



## Onboarding Health and Safety Training Requirements for CPS Laboratories

---

These requirements apply to all incoming laboratory personnel including but not limited to graduate students, undergraduate research students, summer research fellows, and postdoctoral fellows.

### Policy:

- Graduate Students, Undergraduate Research Students, Summer Research Fellows, and Postdoctoral Fellows are required to complete all mandatory trainings prior to gaining access to the CPS Core Facility, the NMR lab, and/or your Principal Investigator's (PI) lab. Proof of completion will be required for key requests.
- Please complete the online health and safety training few days prior to joining the lab. The date for the in-person training will be communicated to you.
- Additional training that are specific to the PI lab will be conducted by the PI or by a qualified person assigned by the PI. Consult your PI to identify the appropriate trainings. For a list of available online training offered by the U of T Environmental Health and Safety, visit <https://ehs.utoronto.ca/training/laboratory-personnel/>.
- If you are joining a Chemistry lab, review the Chemistry Standard Operating Procedures (SOPs) on our website - <https://www.utm.utoronto.ca/cps/health-safety/chemistry-standard-operating-procedures-sops>

Personal Details	
Trainee Name:	Position: (e.g., UG, Grad, PDF, etc.)
Student/Employee #:	Today's Date:
PI Name:	Discipline: (e.g., AST, CHM, ERS, PHY)

**General Health and Safety Training  
(available online by U of T Environmental Health and Safety)**

EHS002 – Basic Health and Safety Awareness	
EHS101 – WHMIS and Lab Safety OR EHS112 – WHMIS Refresher, if EHS101 has been completed last year.	

**General Health and Safety Training  
(provided in-person by the CPS Health and Safety Representatives\*)**

\*Heidi Moore (heidi.moore@utoronto.ca) & Rocsana Pancescu (rocsana.pancescu@utoronto.ca)

**1. Emergency Response Standard Operating Procedure (SOP)**

Personal Injury (non-life threatening)	
Personal Injury (life threatening)	
<a href="#">First Aid</a>	
Building associated emergencies	

**2. Fire Response Standard Operating Procedure (SOP)**

Identify location of fire extinguisher	
Discuss types of fire extinguishers	
Review Fire Response	
Identify location of stairs	
Identify location of D class fire extinguisher (if applicable)	

### 3. Eye Wash & Safety Shower Standard Operating Procedure (SOP)

Identify location of eye wash stations, review flushing protocol	
Activate eye wash	
Review procedure in case of spill in the eye	
Identify location of safety shower, review certification tag	
Review procedure in case of spill on body parts	

### 4. Fume Hood Use Standard Operating Procedure (SOP)

Discuss fume hood SOP	
Discuss signs to be posted in case of alarm	
Discuss communication procedure	
Dos and Don'ts	

### 5. Chemical Spill Standard Operating Procedure (SOP)

SOP for spill inside the fume hood: Fume hood purge feature	
SOP for spill outside the fume hood a) Identify location of spill kit b) Review content of spill kit c) Review SOP and inventory form d) Small spill: Reviewed definition and SOP for cleaning a small spill e) Large spill: Review definition & procedure	

## 6. Chemical Compatibility & Storage

Review chemical storage and their waste: segregation by hazard group (post guide on every flammable/acid cabinet and fridge where chemicals are stored)	
SOP for transport of hazardous chemical and their waste	
SOP for receiving hazardous chemicals: HECHMET	
Reviewed legal requirement for inventory and SDS	
Reviewed return of bar code SOP (HECHMET inventory)	

## 7. Chemical Waste Management

Chemical waste collection	
Chemical waste tag	
Chemical waste removal	
Re-use of an empty chemical bottle as a chemical waste container (Bar code removal/return)	
Review special cases: choose chemicals that are applicable to your lab (see SOP)	

## Confirmation of Training Completion

Below individual has completed the general health and safety training required for CPS laboratories.

Trainee Name:	Signature:	Date:
Trainer Name:	Signature:	Date: