Effective training is a critical component for the prevention of laboratory accidents and ensuring a safe work environment. All employees must be trained in general safe work practices and be given specific instructions on hazards unique to their laboratory work.

**Laboratory-Specific Training**

Principal Investigators and Laboratory Supervisors are responsible for ensuring that all laboratory personnel receive appropriate training in general safe work practices at the beginning of their employment. Additionally, employees must also receive the necessary laboratory-specific training based on the work to be performed, and on the hazards unique to their particular laboratory work.

Laboratory supervisors must ensure that:

- **All** laboratory personnel have received training in the safe handling, use and proper disposal of hazardous materials they will be working with in the laboratory.
- **All** laboratory personnel must be familiar with all safety procedures for activities/techniques involving hazardous work in the laboratory.
- **All** laboratory personnel are trained in emergency procedures, proper use of safety equipment (e.g. fume hoods, eyewash stations, fire extinguishers) and in the proper use of personal protective equipment (e.g. eye and face protection, protective clothing, hand protection).
- Training occurs **before** an individual begins working in the laboratory.
- **All** training is documented and maintained

Supervisors must complete a [UTSC Laboratory Personnel Training Record](#) (attached) for each laboratory personnel. The prescribed training courses may be completed online and/or in-class.

All training documentation should be kept on file by the Laboratory Supervisor. For University of Toronto employees, a copy must be submitted to the HR Training Coordinator.