



LABORATORY PERSONNEL TRAINING RECORD

Employee Name: _____ Title: _____

Employee/Student Number: _____

Laboratory Supervisor: _____

Department: _____ Location: _____

Please check all items which were fully explained to you by your laboratory supervisor, for which you have received training and/or have written procedures. For those items not applicable to your work or research activities, indicate N/A (not applicable).

1. INTRODUCTION

- University of Toronto Health and Safety Policy
- Laboratory Responsibilities
- Health & Safety Internal Responsibility System
- Personal Protective Equipment Standards
- Accident, Incident and Occupational Disease Reporting Procedures
- Reporting a safety hazard

2. SAFETY RESOURCES

- UTSC Laboratory Health and Safety Manual
- UTSC Campus Safety & Security Environmental Health & Safety
- Office of Environmental Health and Safety (www.ehs.utoronto.ca)
- University of Toronto Scarborough Joint Health and Safety Committee
- UTSC Campus Police Services

3. EMERGENCY PROCEDURES

- I was informed of University of Toronto Scarborough Emergency Phone Numbers and Procedures

4. BASIC LABORATORY SAFETY

- I have read the University of Toronto Scarborough Laboratory Health and Safety Manual
- I know the location of the closest fire alarm
- I know the location of the fire extinguisher(s)
- I know the location of the closest emergency exit and have been instructed on the evacuation route

- I know the location of the closest first aid kit and spill kit
- I know the location of the eyewash and emergency shower and was instructed on how to operate them
- I was instructed on proper laboratory attire
- I was instructed not to eat, drink or apply makeup in the lab
- I was provided with the following personal protective equipment (PPE) and was instructed in its proper use, care and maintenance (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Disposable Gloves | <input type="checkbox"/> Chemical Goggles |
| <input type="checkbox"/> Lab Coat | <input type="checkbox"/> Face Shield |
| <input type="checkbox"/> Safety Glasses | |
| <input type="checkbox"/> Respirator, specific type: _____ | |
| <input type="checkbox"/> Hearing Protection, specific type: _____ | |
| <input type="checkbox"/> Other (specify): _____ | |

- I was instructed not to wear lab coats and gloves out of the designated lab area
- I was informed of the location and purpose of the Material Safety Data Sheets, the Emergency Contact Card, and other safety symbols and signage
- I was informed of the importance of good personal hygiene and understand the proper hand washing protocol
- I have read University of Toronto Scarborough's Working Alone Program

5. CHEMICAL LAB SAFETY

Not Applicable

- I received instruction on the safe handling and storage of chemicals
- I received instruction on the safe disposal procedures for chemicals
- I received instruction on the appropriate measures to take in case of a chemical spill
- I received instruction on safe chemical fume hood operation

6. RADIATION LAB SAFETY

Not Applicable

- I have read the University of Toronto Radiation Procedures Manual
- I have successfully completed the mandatory Radiation Safety Training
- I am listed as an authorized user on the supervisor's radioisotope permit
- I was given clear instructions regarding the lab rules for radioisotope work
- I received instruction on record keeping for radioisotopes as well as their safe disposal
- I received instruction on the appropriate measures to take in case of a radioactive spill or exposure

7. LASER SAFETY

Not Applicable

- I have read the University of Toronto Laser Safety Program
- I have successfully completed the mandatory Laser Safety Training

8. BIOSAFETY

Not Applicable

- I have read the University of Toronto Biosafety Procedures Manual
- I have successfully completed the mandatory Biosafety Training
- I received instruction on the safe handling and storage of biohazardous materials
- I received instruction on the decontamination procedures for the techniques performed in the lab
- I received instruction on the appropriate measures to take in case of a biohazard spill, exposure, or incident

9. HAZARDOUS WASTE DISPOSAL

Not Applicable

- I have read the University of Toronto Waste Management and Disposal Manual
- I was informed and understand University of Toronto's waste disposal procedures for: sharps, chemical waste, radioactive waste, and biological waste (e.g. infectious agents, blood and bodily fluids).

10. LABORATORY EQUIPMENT

Not Applicable

- I received instruction on the safe use of laboratory equipment (e.g. fume hood, centrifuge, autoclave, etc.)

Please list equipment:

11. SAFETY TRAINING REQUIREMENTS

Not Applicable

In consultation with EHS, laboratory supervisors must identify which safety training provided by EHS is required.

Training Course	Required (Y/N)	Date Trained (dd/mm/yyyy)	Lab Personnel's Initials
UTSC Lab Safety Day (Awareness Orientation)			
University of Toronto Health and Safety Orientation (online/in-class)			
General Workplace Hazardous Materials Information System (WHMIS) Training (online/in-class)			
Laboratory Biosafety			
Transportation of Dangerous Goods			
Blood-borne Pathogens			
Radiation Safety			
Sealed Sources Safety			
Laser Safety			
X-Ray Safety			
Respiratory Protection			
Hazardous Waste Management and Spill Response			

I, _____ as a member of the
laboratory of _____ (supervisor's name), have gone
through this training record with my supervisor and understand all the requirements.

Laboratory Personnel's Signature **Date**

Laboratory Supervisor's Signature **Date**

Once the training record is completed and signed by both the laboratory worker and supervisor, it should be kept on file by the Laboratory Supervisor.