

APPENDIX 1 - Basic Laboratory Safety Training Requirements

1. General Provisions

- The PI is responsible for ensuring that new workers and students have completed the generic Basic Lab Safety and Workplace Hazardous Materials Information System (WHMIS) presentation and departmental WHMIS and Lab Safety Test preferably before starting work in the lab. The test to be reviewed by the WHMIS coordinator and the training is to be documented and records kept.
- The PI or a competent designate is to review and document training of site specific issues using the *Laboratory Safety Checklist for New Lab Personnel* form attached. The PI and new employee/students signatures are required and are to be kept in the Departmental office.
- The Environmental Health and Safety Office is to provide the Basic Lab Safety and WHMIS presentation on the EHSO web site to include a lab safety requirements section with policy/safety requirements for working in a lab, PI responsibilities, the Basic Lab Safety and WHMIS presentation, recommended training requirements for working in labs, suggested training topics and *Laboratory Safety Checklist for New Lab Personnel*.

2. Training Requirements For Working Or Studying In Laboratories

	Who	When	What	Other Comments
1	Principal Investigator ("PI")	<u>Within first month</u> of starting in the laboratory	EHSO to provide mandatory ONE hour 'face-to-face' safety requirements and responsibility orientation to new PI's with wet lab.	Administration to identify process whereby EHSO is notified in a timely manner of all new researchers with lab responsibilities
2	Students, technicians, research associates, and others working in research labs	<u>Mandatory</u> before starting work in the lab	1) 1.5-2.5 hour Basic Lab Safety WHMIS and generic orientation, to include a meaningful testing.(See attached Appendix 2 Part A and " <i>Basic Lab Safety and WHMIS</i> " on CD or EHSO web page) 2) PI or qualified designate goes through EHSO developed lab-site-specific checklist.(See Appendix 2 Part B and <i>Laboratory Safety Checklist for New Lab Personnel</i> ")	<ol style="list-style-type: none"> 1. Sub-committee has developed an introductory Basic Lab Safety presentation with a generic WHMIS component. 2. Recommendation is that this presentation will be maintained on the EHSO web-site. Departments will be able to maintain their own version with additional departmental specific information as well 3. Important aspect of this recommendation is that it would be the WHMIS coordinator's responsibility to mark and review the answers with each person to ensure comprehension of the material. This is documented on 4. Training checklist signed by WHMIS Coordinator, PI and new personnel and maintained in departmental office
3	Staff working with Biological Material	<u>Scheduled quarterly</u>	Biosafety Cabinet usage - 1hour Generic Biosafety -1 hour	Provided By EHSO
4	All staff	<u>Annually</u>	Retesting based on updated content/presentation.	WHMIS coordinator to update presentation annually