



ONGOING SAFETY TRAINING RECORD: PART B

PROCEDURE: This form must be completed for all individuals working in laboratories (i.e., employees, students, visiting scientists, volunteers engaged in research, and teaching assistants). The safety training record is to be updated on an ongoing basis as new training is provided. Training activities may be delegated to a qualified individual, however, the supervisor ultimately is responsible and must ensure that this record is updated. This training record may only apply to a specific location and additional training may be required for new labs and equipment. The form must be filed in a binder marked "Safety" and housed in a visible location in the lab.

Form with fields: Name, ID, Position, Email Address, Supervisor Name, Start Date

SAFETY TRAINING: Supervisor (or designate): I have specified the required training as indicated by checking the appropriate boxes below: Supervisor Initials/Date, Lab Personnel Initials/Date Complete. Includes checkboxes for WHMIS, EHS Biosafety, Laboratory Safety, EHS Worker Health & Safety Awareness, First Aid / CPR, Radiation Safety, Transportation of Dangerous Goods, Animal Care, and Other.

EQUIPMENT TRAINING: Lab Personnel: I have completed training on the equipment specified by my supervisor, as indicated below: Both the supervisor and lab personnel are to initial and date upon completion of training on each piece of equipment. Includes checkboxes for Autoclave, Centrifuge, Compressed Gas, Electrophoresis, French Press, Laminar Flow Hood, Liquid Nitrogen, Microscopes, Microtome, Shaker, and Other.

FIELD SAFETY (as applicable): Lab Personnel: I am aware of the hazards associated with the field work I will be performing and understand the precautionary measures in place to protect my safety. I have reviewed the field work safety plan. Supervisor (or designate): I have completed a relevant field work safety plan and have reviewed it with the individual. I have ensured that the individual has provided the department with emergency contact information.