

## Food and Human Nutritional Sciences New Lab Personnel Requirement Checklist

<b>Name:</b>	<b>Date:</b>
<b>Principal Investigator/Official Supervisor:</b>	<b>Department, Building:</b> FHNS <input type="checkbox"/> Dairy <input type="checkbox"/> Duff Roblin <input type="checkbox"/> Ellis <input type="checkbox"/> RCFFN Others _____

Several checklists require your UMnet ID that is/will be assigned to you if you are a registered U of M student, staff or Faculty.

In the case for personnel who previously had access to UM Learn, or need an individual sponsorship of computer account (e.g. visiting student, non-U of M volunteer, visiting academic, etc.) , please fill out and submit an [Individual Sponsored Account Form](#) to IST.

<b>REQUIREMENT</b>		Yes	NA
Checklist (1) and (2) are mandatory for all UM employee includes temporary employee and TA			
1	<b>New Worker General Orientation (NWGO)</b> - completed through UM Learn ( <a href="#">NWGO</a> ). <ul style="list-style-type: none"> <li>▪ Submit certificate to WHMIS coordinator</li> </ul>		
2	<b>Accessibility Training (Customer Service)</b> - completed through UM Learn ( <a href="#">Accessibility Training</a> ). <ul style="list-style-type: none"> <li>▪ A confirmation of completion will be sent to you within 24 h after you have fully watched all three modules.</li> </ul>		
3	<b>WHMIS Program</b> – mandatory for all lab personnel, completed through UM Learn ( <a href="#">WHMIS Training</a> ). <ul style="list-style-type: none"> <li>▪ Submit certificate to WHMIS coordinator</li> </ul>		
4	<b>Biosafety training if working with biological material</b> - completed through UM Learn ( <a href="#">EHS UManitoba Biosafety Training</a> ). <ul style="list-style-type: none"> <li>▪ Submit certificate to WHMIS coordinator</li> </ul>		
5(a)	<b>Animal User Training if working with live or intact animals</b> - completed through UM Learn ( <a href="#">Animal User Training Course</a> ).		
5(b)	Attend <b>Animal Wet Lab Training</b> depending on the work being conducted.		
6	<b>Radiation Safety Training if working with or around radiation hazards</b> Complete requirements ( <a href="#">Radiation Safety Training</a> ) according to the type of permit in your lab – <a href="#">Open Source</a> or <a href="#">Sealed Source</a> .		
7	<b>Laboratory Safety Checklist for New Lab Personnel Form</b> (see 2 <sup>nd</sup> attachment)		
	a. Building/On-site Lab Safety Orientation. This includes site specific biosafety training if working with biological material (see page 3).		
	b. Discuss with your supervisor regarding to the associated risks for your assigned duties and work areas, and review the personal protection equipment that is available.		
	c. Complete and sign the form.		