### 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 (chem.safety@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 off.

**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. Coordinator (chem.gradcoord@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: send the signed LM-SST-checklist, proof of mandatory training (EHS101), and all other additional required training as specified by your supervisor, together with the Key Requests Form available from https://www.chemistry.utoronto.ca/our-department/departmental-forms to chem.keys@utoronto.ca

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