

On-boarding Safety Training Requirements: Lash Miller Laboratories, University of Toronto

Scope: *applies to all incoming Personnel, Graduate Students, Research Summer Students, CHM 499Y", "CHM 399Y", CHM 395Y and "CHM 299Y Students, Post Docs, Unpaid Intern/ Student Research Trainees, Volunteers and Visitors (if staying for more than 2 weeks) working in a laboratory*

IMPORTANT:

- Graduate students are required to complete all mandatory and additional training as specified by their supervisors by no later than the last available day for course enrollment.
- UG-499, UG-399, UG-395 & UG-299 students: enrollment to these courses is conditional to the completion of all required safety training. Failure to complete the training will result on removal from the course.
- All other incoming personnel and visitors are required to complete all safety training within 2 weeks from starting date.

Mandatory Safety Training

Visit <https://ehs.utoronto.ca/training/my-ehs-training/> and complete WHMIS and Lab Safety Training (EHS101): Workplace Hazardous Materials Information System for Lab Users (UTORid needed) ■

Visit the Chemistry website and review all safety Standard Operating Procedures (SOPs) [Chemistry SOPs](#) ■

Lash Miller Site Specific Training (LM-SST) (this is hands-on training) (UTORid not needed). Upon or prior to arrival to the Chemistry Department, contact the Manager of UG-Lab Tech Support and Supplies (chem.safety@utoronto.ca) to schedule training. ■

Download the [Lash Miller Site Specific Training Checklist](#) and bring it with you the day of training ■

[EHS 113 Compressed Gases Safety Training](#) ■

Contact your supervisor and review any additional safety training requirements as per next page ■

Additional Safety Training Based on Lab-Specific activities

Supervisors, please check all safety training that applies, print your name and sign

**Training to be completed within 2 weeks of starting work at Lash Miller
Chemistry Laboratories**

- a) EHS006 Hydrogen Fluoride
- b) EHS111 Mercury Safety Awareness
- c) EHS601 Biosafety (if you work in CL1 or CL2 lab)
- d) EHS603 Blood Borne Pathogens (if you will work with human materials (ex. Blood, specimens, tissue, cells))
- e) EHS701 Radiation Safety (if you will work with open and sealed sources)
- f) EHS710 Sealed Sources (if you will work with sealed sources **only**)
- g) EHS741 X-Ray Safety
- h) EHS736 (Online Laser Safety Theory course) or EHS737 (in-class version of it recommended for people with little to no experience with lasers) **AND** EHS738 Laser Safety Practical course (if you will work with open beam class 3B and class 4 lasers)
- i) EHS739 Laser Awareness (if you are in a room with lasers, but you do not operate the lasers)
- j) DB440 Site Specific Training (if you are going to be working in Davenport 440 (DB440)) (hands-on biosafety CL2 training). Contact chem.safety@utoronto.ca to schedule training.

Training to be completed within the first month upon arrival to Chemistry

(not applicable to summer volunteers and visitors)

- a) EHS908 TDG Rad – receiving only (if you will receive rad. materials)
- b) EHS909 TDG Bio (if you are going to be shipping biological agents)
- c) EHS910 TDG Chemical (if you are going to be shipping chemicals)

Supervisor Name (print):

Supervisor Signature: Date:

Graduate Students:

Upon completion of training: Submit, via email, this checklist signed by your supervisor, together with proof of completion of training to the Grad. Assistant (chem.gradasst@utoronto.ca)

Undergraduate Students:

Submit, via email, this checklist signed by your supervisor, together with proof of completion of training to the Undergraduate Studies Coordinator (chem.undergrad@utoronto.ca)

All other incoming personnel and visitors:

Submit, via email, this checklist signed by your supervisor, together with proof of completion of training to chem.keys@utoronto.ca.

IMPORTANT: To pick up the building & lab-keys: email the signed LM-SST- checklist, **proof** of mandatory training (EHS101) and of all other additional required training as specified by your supervisor, together with the **Key Requests Form** available from <https://www.chemistry.utoronto.ca/support-services/departamental-forms> to chem.keys@utoronto.ca.

Note: The LM-SST-checklist must include the signature of the PI and of the trainer.