

Name:

LU Email:

Position:

Supervisor:

Trainee, please check below that you have read and understood the following topics as provided in your Orientation Package, some topics will apply in the field, others when based on campus.	
1)	Lakehead University Health & Safety Policy
2)	Health & Safety at Lakehead info sheet
3)	Work Related Injuries Reporting info sheet
4)	Workplace Violence Policy
5)	Hazardous Waste Disposal Procedures
6)	Field Safety Risk Assessment (resource material only)
7)	Other important items: <ul style="list-style-type: none"> • AEDs on Campus – Fieldhouse, Security, ATAC Lobby, Library Lobby, Bora Laskin Lobby, Bartley Front Desk • Smoking on campus in designated areas only • Security/Safety App available for download

To Be Completed	Training to be completed within TWO (2) weeks of initial orientation session (Completed using online training course)
<input checked="" type="checkbox"/>	Lakehead H&S Orientation (Module 1)
<input checked="" type="checkbox"/>	Ontarians with Disabilities (AODA) (Module 3)
<input checked="" type="checkbox"/>	Job Specific Training Checklist <i>(Upload signed checklist in drop box in Module 9)</i>
<input type="checkbox"/>	*WHMIS (Module 9)
<input checked="" type="checkbox"/>	Health & Safety Awareness Training for Workers (Module 2) OR
	Health & Safety Awareness Training for Supervisors (Module 2)
<input type="checkbox"/>	*Biosafety (Level) or Bloodborne Pathogen (Module 8)
<input type="checkbox"/>	*Transportation of Dangerous Goods (Module 7)

The topics above have been reviewed by:

Personnel Signature

Date

Supervisor

Date

*May be required (Ask Biosafety officer if unsure).

Job Specific Training Checklist for Field Trainees

Personnel Name:

Department:

Start Date:

Supervisor Name:

Location of Work:

General Safety	This section is to be completed for all trainees	
	Examples	Yes or N/A
Footwear	Appropriate footwear for risks/geography in the field	
Clothing	Appropriate to conditions in the field or specific hazards to be encountered	
First Aid kit location	Where to access first aid kit and designated first aider	
Communications	Emergency contact list, regular contact schedule	
Emergency procedures	Adverse Weather Injury	
Working alone policy and procedures	Which activities/locations are too hazardous for after-hours work or when alone	
Wildlife	Protocols for dealing with hazardous fauna/flora. <ul style="list-style-type: none"> • Large animals and protective measures (e.g. bear spray) • Stinging animals • Potential zoonotic diseases (contact with bats or ticks) • Toxic plants 	
Transportation	Transport to/from field site	
Navigation	Familiar with maps/compass/GPS	
Hazardous activities safety procedures	Boating/canoeing/rafting procedures Rock/tree climbing Underground work Working at heights Diving/snorkeling (Diver certification valid in Ont. is required for diving)	
Personal Protective Equipment	Requirements for selection, use, care and how to safely remove	
Environmental hazards	Sunburn/heat stress Cold stress Manual lifting/handling Slips and trips Personal security and safety Adverse weather	
Hazardous equipment	Electrofisher Chainsaw Traps/nets Firearms All Terrain Vehicles Other (specify in other hazards/risks section)	
Hazard Reporting Procedures	How/when to contact supervisor to assess risk of unexpected hazards	

Chemical Safety	Hazardous materials will not be used by this individual	
Safe chemical handling procedures	Safe use of chemicals, spill procedures	
Chemical spill kit	Location of kit and procedure for clean-up of spills	
SDS	Location of Safety Data Sheets (SDS)	
Inventory	Use of Lumin for hazardous materials inventory	
Biological Safety	Biohazardous materials will not be used by this individual	
Zoonotic agents	Risk groups, method of transmission, blood borne pathogens	
Aerosols/Infection Control	How to avoid exposure to infectious agents	
Animal Handling	Safe techniques for capture/handling/sample collection	
Needle sticks/sharps	Safe use of needles/sharps	
Shipping biological samples	Packaging samples for transport (may require TDG training, please contact BSO)	
Other Hazards/Risks	List below any other hazards/training provided specific to your fieldwork or check: Foreseeable risks are covered in the previous sections	

As Supervisor, I attest that _____ has both received training in all of the areas of health and safety checked above and demonstrated knowledge/proficiency in the standard operating procedures required for this fieldwork sufficient to enable him/her to conduct themselves safely in the field without direct supervision.

Supervisor Signature: _____ **Date:** _____

I attest that adequate training has been provided to me in order to conduct fieldwork safely and that I will follow all Lakehead rules as they relate to Health and Safety. I acknowledge that some medical conditions and or fitness may put me at increased risk of contracting an infectious disease or dealing with the rigors of fieldwork. Should I be at increased risk, I will discuss my field work duties with my primary health care provider annually and should any accommodations be required to reduce my risk, I will share those with my Supervisor as soon as I am aware of them.

Personnel Signature: _____ **Date:** _____

Supervisors keep a copy for your records, personnel must upload document to drop box in Module 9 (Completed Trainee Specific Training Records)