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

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

### Social Insurance Number Offices

<table>
<thead>
<tr>
<th>Hamilton Service Canada Centre</th>
<th>Hamilton East Satellite Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1550 Upper James Street, Floor 1</td>
<td>2255 Barton Street East</td>
</tr>
<tr>
<td>Hamilton, Ontario</td>
<td>Hamilton, ON</td>
</tr>
<tr>
<td>(905) 572-2211</td>
<td>(905) 572-2211</td>
</tr>
</tbody>
</table>
| **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**


### OHIP Offices

<table>
<thead>
<tr>
<th>Health Card Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>119 King Street West, 10th Floor</td>
</tr>
<tr>
<td>L8P 4Y7</td>
</tr>
<tr>
<td>(Ellen Fairclough Building, across from Jackson Square)</td>
</tr>
<tr>
<td>(905) 521-7100</td>
</tr>
<tr>
<td><strong>Hours of service</strong></td>
</tr>
<tr>
<td><strong>Monday from 8:30 am to 5:00 pm</strong></td>
</tr>
<tr>
<td><strong>Tuesday from 8:30 am to 5:00 pm</strong></td>
</tr>
<tr>
<td><strong>Wednesday from 8:30 am to 6:00 pm</strong></td>
</tr>
<tr>
<td><strong>Thursday from 8:30 am to 5:00 pm</strong></td>
</tr>
<tr>
<td><strong>Friday from 8:30 am to 5:00 pm</strong></td>
</tr>
</tbody>
</table>

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 for 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.**

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 the Departmental Office.

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

**Mandatory Ongoing Safety Courses (MATRIXES)**

Review matrices 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.
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 originating 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@sd-cdc.gc.ca.

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@sd-cdc.gc.ca.

DO NOT WRITE BELOW - FOR LOCAL OFFICE USE ONLY

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)
EMPLOYEE CONTACT & DEPOSIT INFORMATION FORM

**A EMPLOYEE STATUS**
- New Employee
- Returning Employee
- Current Employee

**B EMPLOYEE INFORMATION**
- Employee ID (if known)
- Student ID (if applicable)
- SIN (DOB�MM/DD/YYYY)
- SIN Expiry Date (YYYY-MM-DD)
- Gedation (DOB�MM/DD/YYYY)
- Gender
- Date of birth (dd/mm/yyyy)
- Marital Status
- Citizenship Country
- Status (or Canadian)/National of Permanent Residence/Expiration
- Email Address

**C MAILING ADDRESS**
- No. & Street
- City
- Province
- Country
- Postal Code (EE/EE)
- Telephone No. (EE/EE)

**D PERMANENT ADDRESS** *(If different from mailing)*
- No. & Street
- City
- Province
- Country
- Postal Code (EE/EE)
- Telephone No. (EE/EE)

**E EMERGENCY CONTACT INFORMATION**
- Name
- Relationship
- Telephone No. (EE/EE)
- Alternate Telephone No. (EE/EE)
- Relationship

Forward to your Human Resources Services Area Office

(1) HR/EE/REV1.8/2011/12/19
EMPLOYEE CONTACT & DEPOSIT INFORMATION FORM

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 (RGO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 270 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

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: ___________________________

<table>
<thead>
<tr>
<th>TYPE OF HAZARD</th>
<th>APPLICABLE (YES, NO?)</th>
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<tbody>
<tr>
<td>Fire / Explosion</td>
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<tr>
<td>Toxic</td>
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<tr>
<td>Radioactivity</td>
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<tr>
<td>Electrical</td>
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<tr>
<td>High Pressure</td>
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<td>Mechanical</td>
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<td>Falling Objects</td>
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<td>Other (list)</td>
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### Materials Science and Engineering

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**Legend**
- **Yes**: Required for this course.
- **No**: Not required for this course.

Supervisors are required to ensure that all undergraduate students complete the mandatory online training. Online training can be accessed at the following link [Online Training](http://www.mcmaster.ca).