

REQUIREMENTS FOR SAFETY PASSPORT

- The exercises involving the personal safety orientation worksheet and the project planning sheets should be completed with guidance of your supervisor or someone he/she designates.
- Your supervisor should keep records of your safety training.
- You too should keep a copy for your records!
- Have the faculty co-chair of the Safety Committee (Bé Wassink, Room 406) review your safety forms and exercises once they are done.
- Then they will be filed by a secretary in the main office (Forward 309).

All research personnel:

See the MTRL Student and Employee Safety Training Checklist, available on the MTRL website, safety page. This form summarizes your safety training. Complete this and the associated exercises/forms.

1. Take the Risk Management Laboratory Chemical Safety Course. The course (on-line) is available through UBC Risk Management Services. Upon successful completion of this part a practical session will follow. You will receive a certificate of completion by e-mail. This need to accompany your completed safety training documents. (It can be supplied later after completion of the rest of the safety training requirements. Then bring it to the main office.)
2. View the Departmental Safety Orientation (available from the department safety page website).
3. Complete the "Personal Safety Orientation Worksheet" (available from the department safety website). Answers for many of the questions can be found in the information and safety documents posted and on the MTRL website, safety page.
4. You need to receive group specific training in safety in the particular area that you will be working. Your supervisor or someone he/she designates provides this. There should be a record of what was presented. This is retained by the supervisor. Indicate when this is completed on the MTRL Student and Employee Safety Training Checklist.
5. Fill out the "Project Planning Sheets" for your project. This should be done in consultation with your supervisor or someone he/she designates.
6. If any other Risk Management safety courses are required for your work, take these and indicate on the MTRL Student and Employee Safety Training Checklist form.

