



**SAFETY TRAINING ACKNOWLEDGEMENT FORM**

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

**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 Coordinator 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](http://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](http://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
<b>Biosafety</b> *If working with any biological agents, a permit is required. Contact EHS Office	<b>ARE YOU A U OF T FACULTY, STAFF OR STUDENT WHO...</b>																						
	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)?	◆	◆	◆	◆		◆																
<b>Chemical &amp; Laboratory Safety</b> *If working with high hazard chemicals a High Hazard Chemical Permit is required (contact EHS).	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?	◆	◆										◆										
<b>Radiation Safety</b> *If working with any radiation/x-ray or laser, a permit is required. Contact Office of EHS	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?	◆	◆																			◆	◆
<b>Human &amp; Animal Research Safety</b>	Will work with humans or handle live animals/ carcasses/tissue or will have access to a vivarium? Contact your Local Animal Care Committees (LACCs)	◆	◆																				
<b>Research Abroad</b>	Will conduct research work in a lab setting outside of Canada (Contact Safety Abroad Office (safety.abroad@utoronto.ca) & EHS	◆	◆																				
<b>Key</b>	<b>Requirements</b>	<b>Valid For</b>	<b>Delivery</b>	<b>Key</b>	<b>Requirements</b>	<b>Valid For</b>	<b>Delivery</b>																
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																

