

Personnel Registration and Emergency Preparedness (PREP) Form Instructions

Section 1 – Researcher Information

Enter your University of Toronto contact information. You must sign this section following completion of the form.

Section 2 – Supervisor Information

Enter your Supervisor's University of Toronto contact information. To be signed by your supervisor following completion of the form.

Section 3– University Status

Select your status within the University. Staff should refer to the classifications below:

- **Appointed/Continuing Staff:** Full and Part Time positions that have no pre-determined end date.
- **Casual:** Positions hired for a specific term with a predetermined end date (e.g. Research Assistants).
- **Research Associate:** Limited term positions. Term-appointed staff are normally hired for an initial appointment of at least six months and have a predetermined end date at which time the appointment will terminate unless an extension is offered and accepted. Research Associate (Limited Term) appointments are renewable, but the total cannot exceed five years at the University.
- **Senior Research Associate:** Continuing positions where it is expected that grant funding for the position will continue.

Section 4 – Safety Training Requirements

This section indicates the minimum number of safety training courses that all new laboratory staff and students are required to take.

- You can enroll into EHS courses by visiting <https://ehs.utoronto.ca/training/my-ehs-training/>.
- The Department Basic Laboratory Safety Training will take place in person. Following submission of the PREP form you will receive an e-mail from the Chemistry Operations Manager outlining available dates and sign-up instructions.

Note: If you will work in a wet lab you must complete EHS101 **before** you attend the departmental training.

Section 5 – Emergency Contingency Plans

This section requires you to look-up and locate important safety information. You will need to identify the location of safety equipment in your laboratory workspace. Hard copies of the floor maps to your lab can be picked-up from the Program Assistant's office (EV243). Once completed, it should be scanned into pdf format and included with your PREP form package submission (see check list).

Section 6 – Identification of Laboratory Hazards

Together with your supervisor or a senior graduate student complete the subsections applicable to your research project. Depending on the hazards identified, you may be expected to complete additional EHS training courses.

Section 7 – Personal Protective Equipment

Here you must outline the PPE requirements you will be expected to comply with while working in the laboratory. Information and links to University resources regarding specific PPE standards and policies have been provided to help guide you.

Section 8 – Statements of Understanding

In this section you will be asked to read a number of statements and sign your initials to confirm that you understand and agree to the terms outlined within the PREP form.

Personnel Registration and Emergency Preparedness (PREP) Form

Section 1 – Researcher Information

Name:	
U of T Email Address:	
UTORid:	
Department:	
Office Number:	
Lab Number:	

By signing this document, I acknowledge that the information contained herein is accurate and it has been discussed with my supervisor. If any significant changes occur (e.g. change in primary lab location or change in project), a revised Personnel Registration and Emergency Planning Document will be submitted.

Signature: _____ **Date:** _____

Section 2 – Supervisor Information

Name:	
U of T Email Address:	
Phone Number:	
Department:	
Office Number:	
Lab Number:	

By signing this document, I acknowledge that I have both discussed and approved the information contained in this document with the above individual.

As the supervisor, it is my responsibility to ensure that all lab personnel (workers and students) under my supervision know of potential and actual hazards in their working environment and that they understand, and follow standard safety practices and procedures including the use of personal protective equipment and other devices as required by law and University of Toronto Policy.

Signature: _____ **Date:** _____

Section 3 – University Status

Indicate which of the following categories describes your status at the University:

Undergraduate Student		
Work Study	Volunteer	Visiting Student
Research Course (PSCB90, CHMD90, etc.)		
Other (Specify):		

Graduate Student		
Masters	Ph.D.	Visiting Student

Staff		
Technical Staff	Appointed/Continuing	Casual
Visiting Researcher	Short Term (<1 month)	Long Term (>1 month)
Postdoctoral Fellow	Research Associate	Senior Research Associate
Other (Specify):		

Administrative Staff		
Appointed/Continuing	Full Time	Part Time
Casual	Short Term (<1 month)	Long Term (>1 month)

Section 4 – Safety Training Requirements

Courses must be completed prior to starting any research work in a lab. The following courses are required for everyone:

- 1) EHS002 – Basic Health and Safety Awareness (online)
- 2) EHS528 – Slips, Trips and Falls (online)
- 3) EHS536 – Office Ergonomics (online)

If you will be working in a wet lab the following courses are also required:

- 4) EHS101-WHMIS and Lab Safety Training (online)
- 5) DPES Basic Laboratory Safety Training (in-class)

The above courses represent the minimum basic training requirements. Depending on the nature of your project and the types of hazards in your workplace, additional Training Requirements will be identified in Section 6 (Laboratory Hazards Survey) of this document.

Section 5 – Emergency Contingency Plans

Please complete the tables below:

Emergency Numbers*	
Fire, Police, Paramedics:	911
Campus Police:	
Chemical Stores:	
Facilities Management Emergency Maintenance:	
UTSC Health and Wellness Center:	

*If using a U or T phone, dial 9, first before dialing the number

Emergency Equipment	
Location of automated external defibrillator (AED):	
Location of Large Chemical Spill Cart†:	

†Include the location of the Spill Cart in the area where you will be working (e.g. South Campus, North Campus or Both).

On the provided floor plan specific to your lab floor(s) indicate the location of any of the following applicable to your work area:

- All Exits
- Safety Showers
- Emergency Eyewash Station
- First Aid Kits
- Emergency Gas Shut Off Switches
- Fire Alarm Pulls
- Fire Extinguishers
- Lab Area Phones
- Spill Kits
- SDS Sheets (Physical or Digital)

Standard Basic Emergency Procedures

Describe how you would handle the following situations:

1) The fire alarm sounds:

2) A fellow lab member receives minor injuries:

3) A fellow lab member receives serious injuries:

4) A strong chemical odor is detected:

5) You encounter or are confronted with someone in serious emotional/mental distress:
(Helpful information can be found at <https://www.utsc.utoronto.ca/hwc/helping-students-distress>)

Section 6 – Laboratory Hazards Survey

Go through your lab with either your Supervisor or their designate and confirm the presence of any of the following hazards in your group's lab facilities *that are applicable to your research*:

Chemical Hazards:

Corrosive Chemicals		
Hydrogen Fluoride – <i>If selected you must complete EHS006</i>		
Perchloric Acid		
Toxic and Poisonous Chemicals		
Mercury – <i>If selected you must complete EHS111</i>		
Air/Water Reactive Solvents		
Compressed Gases – <i>If selected you must complete EHS113</i>		
Designated or Controlled Substances		
Cryogenics – <i>If selected you must attend facility specific training depending on your lab location:</i>		
EV Building	SW Building	SY Building
Incompatible Chemical Waste Types – <i>If selected you must complete EHS803</i>		

Generated Waste Classes and Disposal Plans:

Complete the table below:

Waste Class (flammable, halogenated, corrosive, etc.)	Waste Container Material/Type	Incompatible Wastes

Biological Hazards:

Does your lab currently have a biosafety permit? <i>If yes you must complete EHS601</i>	Yes	No
Does your lab have a Biosafety Cabinet? <i>If yes, indicate what type and attach a copy of your standard operating procedures for its use.</i>	Yes	No
Does your lab routinely require the use of an autoclave? <i>If yes, contact Chai Chen (chai.chen@utoronto.ca) for training</i>	Yes	No
If you selected yes to any of the above , describe the procedures that your lab uses to dispose of Biological Waste:		

Physical Hazards:

Will you routinely work with any of the following?:

Contents under pressure/vacuum	Yes	No
Glassware	Yes	No
Needles	Yes	No
Other Sharps	Yes	No
If you selected yes to any of the above , identify the location of the sharps disposal location in your lab:		

Electrical Hazards:

If applicable to your work, in the following table list equipment or instrumentation that has electrical requirements that exceed 115V or 10A.

Note: Only one entry is required per piece of equipment or instrumentation

Equipment	Voltage (V)	Frequency (Hz)	Amperage (A)	Location

Flooding Hazards:

If applicable, include a list of any equipment that you will work with that requires access to water:
E.g. Condensers, Rotary Evaporators, Water cooled cells, etc.

Will any of the above equipment be left to run overnight? Yes No

If you will be working with any flooding hazards, detail your labs flood prevention plan:

Fire Hazards:

If applicable, select any potential ignition sources and combustible materials you will be working with:

Chemicals	Heaters (hotplates, heat guns, etc.)
Ovens	Flame/ Natural Gas
Oil Baths*	

If you will be working with any fire hazards, use the space below to indicate controls designed to limit potential for fires (e.g. waste management, engineering controls, storage, and maintenance):

*Oil baths should never be left unattended

Radiation Hazards:

If you will be working with or near any radiation hazards, please complete the following section:

Radiation				
Ionizing			Non-Ionizing	
Source				
Open – If selected, you must take EHS701				
Sealed – If selected, you must take EHS710				
Type of Emission:	Alpha		Source Strength:	
	Beta	Gamma	X-ray	
Laser				
Type:	Class:	Path Length:	Open	Closed
<i>If class 3B or higher you must complete EHS731. For lasers below class 3B, EHS731 is recommended</i>				

Section 7 – Personal Protective Equipment (PPE)

Wearing PPE at all times (e.g. lab coat and safety glasses) while in a laboratory is a good laboratory practice whether or not you are personally performing lab work. While you yourself may not be physically working with hazards, the hazards are still present, and it only takes a second for an accident to occur.

It is important to familiarize yourself with the different types of PPE available, their appropriate use and protection levels they provide and have:

Lab Coats – There are many different types of lab coat materials, each of which have advantages and disadvantages. (100% cotton, 60% Cotton/40% Polyester, 20% Cotton/80% Polyester, Fire Resistant (e.g. Nomex). It is very important to review the [University's Lab-coat Guidelines](#) for more information and for help deciding which type of lab coat is most applicable to your lab work.

Eye protection – There are a few different types of eye protection (Safety glasses, Indirect Vented Chemical Splash Goggles, Face Shield) each of which all offer different levels of protection (all types should conform to Z94.3 for high impact). The choice of eye protection is dependent both on the type of hazard and quantity of material being used. It is important to review the [University's Protective Eye and Facewear Standard](#) for guidelines designed to help select the most appropriate eye protection given the likely hazards encountered by the worker.

Gloves – The choice of gloves is incredibly important as the wrong type of glove can actually increase the danger. Material and thickness are important considerations. The SDS for each chemical will recommend both the glove material and thickness to best protect oneself. It is important to review the [University's Protective Glove Standard](#) for more information.

Respiratory Protection – even with the appropriate engineering controls in place to reduce respiratory hazards (e.g. fume hoods), there may be instances where additional respiratory protection (e.g. the use of respirators) is required. If your work/research may require the use of respirators, you will need to participate in the [University's Respiratory Program](#).

Hearing Protection – The University of Toronto requires all individuals expected to work in a noisy environment (>85 dB) to wear appropriate hearing protection. Failure to do so will result in an increased risk of developing occupational noise-induced hearing loss.

Protective Footwear - In University workplaces, falling or rolling objects, sharp objects, exposed energized electrical conductors, or other hazards can create a potential for foot injury. Therefore, it is very important to review with your supervisor whether protective footwear is required. To help with that assessment, you should review the [University's Protective Footwear Standard](#).

PPE Chart

Complete the following table with your supervisor and select the PPE necessary for your work. For assistance completing the table, please refer to the [University's PPE assessment tool](#).

Protection of	PPE	Type/Material
Arms/Legs/Body	Lab Coat	
Eyes/Face	Safety Glasses Indirect Vented Chemical Splash Goggles Face Shield	
Hands	Protective Gloves	
Lungs	Dust Mask Half Respirator Full Respirator	Respirator Cartridges:
Ears	Ear Plugs	
Feet	Steel Toed Shoes Blue Seal Green Seal Anti-Slip Footwear Anti-Static Footwear	

Section 8 – Statements of Understanding

Please read each of the following statements carefully. By signing your initials, you confirm that you understand and agree with the statement:

Statement	Initials
1) I understand the hazards associated with my work	
2) I will complete all training requirements as outlined in Sections 4 and 6 before I begin work in the laboratory	
3) I will always wear appropriate PPE as outlined in Section 7 when working in the laboratory	
4) If any new hazards are introduced into my project, I will submit a new PREP form and complete any required training before working with the hazard	
5) I have taken a tour of my lab and know the location of the following:	
SDS sheets (physical or digital)	
Nearest eyewash station and shower	
First-aid kit	
Lab phone	
Chemical waste disposal area	
Sharps disposal area	
Glass disposal area	

Signature: _____ Date: _____