



SAFETY TRAINING ACKNOWLEDGEMENT FORM

Please **forward completed form** with **both** the **Employee/Student's and Supervisor's signatures** to Human Resource Services (BV-526E) or payroll.utsc@utoronto.ca.

EMPLOYEE/STUDENT INFORMATION (PLEASE PRINT):

First Name _____ Last Name _____
 Department/Division _____ Room/Laboratory No. _____
 Position _____ Telephone No. _____
 Email Address _____

It is the responsibility of employee/student to complete safety training courses assigned by the employer and supervisor.

By completing and signing this form, you acknowledge that you must complete the required safety training assigned by your employer and supervisor.

Employee/student's acknowledgement signature required: _____

EMPLOYER/SUPERVISOR/PRINCIPAL INVESTIGATOR INFORMATION (PLEASE PRINT):

It is the responsibility of the Supervisor to ensure the employee/student has met safety training requirements under the Occupational Health and Safety Act.

First Name _____ Last Name _____
 Department/Division _____ Room/Laboratory No. _____
 Telephone No. _____ Date _____

By completing and signing this form, you acknowledge that your staff must complete the required safety training assigned by you and under the Occupational Health and Safety Act.

Supervisor's acknowledgement signature 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>

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

For help in course selection, please contact:

Holly Yuen, Environmental Health and Safety Manager at (416) 208-5141 or Cynthia Cole, Health and Safety Officer at (416) 208-2928.

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 "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? 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.)

| Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|---|--|-----------|----------|-----|--|-----------|----------|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| All employees regardless of job function | ◆ | | | | | | | | | | | | | | | | | | | ◆ | | | | | | | | |
| Office worker or works at a computer workstation for more than 3 hrs/day | | | | | | | | | | | | | | | | | | | | | ◆ | | | | | | | |
| Supervises/Manages other employees | | | | | | | | | | | | | | | | | | | | | | | | | | ◆ | ◆ | |
| Work near but NOT directly with asbestos OR manages repair/maintenance/renovation projects | | ◆ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Perform Type 1 or 2 asbestos work * | | | ◆ | | | | | | | | | | | | | | | ◆ | | | | | | | | | | |
| Work at heights above 10 feet, closer than 2 feet to the edge and without guardrails | | | | ◆ | | | | | | | | | | | | | | | | | | | | | | | | |
| Drive or work on Aerial Platform Lifts | | | | ◆ | ◆ | | | | | | | | | | | | | | | | | | | | | | | |
| Work outside in the winter for significant periods of time | | | | | | ◆ | | | | | | | | | | | | | | | | | | | | | | |
| Work outside in the summer and in hot indoor environments such as the steam tunnels | | | | | | | ◆ | | | | | | | | | | | | | | | | | | | | | |
| Work in Confined Spaces | | | | | | | | ◆ | | | | | | | | | | | | | | | | | | | | |
| Work on loading Docks | | | | | | | | | ◆ | | | | | | | | | | | | | | | | | | | |
| Visits labs - repair/maintenance/renovation | | | | | | | | | | ◆ | | | | | | | | | | | | | ◆ | | | | | |
| Uses ladders | | | | | | | | | | | ◆ | | | | | | | | | | | | | | | | | |
| Transport large/heavy objects in vehicles | | | | | | | | | | | | ◆ | | | | | | | | | | | | | | | | |
| Manually transport materials (lifting, pushing, pulling) | | | | | | | | | | | | | ◆ | | | | | | | | | | | | | | | |
| Work on plumbing traps, clean up BROKEN compact fluorescent lights | | | | | | | | | | | | | | ◆ | | | | | | | | | | | | | | |
| Remove or clean mouldy materials; | | | | | | | | | | | | | | | ◆ | | ◆ | | | | | | | | | | | |
| Require awareness of mould remediation, prevention of mould growth but does not perform mould remediation – e.g. property managers, project managers | | | | | | | | | | | | | | | ◆ | | | | | | | | | | | | | |
| Exposure to noise > 85 dBA * | | | | | | | | | | | | | | | | | ◆ | | | | | | | | | | | |
| Uses respiratory protection | | | | | | | | | | | | | | | | | | ◆ | | | | | | | | | | |
| Disturb lead-containing materials such as lead paint, lead sheets, leaded glass, etc. | | | | | | | | | | | | | | | | | | ◆ | ◆ | | | | | | | | | |
| Disturb silica-containing materials such as mortar blocks, cement, brick, etc. | | | | | | | | | | | | | | | | | | ◆ | | ◆ | | | | | | | | |
| Uses chemicals | | | | | | | | | | | | | | | | | | | | | | | ◆ | | | | | |
| Exposed to an unexpected release of hazardous energy from a process/equipment (electricity, fluid pressure, air pressure, kinetic energy, potential energy, pressurized liquids or gas) | | | | | | | | | | | | | | | | | | | | | | | | ◆ | | | | |
| Transports, receives and ships chemicals under the Transportation of Dangerous Goods | | | | | | | | | | | | | | | | | | | | | | | | | ◆ | | | |
| Receives packages - biological agents (does not open) | | | | | | | | | | | | | | | | | | | | | | | | | | | ◆ | |
| Receives packages - radioactive materials (does not open) | | | | | | | | | | | | | | | | | | | | | | | | | | | | ◆ |
| Key | Requirements | Valid For | Delivery | Key | Requirements | Valid For | Delivery | | | | | | | | | | | | | | | | | | | | | |
| 1 | EHS 002 Basic Health and Safety Awareness | No expiry | online* | 15 | EHS 533 Mould: Evaluation and Controlling the Hazard | No expiry | in-class | | | | | | | | | | | | | | | | | | | | | |
| 2 | EHS 509 Asbestos Awareness OR EHS570 Managing Asbestos Projects (e.g. property managers, project managers) | No expiry | online | 16 | EHS 529 Noise: Evaluation and Controlling the Hazard | No expiry | online | | | | | | | | | | | | | | | | | | | | | |
| 3 | EHS 567 Asbestos Training for Type 1 & 2 Asbestos Workers & Their Supervisors (EHS 568 Refresher) | 5yrs | in-class | 17 | EHS 532 Respiratory Protection | 2yrs | in-class | | | | | | | | | | | | | | | | | | | | | |
| 4 | EHS 535 Fall Protection | 2yrs | in-class | 18 | EHS 519 Lead | No expiry | in-class | | | | | | | | | | | | | | | | | | | | | |
| 5 | EHS 539 Aerial Platform Lift | 3yrs | in-class | 19 | EHS 507 Silica | No expiry | in-class | | | | | | | | | | | | | | | | | | | | | |
| 6 | EHS 557 Cold Stress | No expiry | online | 20 | EHS 528 Slips, Trips and Falls | No expiry | online | | | | | | | | | | | | | | | | | | | | | |
| 7 | EHS 531 Heat Stress | No expiry | online | 21 | EHS 536 Office Ergonomics | No expiry | online | | | | | | | | | | | | | | | | | | | | | |
| 8 | Confined Space (campus-specific training will vary) | 2yrs | in-class | 22 | EHS 576 WHMIS for Non-Lab Staff | 3yrs | online | | | | | | | | | | | | | | | | | | | | | |
| 9 | EHS 549 Working in Loading Docks | No expiry | online | 23 | EHS 527 Lock out Tag out | No expiry | in-class | | | | | | | | | | | | | | | | | | | | | |
| 10 | EHS 953 Lab Safety Awareness for non-Lab Staff | No expiry | in-class | 24 | EHS 910 TDG - Chemicals | 3yrs | online | | | | | | | | | | | | | | | | | | | | | |
| 11 | EHS 542 Ladder Safety | No expiry | online | 25 | EHS 909 TDG - Biologicals | 2yrs | in-class | | | | | | | | | | | | | | | | | | | | | |
| 12 | EHS 547 Load Securement | No expiry | online | 26 | EHS 908 TDG – Radiation (Receiving only) | 3yrs | in-class | | | | | | | | | | | | | | | | | | | | | |
| 13 | EHS 534 Manual Materials Handling | No expiry | online | 27 | EHS 303 Job Safety Analysis | No expiry | in-class | | | | | | | | | | | | | | | | | | | | | |
| 14 | Mercury (Different training depending on tasks) | No expiry | in-class | 28 | EHS 305 Accident Investigation for Supervisors | No expiry | in-class | | | | | | | | | | | | | | | | | | | | | |

*Medical Surveillance applicable; Supervisors should contact Occupational Health at 416.978.4476



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)

| | | Complete this Training Requirement (See Key below) | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|------------------|-----------------|------------|------------------------------------|---|------------------|-----------------|---|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| Biosafety | ARE YOU A U OF T FACULTY, STAFF OR STUDENT WHO... | | | | | | | | | | | | | | | | | | | | | | |
| | will work in a CL1 / CL2 Lab? | ◆ | ◆ | ◆ | ◆ | | | | | | | | | | | | | | | | | | |
| | will work with human materials (e.g. blood, specimens, tissue, cells)? | ◆ | ◆ | ◆ | ◆ | ◆ | | | | | | | | | | | | | | | | | |
| | will work with viral vectors (e.g. retrovirus, lentivirus, biological agents)? | ◆ | ◆ | ◆ | ◆ | | ◆ | | | | | | | | | | | | | | | | |
| Chemical & Laboratory Safety | will ship/receive/import biological agents? | ◆ | ◆ | ◆ | ◆ | | | ◆ | | | | | | | | | | | | | | | |
| | will work with/near chemicals? | ◆ | ◆ | | | | | | | | | | | | | | | | | | | | |
| | will use a respirator in the lab? | ◆ | ◆ | | | | | | ◆ | | | | | | | | | | | | | | |
| | will work with hydrogen fluoride? | ◆ | ◆ | | | | | | | ◆ | | | | | | | | | | | | | |
| | will work with mercury? | ◆ | ◆ | | | | | | | | ◆ | | | | | | | | | | | | |
| | will work with molten materials? | ◆ | ◆ | | | | | | | | | ◆ | | | | | | | | | | | |
| Radiation Safety | will ship chemicals? | ◆ | ◆ | | | | | | | | | | ◆ | | | | | | | | | | |
| | will work with open and sealed sources? | ◆ | ◆ | | | | | | | | | | | ◆ | ◆ | | | | | | | | |
| | will work with sealed sources only? | ◆ | ◆ | | | | | | | | | | | | | ◆ | ◆ | | | | | | |
| | will work with irradiators *training includes 30 mins of hands-on | ◆ | ◆ | | | | | | | | | | | | | ◆ | ◆ | | | | | | |
| | will receive/ship materials? | ◆ | ◆ | | | | | | | | | | | | | | | ◆ | | | | | |
| | will receive rad materials? | ◆ | ◆ | | | | | | | | | | | | | | | | ◆ | | | | |
| | will work with x-ray machines? | ◆ | ◆ | | | | | | | | | | | | | | | | | ◆ | ◆ | | |
| | 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 | Requirements | | Valid For | Delivery | Key | Requirements | | Valid For | Delivery | | | | | | | | | | | | | | |
| 1 | EHS 002 Basic Health and Safety Awareness | | No expiry | online | 12 | EHS 910 TDG Chemical | | 3yrs | online | | | | | | | | | | | | | | |
| 2 | EHS 101 WHMIS and Laboratory Safety | | 3yrs | online | 13 | EHS 701 Radiation Safety | | 3yrs | in-class | | | | | | | | | | | | | | |
| 3 | EHS 601 Biosafety | | No expiry | in-class | 14 | EHS 705 Radiation Safety Refresher | | 3yrs | online | | | | | | | | | | | | | | |
| 4 | EHS 602 Biosafety Refresher | | 1yr | in-class/online | 15 | EHS 710 Sealed Sources | | 3yrs | online | | | | | | | | | | | | | | |
| 5 | EHS 603 Blood Borne Pathogens | | No expiry | in-class | 16 | EHS 715 Sealed Sources Refresher | | 3yrs | online | | | | | | | | | | | | | | |
| 6 | EHS 613 Viral Vectors (upcoming) | | 1yr | online | 17 | EHS 907 TDG Rad | | 3yrs | in-class | | | | | | | | | | | | | | |
| 7 | EHS 909 TDG Bio | | 2yrs | in-class | 18 | EHS 908 TDG Rad - receiving only | | 3yrs | in-class | | | | | | | | | | | | | | |
| 8 | EHS 532 Respiratory Protection | | 2yrs | in-class | 19 | EHS 741 X-ray Safety | | 3yrs | online | | | | | | | | | | | | | | |
| 9 | EHS 006 Hydrogen Fluoride | | No expiry | online | 20 | EHS 745 X-ray Safety Refresher | | 3yrs | online | | | | | | | | | | | | | | |
| 10 | EHS 111 Mercury Safety Awareness | | No expiry | online | 21 | EHS 731 Laser Safety | | 3yrs | in-class | | | | | | | | | | | | | | |
| 11 | EHS 566 Molten materials | | No expiry | online | 22 | EHS 732 Laser Safety Refresher | | 3yrs | online | | | | | | | | | | | | | | |

