



**Job Specific Training
Checklist for RPSS Trainees**

Employee Name: _____
Last First

Department: _____ Start Date: _____

Supervisor Name: _____
Last First

General Safety	This section is to be completed for all trainees	
	Examples (Check as applicable)	Received
Sharps disposal	Safe clean-up of sharps, broken glass bin, disposal procedure	<input type="checkbox"/>
Work Order Procedure	Reporting physical deficiencies to work.orders@lakeheadu.ca	<input type="checkbox"/>
First Aid kit location	Where to access first aid kit and designated first aider	<input type="checkbox"/>
Telephone System	Emergency key on phone, emergency contact list	<input type="checkbox"/>
Emergency exits and procedures	Closest emergency exits, pull stations, fire extinguishers, area fire warden	<input type="checkbox"/>
Working alone policy and procedures	Which tasks are too hazardous for after-hours work and when alone, Keep In Touch program with Security	<input type="checkbox"/>
Location and use of emergency facilities	Closest safety shower, emergency eyewash station	<input type="checkbox"/>
Hazardous waste disposal procedures	Storage and segregation of waste, inventories and reporting requirements	<input type="checkbox"/>
Personal Protective Equipment	Requirements for selection, use, care and how to safely remove	<input type="checkbox"/>
Safety Policy/Procedures	Safe Work Procedures (SOPs)	<input type="checkbox"/>
Hazard Reporting Procedures	How to contact security/physical plant & your supervisor	<input type="checkbox"/>
Security	Procedures for visitors, and keeping the area secured	<input type="checkbox"/>
Machine/Tool Hazards	Proper use of tools, machines and knowledge of machine guarding	<input type="checkbox"/>
Lock out/Tag out	Procedures for Lock out/Tag out	<input type="checkbox"/>
Hot Work	Procedures of Hot Work	<input type="checkbox"/>
Shipping and Receiving	How to correctly receive a package	<input type="checkbox"/>
Transporting biological materials	Procedures for on-campus transport	<input type="checkbox"/>
	On public roadways (requires TDG certificate, arranged through H&S)	<input type="checkbox"/>
Biological Spills	Location of spill kit, how to safety clean up spills, when to report to Supervisor/Security	<input type="checkbox"/>
Biological waste	Separation and disposal procedures	<input type="checkbox"/>
*Trainee must complete WHMIS annually, contact H&S		

Chemical Safety	Trainee will be working with chemicals: <input type="checkbox"/> Yes <input type="checkbox"/> No (Proceed to section Biological Safety)	
Safe chemical handling procedures	Correct use of flammable liquids, toxic chemicals	<input type="checkbox"/>
Chemical spill kit	Location of kit and procedure for clean-up of spills	<input type="checkbox"/>
MSDS	Location of MSDS	<input type="checkbox"/>
Inventory	Requirements for inventory maintenance	<input type="checkbox"/>
Biological Safety	Trainee will be working with biohazards: <input type="checkbox"/> Yes <input type="checkbox"/> No (Proceed to section Other Hazards)	
Biological agents	Risk groups, method of transmission, blood borne pathogens	<input type="checkbox"/>
Universal precautions	Use of PPE, good hygiene/housekeeping practices	<input type="checkbox"/>
Needle sticks/sharps injuries	Safe use of needles/sharps	<input type="checkbox"/>
Other Hazards/Risks	List any other hazards/training provided specific to your lab or experimental procedures or check: <input type="checkbox"/> 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 proficiency in the standard operating procedures required for this work sufficient to enable him/her to conduct themselves safely in without direct supervision.

Supervisor Signature: _____ **Date:** _____

I attest that adequate training has been provided to me in order to conduct my duties safely and that I will follow all safety rules as they relate to Health and Safety.

Employee Signature: _____ **Date:** _____

Supervisors keep a copy for your records, and send original completed form to Human Resources, Attn: Laboratory and Biosafety Specialist