

THINGS TO HELP YOU GET STARTED IN CIVIL ENGINEERING

1. Please register for the next available WHMIS course at the following link: <https://www.queensu.ca/safety/courses/whmis.htm> (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/courses/>
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://www.civil.queensu.ca/pdf/GradStudentJobManagement.pdf>
4. **CIVL 801**-You will also need to complete safety training (CIVL 801 through Desire to Learn d2l) in order to receive keys to the Labs. You can find the link to this course from the Queen's University main page www.queensu.ca under search and sign in and then under **onQ** you will need to log in. 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. 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 the Coastal Lab Jaime Escobar can provide specific training geared to the Coastal Lab. If you will be doing work anywhere at West Campus you will also need to complete one on one training for Silica Sand (in depth training) with Jaime Escobar. You should make an appointment with Jaime to complete this. If you will be working in the Geo Lab at West Campus Graeme Boyd will provide specific training for you. If you wish to have access to the equipment storage room (Ellis 157) you will need to have completed the Field Safety Module 6. If you wish to have access to Ellis 131 lab you will need to complete Biosafety training level 2 which can be found at the following link:**
<https://www.queensu.ca/safety/courses/bio.htm> Effective July 1, 2014 Ontario Regulation 297/13 under the Occupational Health and Safety Act came in to force which requires you to complete "New Employee Health & Safety Orientation (SOP-Safety-06) found at the following link:
<http://www.safety/policy/eh&s/orientation.pdf>.
5. 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 are 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.

6. 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/>

WELCOME TO CIVIL ENGINEERING AND PLEASE FEEL FREE TO LET US KNOW IF YOU HAVE ANY QUESTIONS.