



Training Records

Complete and maintain 1 training record for each person within your laboratory. Keep training records and evidence of training courses (with certificates) in section 5 of this book.

Name: _____

Status:

Student:

- ☐ Undergraduate
☐ Graduate-Masters
☐ Graduate-Doctoral
☐ Work Experience

Non-Student:

- ☐ Researcher
☐ Post-Doc
☐ Technician
☐ Assistant
☐ Manager
☐ Other

TRAINING RECORD

Date:	Name/Title ¹ :	Description:	Certificate Provided?
	Review Laboratory Health, Safety and Environmental Guidebook (R)	Read and understand the contents of this guidebook	<input type="checkbox"/> Yes <input type="checkbox"/> No
	General Lab Safety Orientation (R)	Review hazards, safety features and safety procedures of this laboratory	<input type="checkbox"/> Yes <input type="checkbox"/> No
	WHMIS Orientation – Lab Specific (R)	Review hazards of lab and location of MSDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
	WHMIS & Basic Chemical Safety Course	Overview of chemical and biological hazards. Required in labs working with hazardous materials.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Biosafety Course	Overview of handling, disposal and best practices for biological hazards. Anyone working with risk group 2 materials or greater must take this course.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Radiation Safety	Individuals working with radioactive substances must take the radiation safety course once every 5 years.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Transportation of Dangerous Goods	This training is required to send or receive hazardous materials.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Emergency Fire Warden Training	This training is required to be a fire warden on campus.	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ Training that is required in any lab on campus is marked with a (R).