



**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](mailto: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 can be found at: <https://ehs.utoronto.ca/training/admin-facilities-staff/> and <https://ehs.utoronto.ca/training/laboratory-personnel/>

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

Supervisor must review the EHS hazardous materials webpage: <https://www.utsc.utoronto.ca/ehs/hazardous-materials-information> and be familiar with employee areas with asbestos containing materials. Before beginning work that may disturb asbestos, please contact Facilities Management/EHS. For employees who are working near but NOT directly with asbestos, additional information is available on the EHS hazardous materials webpage and the EHS509 Asbestos Awareness course.

**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.