.2. not to use or copy the Confidential Information for any purpose other than in connection with the School and in particular not to make any commercial use of it for my own benefit or for the benefit of any third party, whether commercial or otherwise; and
 - 1.3. not to dispose of, or publish (whether orally or in writing) any Confidential Information in any circumstances.
2. The undertaking in clause 1 shall not apply to:
 - 2.1. Information in the public domain at the time of disclosure, or subsequently comes within the public domain without any fault on my part;
 - 2.2. Information known to the me at the time of disclosure, provided there is adequate documentation to confirm such prior knowledge;
 - 2.3. Information approved for release by written approval of McMaster University;
 - 2.4. Information disclosed to third parties by McMaster University without similar restrictions on such third parties; or
 - 2.5. Information required to be disclosed by government agency or law, provided that McMaster University is provided with prior written notice of any such disclosure.

Non-Disclosure Agreement

3. The obligations set out in clause 1, for the avoidance of doubt; do not prevent me from using, copying, disposing of or publishing in any way the Confidential Information upon the written instructions of any authorized faculty member or staff of the School.
4. If I cease to take part in the School for any reason whatsoever, I agree to return immediately upon request to the School any and all materials in my possession that contain any Confidential Information.
5. I acknowledge that I am giving this undertaking to the School for its own benefit and for the benefit of its existing and future collaborators and their respective members of staff, students and other agents. Accordingly, I agree that the School may assign the whole or any part of its rights to enforce this undertaking and its rights to claim damages as a result of any such entities or individuals suffering loss as a result of any breach of this undertaking.
6. This Agreement shall be in effect throughout the duration of my studies at the School, and a further two years following completion and/or termination of my studies.
7. This undertaking shall be governed in all respects by the laws of Ontario and of Canada.

Name:

(Student)

Signed:

Date:

Witness:

Date:



WBOOTH SCHOOL OF ENGINEERING
PRACTICE AND TECHNOLOGY

Photograph/Image Consent Form

I, _____, hereby grant permission to W Booth School of Engineering Practice and Technology/McMaster University and its representatives to photograph and video me, and otherwise capture my image, and to make recordings of my voice. I further grant to McMaster University and its representatives the right to reproduce, use, exhibit, display, broadcast and distribute these images and recordings in any media now known or later developed for promoting, publicizing or explaining W Booth School of Engineering Practice and Technology, at McMaster University and its activities and for administrative, educational or research purposes.

I agree and acknowledge that any photographs, video images and voice recordings taken of me will become the property of McMaster University and may be used by W Booth School of Engineering Practice and Technology at McMaster University for a maximum period of five (5) years I irrevocably and expressly waive all moral rights that I have in any photographs, video images and voice recordings; and I waive any right to approve how any photographs, video images and/or voice recordings will be used by McMaster University. I hereby release McMaster University from any liabilities, obligation for financial payment or recognition.

In addition, should I wish to have my name, portrait, picture or photograph removed I am to contact the Program Administrator at wbooth@mcmaster.ca.

I confirm that I am over 19 years of age and that I have not given anyone the exclusive right to use my name, portrait, picture or photograph.

Signature

Date

Notice of collection of personal information

By taking my photograph, whether by still photograph, film or video and/or taping my voice, I acknowledge that W Booth School of Engineering Practice and Technology is collecting my personal information as defined by the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). The personal information is collected under the authority of The McMaster University Act, (1976). The information is used for public relations purposes of W Booth School of Engineering Practice and Technology including, but not limited to, publications, websites and materials promoting W Booth School of Engineering Practice and Technology. Personal information will not be used for any unrelated purpose without prior consent. 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 Business Manager, W Booth School of Engineering Practice and Technology.

MOSAIC/AVENUE Health and Safety Training – How To

Step 1) Login to MOSAIC using your **MACID**

Step 2) On the MOSAIC homepage choose “Regulatory Training”



Step 3) On the Request Training Enrollment page, choose Search by Course Name, and enroll in the following courses:

- SAFE (Slips, trips and falls, Asbestos Awareness, Fire Safety, Ergonomics)
- Health and Safety Orientation
- WHMIS 2015
- Chemical Handling & Spills (**Master of Engineering Design students only**)
- Violence and Harassment Prevention in the Workplace

Request Training Enrollment

Emily Reid

Please choose one of the search methods below to find a Health and Safety course session.

Search by Course Name



Search by Course Number

Search by Location

Search by Date

MOSAIC/AVENUE Health and Safety Training – How To

Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

To see the course description click on the course details icon.

Course Name

Course Details

Description	Course Detail	Course Number	Session Availability
A&R Health and Safety Training		ARHS	No Sessions Available
Health and Safety Orientation		HSORI	View Available Sessions

Step 3) Select **ONLINE TRAINING** by clicking on the **Session Number**, and complete registration

Course Session Details

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0055	2016/09/30	ONLINE		1.0	829

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Friday	2016/09/30	2016/09/30	12:00AM	12:01AM	ONLINE

If this session is full, place me on the waiting list.

MOSAIC./AVENUE Health and Safety Training – How To

Online Training: Some courses are available for completion online. You can take an online course any day or time (the “start date” for online courses is not applicable). One (1) business day after registering in Mosaic, the online course content and quiz will become available in your Avenue to Learn (<http://avenue.mcmaster.ca>) account (MacID login required). Your training summary, accessible in Mosaic, will reflect completion of training one (1) business day after successfully completing the course quiz.

Course Session Details

Course	HSORI	Health and Safety Orientation
Session	0164	
Course Start Date	11/30/2023	
Start Time	7:30AM	End Time 7:44AM
Duration (Hours)	1.0	
Location	ONLINE	
Language		

Dulcie Amaral

Employee ID	001024061
Comments	<input type="text"/>

Submit



The Save was successful.

OK



Step 4) After 24-48 hours, login to AVENUETOLEARN using your **MACID**. Your quizzes and courses will appear under the “Continuing” section of your Avenue page.

Continuing		▼
Fire Safety		

MOSAIC/AVENUE Health and Safety Training – How To

Step 5) Once you have completed the training quizzes on AVENUETOLEARN, wait 24-48 hours for grades to appear on MOSAIC. Grades will appear under **Health and Safety -> Training Summary**.



- Go To
- Self Service
 - Learning and Development
 - Training Summary ←
 - Professional Training

Training Summary Screenshot Example:

Training Summary

Dulcie Amaral

Select the Internal Training Course Name to view Details.

Internal Training

Course Name	Course Start Date	Course End Date	Status
Violence and Harassment Preven	09/30/2021	09/30/2021	Completed

REMINDER: All students **should have completed a total of 4 training courses.** **Masters of Engineering** Design students must have completed a total of 5 training courses.

Training Summary

Internal Training

Course Name	Course Start Date	Course End Date	Status
<u>Chemical Handling and Spills</u>	31/12/2019	31/12/2019	Completed
Asbestos Awareness	30/09/2019	30/09/2019	Completed
Ergonomics	30/09/2019	30/09/2019	Completed
Fire Safety	30/09/2019	30/09/2019	Completed
Health and Safety Orientation	30/09/2019	30/09/2019	Completed
Slips, Trips and Falls	30/09/2019	30/09/2019	Completed
Violence and Harassment Preven	30/09/2019	30/09/2019	Completed
WHMIS 2015	30/09/2019	30/09/2019	Completed

Other Professional Training

Course Name	Course Start Date	Course End Date	Status	Facility/School
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Go To

[Self Service](#)

[Learning and Development](#)

[Professional Training](#)

[Internal Training Enrollment](#)