



# TRIUMF Individual Training Plan

## 1) TO BE COMPLETED BY SUPERVISOR

<b>Trainee Name:</b>	
<b>Position Title:</b>	
<b>Division:</b>	
<b>Section/Group:</b>	
<b>Start Date:</b>	
<b>End of Term Date:</b>	

### Instructions to supervisors:

Check all courses that the above employee/student/visitor is required to complete. The Safety Orientation is required for all employees and has been checked for you already. The training coordinator will contact you about scheduling the training at the earliest possible time. Please see the course descriptions on the back of this form if you are unsure about the training requirements of the employee.

Please have this form approved by your Division head and returned to the training coordinator (Phil Jones) as soon as possible.

<b>Course Name</b>	<b>Required</b>	<b>Completed</b>
Safety Orientation ( <a href="#">online</a> )	✓	
Radiation Safety		
WHMIS		
Forklift		
Crane/Rigging		
Lab/Chemical Safety		
Fall Arrest		
Electrical Safety/Lockout		
Transportation of Dangerous Goods		
Fire Extinguisher Operation		
Laser Safety		

<b>Supervisor Name:</b>	<b>Date:</b>
<b>Division Head:</b>	<b>Date:</b>

## 2) Course Descriptions:

### 1. Safety Orientation

This is an online presentation that introduces employees to some of the major safety concerns and procedures at TRIUMF. It is mandatory that ALL staff, students, contractors and visiting faculty view this lesson.

**View the lesson:** <http://www.triumf.ca/EHS>

### 2. Radiation Safety

Required training for all staff designated as a Nuclear Energy Worker (NEW). A NEW is anyone who, in the course of his or her work, may receive a dose of radiation greater than the regulatory limit for the public.

**Contact:** Anne Trudel at local 7370 for more information

### 3. WHMIS

The Workplace Hazardous Materials Information System (WHMIS) provides specific health and safety information about hazardous materials in the workplace defined as *controlled products*. This computer-based training is a legislated requirement for anyone working with controlled products. Many commonly used products fall in this category.

**Contact:** Gord Wood at local 7495 for more information

### 4. Forklift

This is required training for anyone operating a forklift on site.

**Contact:** Gord Wood at local 7495 for more information

### 5. Crane/Rigging

This is required training for anyone working with overhead cranes.

**Contact:** Gord Wood at local 7495 for more information

### 6. Lab/Chemical Safety

This is required training for staff working with or near chemicals. Course covers safe chemical use, handling, storage and emergency response procedures for laboratories. This training is presented by the UBC Department of Health, Safety and Environment.

**Contact:** Gord Wood at local 7495 for more information

### 7. Fall Arrest

This is required where a worker's job may involve work at a height (a) from which a fall of 3 m (10 ft) or more may occur, or (b) where a fall from a lesser height involves an unusual risk of injury.

**Contact:** Gord Wood at local 7495 for more information

### 8. Electrical Safety/Lockout

This is required training for anyone applying electrical lockouts.

**Contact:** Gord Wood at local 7495 for more information

### 9. Transportation of Dangerous Goods

Transport Canada requires that any person who handles, offers for transport or transports dangerous goods must be adequately trained to do so. An outside company will supply this training.

**Contact:** Phil Jones at local 6171 for more information

### 10. Fire Extinguisher Operation

This is voluntary training for anyone wanting to learn more about the use of fire extinguishers.

**Contact:** Gord Wood at local 7495 for more information

### 11. Laser Safety

This is required training for anyone working with or around lasers.

**Contact:** Gord Wood at local 7495 for more information