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 require to complete all safety training within 2 weeks from starting date.

Mandatory Safety Training:


b) Visit the Chemistry website and review all safety Standard Operating Procedures (SOPs) Chemistry SOPs

c) Lash Miller Site Specific Training (LM-SST) (this is a hands-on training).
(No need of an UTORid). Upon or prior to arrival to the Chemistry Department contact the manager of UG-Lab Tech Support and supplies, Raymond Akbar (raymond.akbar@utoronto.ca) to schedule the LM-SST.

d) Download the Lash Miller Site Specific Training Checklist and bring it with you the day of the LM-SST

e) 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**

- c) EHS 006 Hydrogen Fluoride
- d) EHS111 Mercury Safety Awareness
- e) EHS601 Biosafety (if you work in CL1 or CL2 lab)
- f) EHS603 Blood Borne Pathogens (if will work with human materials (e.g. blood, specimens, tissue, cells)
- g) EHS701 Radiation Safety (If you will work with open and sealed sources)
- h) EHS710 Sealed Sources (if will work with sealed sources only)
- i) EHS741 X-ray Safety
- j) 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 will work with open beam class 3B and class 4 lasers)
- k) EHS 739 Laser awareness (if you are in a room with lasers; but, you do not operate the lasers)

**Training to be completed within the first month upon arrival to Chemistry**
(not applicable to summer volunteers and visitors)

- j) EHS908 TDG Rad – receiving only (if you will receive rad. materials)
- k) EHS909 TDG Bio (if you are going to be shipping biological agents)
- l) 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 to Linda Scott (linda.scott@utoronto.ca).

**IMPORTANT: To** pick up the building & lab-keys: bring 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/departmental-forms](https://www.chemistry.utoronto.ca/support-services/departmental-forms) to Linda Scott (LM154).

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