Environmental Health & Safety FAQs

Laboratory Safety

1. We found some unknown chemicals in our laboratory. What's the procedure to dispose of them?

The Laboratory Safety Manual [1], section 18.4.1 contains information about how to characterize materials so that they can be removed from your lab and disposed safely. Please contact the Lab Safety Officer at labsafe@uoguelph.ca [2] for further information.

2. What posters should my laboratory have?

Please post the Laboratory Emergency Response Procedures [3] and Laboratory Spill Response - Chemical, Biological, Radiological [4]. Other postings and/or signs may be required if the lab is included in a Biohazard, Radiation, X-ray, or Laser permit or registration or dependent on the lab specific hazards. Additional resource poster on waste segregation can be found at Waste Segregation Matrix. [5]

3. I need to register for Transportation of Dangerous Goods (TDG) training. How do I gain access?

Please contact the Lab Safety Officer at labsafe@uoguelph.ca [2] with the following information:

1. First/last name
2. Department
3. Email (University of Guelph)

The Lab Safety Officer will register you for this training after which you will receive an automated email from the third-party training provider with further access instructions.
Once the training is completed, the Lab Safety Officer will generate a TDG certificate and will be in contact with you.

Hazardous Waste (chemical)

1. Can we dispose of X item? (e.g. batteries, paint, light bulbs)

Please refer to the Laboratory Safety Manual [1], section 18. For further information contact the Lab Safety Officer at labsafe@uoguelph.ca [2].

2. I asked for a container to be returned in the chemical waste form, but it wasn't. Why?

Once removed, containers need to be emptied before they are returned. This is typically completed on the next day of service depending on the number of waste requests which varies from week to week. If you are using a reusable container, you should have extras to account for this.
If your waste containers have not been returned after 1 week, please contact the Lab Safety Officer at labsafe@uoguelph.ca [2].

3. What is the best way to dispose of X chemical?

Please refer to the Laboratory Safety Manual [1], section 18.4.

4. Where can I get the yellow waste tags?

Yellow hazardous waste tags can be picked up from the EHS Main Office, Alexander Hall, Room 162 during regular office hours. For those located in Summerlee Science Complex or MacNaughton Building, tags are available from the Chemistry Stores.

5. How do I use the yellow tags?

Please refer to the Laboratory Safety Manual [1], section 18.4.

6. My waste was not picked up. Why?

There are several reasons that waste can be left behind including, but not limited to:

- It could not be located within the room
- Was not labelled properly
- Container was in poor condition, not sealed or was not properly packaged
- Requires special handling or arrangements
- The location was not open/accessible
- There was a significant number of waste pick-up requests and your waste will be picked up on the next day of service

Please contact the Lab Safety Officer at labsafe@uoguelph.ca [2] if you have any questions.

7. When is waste usually picked up?

Waste pick-ups are scheduled each Tuesday and reusable containers are typically returned on Thursdays. More information is available on the Hazardous Waste webpage [6].

8. Can I email with my waste pickup information, rather than fill in the online form?

Please fill in the online hazardous waste pickup form [7] for all hazardous-related pickups.

9. What about biohazardous waste?

Please refer to the Biosafety manual [8] section 9.

Please contact the Lab Safety Officer at labsafe@uoguelph.ca [2] to arrange for pick-up/disposal by the biohazardous waste contractor.

Radiation Safety

Dosimeters

1. I need a dosimeter, where can I pick one up?

A dosimeter can only be assigned if you have completed either x-ray or radiation safety training course first. Please fill in the Personal Dosimeter Badge Application form [9] and fax (519-824-0364) or send the form to the Radiation Safety Officer (RSO) at EHS using the campus mail service or to the campus mail room (UC 050). PLEASE DO NOT EMAIL THIS FORM due to the sensitive information it requires. Once the training and form has been completed the RSO will send your dosimeter via campus mail.

2. I have lost my dosimeter, what should I do?

All misplaced/lost dosimeters must be reported to the RSO immediately at radsafe@uoguelph.ca [10]. A spare dosimeter will be assigned for the remainder of the current monitoring period.

3. How do I return/pick-up dosimeters?

Each department or unit on campus has a contact that manages dosimeters for their group. Please contact your department/unit contact for pick-ups, returns and exchanges of dosimeters.
For more information, please visit our page on Radiation Monitoring [9].

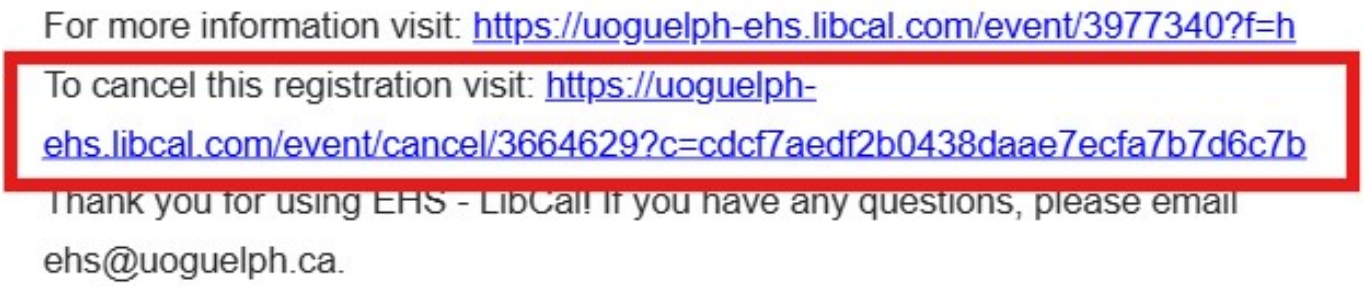
Biosafety

Please refer to the Biosafety FAQs on the Biosafety Program and Forms page [8].

Training

1. I accidently signed up for a course or I cannot attend the course anymore. How do I withdraw?

Upon registering for the course, you will have received a confirmation email containing a personalized cancellation link. Please use this link to cancel your registration (see screenshot below).



2. I need a certificate for a course I took in the past, but the Course is closed on CourseLink! Can you provide it for me?

Once you've completed a course and the certificate is available for download/printing, please save a copy of your training certificate for your records.

Printing Proof of Course Completion on Courselink
As proof of successful completion, a Certificate of Completion will be available in the Awards menu item found in the top navigation bar.
1. On CourseLink, click on your name at the upper right corner, that will bring down a menu.
2. Click on "Profile".
3. Under the heading "Awards Showcase", click on "View My Awards". This should go to a page with all the awards issued by courses.
4. Click on the course name. A pop up will appear with an option to generate a certificate. Click on "Generate Certificate", download the file and print. You may also forward the PDF version via email to your department contact. If you do not see this option for the course, please go to step 5.
5. Click on "Share". A pop up will appear and one option is "Share this award with a public link". That will generate a web page, go to that link and a "certificate" will be there with all the course information. Hit Ctrl + P and the page can be printed to PDF.

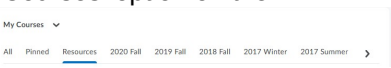
If you do not see either option, please email ehs@uoguelph.ca for assistance.

3. I signed up for an EHS course and it isn't showing up. What do I do now?

EHS courses require time to be made available to you, from the time you register, before they are available on CourseLink [11]. If after 48 hours, you are still having difficulty, please contact ehs@uoguelph.ca [12].

4. I am unable to find a specific EHS course on CourseLink. Where is it?

Some EHS Courses are posted in the Resource section in CourseLink [13]. Click on the Resources tab found under My Courses. You can also search for the course by clicking on the 'View All Courses' option on the homepage. If you are still having difficulty, please contact ehs@uoguelph.ca [12].



5. I don't have my Central Login (UoG email) address yet, can I still register for courses?

Please note that a University of Guelph central login (username/password) is REQUIRED to self register for all EHS courses and to access all online EHS courses offered through Courselink. If you do not currently have a U of G central login, please connect with your University contact, supervisor or department administrator to arrange for one.

6. How do I print off my certificate of completion from Courselink?

Please note that the certificate option has now been replaced with **Courselink Awards.**

You can print the award using these steps:

1. Go to CourseLink, click on your name at the upper right corner, that will bring down a menu.
2. Click on “Profile”.
3. Under the heading "Awards Showcase, click on "View My Awards". This should go to a page with all the awards issued by courses and it will have the option to “share” on it.
4. Click on that. A pop up will appear and one option is “Share this award with a public link”. That will generate a web page, go to that link and a “certificate” will be there with all the course information.
5. Hit Ctrl + P and the page can be printed to PDF.

7. How do I register for an EHS course?

Please visit the EHS Online Course Registration Page [14] to view and register for EHS courses.

8. Do I need to give my completed certificate to anyone?

Please keep a copy for your records and provide a copy to your supervisor, as appropriate.

9. I’m having a technical issue with CourseLink, what do I do?

Please direct all technical questions to CourseLink Support at courselink@uoguelph.ca [15].

10. Should I be completing EHS Worker Health and Safety Awareness or EHS Supervisor Health and Safety Awareness and Due Diligence?

If you are in the position to supervise/oversee students or staff, then you should be completing the Supervisor version of the Health and Safety Awareness Course. This course is very similar to its Worker counterpart, except for an additional module on Due Diligence. Your supervisor should also be able to provide direction on which is most appropriate training course for your position.

11. I would like to sign up a volunteer for EHS courses, but they don’t have a central login. What do I do?

Please note that a University of Guelph central login (username/password) is REQUIRED to access all online EHS courses offered through Courselink. If you do not currently have a UG central login, please connect with your University contact, supervisor or department administrator to arrange for one. The EHS Worker Health and Safety Awareness Training and the EHS Supervisor Health and Safety Awareness and Due Diligence courses are reserved for employees of the university only. For volunteers **without** a UofG login, EHS recommends the Ministry of Labour, Immigration, Training & Skills Development (MLITSD) Worker Health and Safety Awareness e-learning course [16] or the MLITSD's Supervisor Health and Safety Awareness and Due Diligence courses [17] as alternatives for volunteers and visitors.

Supervisors with specific questions about volunteers and the restrictions around the EHS Worker Health and Safety Awareness course can contact the Manager, Agriculture and Veterinary Safety, Christi Cooper at mcooper@uoguelph.ca [18].

12. I just completed the course, why isn’t my certificate available?

Many EHS courses have a set pass mark – you must fully complete the course by achieving the set grade level. Please check back to the main page of the course and click on your certificate to print/download for your records when it is ready.
For technical issues around the certificate availability, please contact Courselink Support at courselink@uoguelph.ca [15].

13. I've waited the required 48 hours and my course is still not available on CourseLink. What do I do?

The course registration system is not automatic and does require staff to confirm the registrations. Please email ehs@uoguelph.ca for assistance. We appreciate your patience.

First Aid Training

First Aid training, delivered through EHS, will only be available for those who are required by legislation to be certified according to their job/task functions.

1. My department is covering the cost of my First Aid Training. What do you need from me?

Please have your department forward GL coding to ehs@uoguelph.ca [12] prior to attending the first aid training. Please note that EHS will not charge your department until you have attended and completed your First Aid Training.

2. I would like to cancel my registration for First Aid. How do I do this?

Upon registering for the course, you will have received a confirmation email containing a personalized cancellation link. Please use this link to cancel your registration.

3. The first aid course I would like to register for is not listed yet or does not have the date available yet.

Please visit the EHS Training Schedule [19] to view current and future offerings. To register for any courses, please visit the EHS registration website [14].

4. The first aid course is fully booked, what do I do now?

Free feel to sign up for the First Aid course and be on our waiting list. Otherwise, check our training schedule [19] for our next planned First Aid Course offering.

5. Who can attend the first aid courses offered by EHS?

First Aid will only be available for those who are required by legislation to be certified according to their job/task functions. Priority will be given to regular, full-time staff and faculty.

6. Who pays and doesn't pay for first aid training?

This course is offered free of charge to full-time, permanent and some long-term contractual University of Guelph employees. If there is space available, the course may be open to undergraduate/graduate students and all non-university registrants and a charge will apply. Please arrange to make payment and hold your spot one week IN ADVANCE.

7. I lost my First Aid card, what do I do?

Canadian Red Cross supplies the First Aid cards; if you need a replacement card, login to your profile on the Canadian Red Cross website [20], using My RC Login.

PPE Subsidy Programs

Prescription Safety Glasses

1. I can't find the Prescription Safety Glasses form on your website? How do I get it?

The Prescription Safety Glasses Subsidy Form is not located on the EHS website. A request authorizing your participation in the Safety Glasses Subsidy program must be submitted to EHS by either your Supervisor or department's Administrative Assistant with the following information:

- Employee #
- Position:
- Department:
- Location:
- Bargaining Group:
- Supervisor Name:
- Supervisor Extension:

Once this information is received the authorization form will be sent via email to the both yourself, the Employee, and your Supervisor (if these emails were initially included).

Safety Footwear

1. Are students eligible for the safety footwear subsidy?

Graduate students, co-op students and hired undergraduate students are not covered under the safety shoe subsidy program. These students should speak to their supervisor regarding the possibility of departmental or research grant funding support.

2. Are postgraduate students eligible for the safety footwear?

Postgraduate student who are employed and working for longer than 18 months may be eligible for reimbursement of safety footwear expenses, under the non-union category, as appropriate to their work tasks.

3. What is the policy on safety footwear?

The University of Guelph's policy on safety footwear is found within the guidance on Personal Protective Equipment [21], found on the Environmental Health and Safety website, along with the procedure for obtaining reimbursement [22]. All reimbursement amounts for the safety shoe program are negotiated into collective agreements, so you may wish to refer to your bargaining agreement.

4. What does "qualifying employee" mean in the safety footwear program?

A qualifying employee is any full-time or part-time or contractual employee.

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Links
[1] https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs/laboratory-safety [2] mailto:labsafe@uoguelph.ca [3] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-programs-8 [4] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-programs-9 [5] https://www.uoguelph.ca/hr/system/files/Daniels%20Health%20-%20Waste%20Segregation%20Matrix_0.pdf [6] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-programs-10 [7] https://uoguelph.eu.qualtrics.com/jfe/form/SV_8jmkJrKTZThpuKx [8] https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs/biosafety-forms [9] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-and-forms/radiation-safety/radiation-safety-0 [10] mailto:radsafe@uoguelph.ca [11] https://courselink.uoguelph.ca/d2l/home [12] mailto:ehs@uoguelph.ca [13] https://courselink.uoguelph.ca/shared/login/login.html?target=%2fd2l%2fhome [14] https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-training/course-registration [15] mailto:courselink@uoguelph.ca [16] https://www.labour.gov.on.ca/english/hs/training/workers.php [17] https://www.labour.gov.on.ca/english/hs/training/supervisors.php [18] mailto:mcooper@uoguelph.ca [19] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-training/training-schedule [20] https://www.redcross.ca/training-and-certification [21] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs [22] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/safety-footwear-subsidy-program/procedure-obtain-safety