



SFU Training and Orientation Checklist for Laboratory Personnel

Name: _____

Department: _____

Supervisor: _____

Please meet with your supervisor to determine what training and orientation sessions you will need to work safely in the laboratory. Requirements will vary depending on what type of work you will be doing in the laboratory, and what types of materials you will be working with. Training and requirements are listed below.

When all training requirements have been satisfied, the supervisor and lab personnel sign the bottom of the checklist.

	Training/ Orientation:	Mandatory For:	Valid For:	How To Register:	Completion Date:
General Safety Training	New and Young Worker Safety Orientation	Everyone	Complete only once	https://canvas.sfu.ca/enroll/RR8WDW	
	Supervisor Safety Training	Anyone in a supervisory or management position	Complete only once	https://canvas.sfu.ca/enroll/ANFJA8	
	Workplace Bullying and Harassment: Training for Employees	Everyone	Complete only once	https://canvas.sfu.ca/enroll/G8RJA7	
	Workplace Bullying and Harassment: Training for Supervisors	Anyone in a supervisory or management position	Complete only once	https://canvas.sfu.ca/enroll/DLXJPD	
	EHS Lab Safety Training: General Laboratory Safety	Everyone	3 years	https://www.sfu.ca/rs/ehs/register	
	EHS Lab Safety Training: Fire Safety	Everyone	3 years	https://www.sfu.ca/rs/ehs/register	
Chemical Safety Training	EHS Lab Safety Training: Chemical Safety (includes WHMIS 2015)	Anyone working in a lab area that has chemicals	3 years	https://www.sfu.ca/rs/ehs/register	
	EHS Lab Safety Training: Hands-on Chemical Safety	Anyone working in a lab area that has chemicals	3 years	https://www.sfu.ca/rs/ehs/register	
	WHMIS 2015	Anyone working in a lab area that has chemicals	3 years	https://canvas.sfu.ca/enroll/33KWC8	

Biosafety Training	EHS Lab Safety Training: Biosafety	Anyone working with biohazardous materials	3 years	https://www.sfu.ca/srs/ehs/register	
	Biosafety Training for Principal Investigators	Anyone holding a biosafety permit	Complete only once	https://canvas.sfu.ca/enroll/4YLFWX	
	PHAC module: General Safety for Containment Labs	Anyone listed on any biosafety permit	3 years	www.publichealth.gc.ca/training	
	PHAC module: Containment Level 2 Operational Practices	Anyone listed on a CL2 biosafety permit	3 years	www.publichealth.gc.ca/training	
	Biosafety Emergency Response Refresher Training	Anyone listed on a CL2 biosafety permit	1 year	https://canvas.sfu.ca/enroll/3EK73K	
Radiation Safety Training	Radioisotope Training	Anyone using open or sealed sources of radioactivity	3 years	https://www.sfu.ca/srs/ehs/register	
	X-Ray Safety Orientation	Anyone using X-Ray generating equipment (e.g. X-Ray diffractometers, X-Ray fluorescent guns, X-Ray imaging equipment)	3 years	https://www.sfu.ca/srs/ehs/register	
	Laser Safety Orientation	Anyone working with or near lasers	5 years	https://www.sfu.ca/srs/ehs/register	
Transportation of Dangerous Goods Training	Transportation of Dangerous Goods (TDG) by Ground (except Classes 6.2 and 7)	Anyone handling, offering for transport or transporting dangerous goods by ground	3 Years	Contact Catherine Peltier at cpeltier@sfu.ca	
	TDG by Air (except Classes 6.2 and 7)	Anyone handling, transporting dangerous goods by air	2 years	Contact Catherine Peltier at cpeltier@sfu.ca	
	TDG Class 6.2 – Transport of Infectious Substances by Ground or Air	Anyone handling, offering for transport or transporting Class 6.2 infectious substances by ground or air	2 years	Contact Catherine Peltier at cpeltier@sfu.ca	

* Please note that supervisors (or designate) must also provide laboratory or task specific training to laboratory personnel, and this training must be documented.

Lab Personnel Signature: _____

Supervisor Signature: _____

Checklist last updated: June 28, 2018