

Human Resource Services 1265 Military Trail, Room BV-526E Toronto, Ontario, M1C 1A4

payroll.utsc@utoronto.ca

SAFETY TRAINING ACKNOWLEDGEMENT FORM

Please <u>forward completed form</u> with <u>both</u> the <u>Employee/Student's and Supervisor's signatures</u> to UTSC Payroll Services <u>payroll.utsc@utoronto.ca</u>.

EMPLOYEE/STUDENT INFORMAT	ION (PLEASE PRINT):
First Name	Last Name
Department/Division	Room/Laboratory No.
Position	Telephone No.
Email Address	
It is the responsibility of employee/stud	ent to complete safety training courses assigned by the employer and supervisor.
By completing and signing this form assigned by your employer and sup	n, you acknowledge that you must complete the required safety training ervisor.
Employee/student's acknowledgem	ent signature required:
EMPLOYER/SUPERVISOR/PRING	CIPAL INVESTIGATOR INFORMATION (PLEASE PRINT):
It is the responsibility of the Supervisor Occupational Health and Safety Act.	to ensure the employee/student has met safety training requirements under the
First Name	Last Name
Department/Division	Room/Laboratory No.
Telephone No.	Date
	n, you acknowledge that your staff must complete the required safety the Occupational Health and Safety Act.
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Supervisor's acknowledgement sign	nature required:

Supervisor must review the Safety Training Matrix for Laboratory Personnel or Safety Training Matrix for Administrative & Facilities Staff and highlight the courses applicable to the employee/student's work. The Safety Training Matrix is on the reverse of this form or can be found at: https://www.utsc.utoronto.ca/hr/health-safety-forms

Instructions for Accessing Training can be found at: https://www.utsc.utoronto.ca/ehs/training-information

For help in course selection, please contact:

UTSC EHS ehs.utsc@utoronto.ca



Safety Training Matrix For Admin & Facilities Staff

WELCOME! The Office of EHS welcomes you to the University of Toronto. Please take the time to review this document as it outlines the minimum training requirements for individuals who work in our offices and/or support and maintain our facilities. Please answer the questions in the table below to determine which requirements apply to you. If you answer "yee" the corresponding training/documents apply. You are responsible to ensure that you are aware of your training requirements. Please speak with your supervisor or manager if you have any questions about training and/or registering. Please feel free to contact the Office of EHS should you have any questions, we are here to help and we look forward to meeting you.

Who? Examples include: Facilities & Services, Facilities Management, Ancillary Services, etc. (Register for training at www.ehs.utoronto.ca)

Department-specific training: Some departments (e.g. caretaking) may have tailored specific training for their groups to cover these topics. This training matrix does not eliminate the need for department-specific training (e.g. orientation, equipment usage/maintenance, emergency response, work etc.)

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13 EHS 534 Manual Materials Handling No expiry online 27 EHS 303 Job Safety Analysis No expiry in-class	12	*				_		-		\rightarrow		_					_		eceiv	/ing (only)				÷			_		
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14 Mercury (Different training depending on tasks) No expiry in-class 28 EHS 305 Accident Investigation for Supervisors No expiry in-class	14 Mercury (Different training depending on tasks)					expir	y	in-	clas	s	28	EH	4S 30)5 Ac	cide	nt In	vest	igati	on f	or Su	perv	isors	3		No	expi	ry	in	ı-clas	ŝS





Safety Training Matrix For Laboratory Personnel

WELCOME! The Office of EHS welcomes you to the University of Toronto. Please take the time to review this document as it outlines the minimum training requirements for individuals who work in a lab environment. Please answer the questions in the table below to determine which requirements apply to you. If you answer "yes" the corresponding training/documents apply. You are responsible to ensure that you are aware of your training requirements. Please speak with your supervisor or manager if you have any questions about training and/or registering. Please feel free to contact the Office of EHS should you have any questions, we are here to help and we look forward to meeting you.

Who? ALL Research Lab Positions: Principal Investigators, Supervisors, Managers, Technicians, Post Docs, Research Associates, internship students, project students, grad & undergrad students. (Register for training at www.ehs.utoronto.ca)

									Com	plete	this	Train	ning F	Reaui	remei	nt (Se	e Kev	belo	w)						
nts, a	ice	ARE YOU A U OF T FACULTY, STAFF OR STUDENT WHO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
r cal age	EHS Off	will work in a CL1 / CL2 Lab?	•	•	•	•																			
Biosafety any biologic	. Contact	will work with human materials (e.g. blood, specimens, tissue, cells)?	•	•	•	•	•																		
Chemical & Laboratory Safety *If working with high hazard chemicals *If working with any biological agents,	permit is required. Contact EHS Office	will work with viral vectors (e.g. retrovirus, lentivirus, biological agents?	•	•	*	•		*																	
*If work	permit i	will ship/receive/import biological agents?	•	•	•	•			•																
fety micals	S	will work with/near chemicals?	•	•																					
ory Sa ard che	ermit	will use a respirator in the lab?	•	•						•															
aborat gh haza	mical P :HS).	will work with hydrogen fluoride?	•	•							•														
al & La with hi	rd Cher ntact E	will work with mercury?	•	•								•													
Chemical & Laboratory Safety working with high hazard chemica	a High Hazard Chemical Permit is required (contact EHS).	will work with molten materials?	•	•									•											\perp	
5 <u>₹</u>	a Hig requi	will ship chemicals? will work with open and	•	•										•										\perp	
r, a	permit is required. Contact Office of EHS	sealed sources? will work with sealed	•	•											•	•								igdash	
or lase		sources only? will work with irradiators	•	•			_										•	•						igdash	
Radiation Safety any radiation/x-ray		*training inloudes 30 mins of hands-on	•	•													•	•							
iation radiatio		will receive/ship materials?	•	•															•						
Rad th any		will receive rad materials?	•	•																•				1	
ing wit		will work with x-ray machines?	•	•																	•	•		L	
*If work	permit i	will work with open beam class 3B and class 4 lasers?	•	•																			*	•	
Human & Animal	Research Safety	Will work with humans or handle live animals/ carcasses/tissue or will have access to a vivarium? Contact your Local Animal Care Committees (LACCs)	•	•																					
Research	Abroad	Will conduct research work in a lab setting outside of Canada (Contact Safety Abroad Office (safety. abroad@utoronto.ca) & EHS	•	•																					
Key		rements			ŀ	(ey	Req	uirer	nents					Val	id Fo	r D	elive	ry							
		Basic Health and Safety Awar		-	No exp	oiry	-	online online in-class		-	2	+		OG Che		L.			3yrs		_	nline			
3		L WHMIS and Laboratory Safety L Biosafety		\rightarrow	3yrs No exi	nirv	-			-	3 4	-			n Safe	ty ty Refre	sher		3yrs 3yrs		-	ı-class nline			
4		HS 602 Biosafety Refresher		\rightarrow	No expiry 1yr				s/onli	-	5	+			ources		,311GI		3yrs		_	nline			
5		B Blood Borne Pathogens		\rightarrow	No expiry		-	in-class			6	-					her		3yrs		-	nline			
6		EHS 613 Viral Vectors (upcoming)		\rightarrow	1yr		\rightarrow	nline		-	7	+	S 715 Sealed Sources Refresher S 907 TDG Rad						3yrs		-	ı-class		_	
7		EHS 909 TDG Bio EHS 532 Respiratory Protection			2yrs 2yrs			in-class			8	+				iving o	nly		3yrs		_	in-class			
8								n-clas	S	1	9	EHS	741 X	-ray Sa	fety			3yrs	3	01	online				
9	EHS 006	6 Hydrogen Fluoride		Ţ	No exp	oiry	0	nline		-	20	EHS 745 X-ray Safety Refresher							3yrs		-	online			
10	EHS 111 Mercury Safety Awareness				No exp	oiry	0	nline		2	21	EHS 731 Laser Safety 3yrs in-cl										ı-class			
11	EHS 566		No exp		$\overline{}$	nline		$\overline{}$	22	EHS 732 Laser Safety Refresher 3yrs onlin															

