

Department of Animal Science New Staff/Student Onboarding

Welcome! Please ensure you've completed the [New Employee Checklist](#) for employees through UM Human Resources. For any Department HR questions, please contact [Anam Anwar](#). To complete online training modules, you will need to [claim your UM net ID](#). Contact [IST](#) if you cannot claim your UM net ID, or request a sponsored account. Claiming your UM net ID is also important as email communication with principle investigators (PIs), supervisors and office staff must be via a UM staff or student email only (no personal email addresses).

This onboarding document should serve as a supplemental training reference for all new staff and graduate students. Not all training may apply to all workers, however *all* Department staff and graduate students should work with their supervisor to coordinate items listed under [Getting Started](#) with help from the main office staff.

Consult with your supervisor or the Department WHMIS Coordinator, using the [Safety Training](#) section of the Onboarding Checklist, to determine which training sessions are appropriate for the work you will be conducting.

Following training, printouts of all online training module certificates and the original signed copy of your lab safety checklist must be submitted to Animal.Science@umanitoba.ca to keep on record in your employee file.

To complement training, the University has developed safety resources available to staff and students, available on the EHSO's website. These include:

- [Biosafety Manual](#)
- [Radiation Safety Manual](#)
- [Chemical Safety Guideline](#)
- [UM Emergency Response Quick Reference Guide](#)
- [Occupational Health and Safety Notice of Injury](#)

The Department has also developed resources specific to our applications:

- Building safety tour
- [Workplace-specific New Worker General Orientation](#)
- Department of Animal Science [Safety Manual](#)
- Standard Operating Procedures (SOP) or lab methods for analytical procedures
- Standard Working Procedures (SWP) for common lab procedures

Additional resources can be found on the Animal Science Department [website](#).

If at any time a worker feels unsafe, they can and should request additional training and/or oversight. If a student feels uncomfortable with reporting exposures/incidents, Student Advocacy can be sought as a resource to assist in such reporting. Additionally, if working conditions change so as to present new or unfamiliar hazards or an increased level of risk, additional training or support should be sought from your supervisor and/or the [WHMIS Coordinator](#).

Department of Animal Science New Staff/Student Onboarding Checklist: Getting Started

Complete this checklist with your supervisor and submit to Animal.Science@umanitoba.ca

Name: _____ Position: _____ Start date: _____

	Yes	No	Need to know:
1. Is this person a new worker to a) the University and/or b) to the Department?			Complete <u>UM New Employee Checklist</u> Complete <u>Workplace-Specific New Worker General Orientation</u>
For inquiries on items 2-4 below, contact animal.science@umanitoba.ca for more information or to submit requests. Expect a two-day turnaround time for these requests.			
2. Will this person need access to the printer for business use?			Request tutorial on printer use to claim printer ID.
3. Will this person submit weekly timesheets?			Review Time Reporting Procedures as follows: If YES: <i>Casual/Temporary Positions</i> If NO: <i>Permanent/Project Positions</i>
4. Will this person require: a) Office space b) Keys or lab entry code(s) c) Locker space			a) To request office space, Supervisor must submit request by email. b) To obtain lab door codes/keys, submit all completed safety training documents along with your signed Key Request Form. c) Requests will be filled pending availability.

Proceed to *Department of Animal Science New Staff/Student Onboarding Checklist: **Safety Training***

Department of Animal Science New Staff/Student Onboarding Checklist: Safety Training

Complete this checklist with your supervisor and submit, along with your completion certificates to Animal.Science@umanitoba.ca and to the WHMIS Coordinator for your safety training file. Note that some training may need to be repeated annually or every few years.

Name:	Yes	No	If "Yes", register for:	How to register:	Completion Date
1. Will this person be working in a laboratory ?			WHMIS training Building Safety Tour Complete <u>Laboratory Safety Checklist for New Personnel</u> with your supervisor. This must also be signed by the Department WHMIS Coordinator and submitted to Animal.Science@umanitoba.ca .	UM Learn <u>Contact</u> WHMIS Coordinator	
a) Will this person be working with potentially biohazardous materials ? This may include, but is not limited to, digesta, blood, fecal and urine samples.			Generic Biosafety Training Site-Specific Biosafety Training Once training is complete and before proceeding with biological work, all personnel must be listed on a current, approved <u>Biosafety Permit</u> .	UM Learn PI to provide as per EHSO; template avail. in <u>Sharepoint</u> .	
b) Will this person be working with radiological materials ? This includes open- or sealed-source radiation, and x-ray equipment.			Radiation Safety Training <i>Note:</i> No completion certificate. Refresher training required annually. Once training is complete and before proceeding with radiological work, all personnel must be listed on a current, approved <u>Radiation Safety Permit</u> .	<u>Contact</u> EHSO Radiation Safety. For <u>more info</u> .	
2. Will this person be receiving or shipping any Dangerous Goods as defined by the <u>Federal TDG program</u> ? This may include, but is not limited to, shipping dry ice or receiving dangerous chemicals.			Transportation of Dangerous Goods Training	<u>Contact</u> EHSO	

	Yes	No	If "Yes", register for:	How to register:	Completion Date
3. Will this person conduct any work with live animals ?			Animal User Training Anticipated start date for animal work: _____ Species-specific wet lab (indicate): Bovine Swine Poultry Once training is complete and before proceeding with animal work, all personnel must be listed on a current, approved <u>Animal Care Protocol</u> .	UM Learn; then complete and submit <u>Animal User Training Form</u> to Animal User Training Program (<u>AUTP</u>). Submit <u>wet lab registration form</u> to <u>AUTP</u> .	
4. Will this person conduct any work off campus?			Refer to <u>FAFS Biosecurity Protocol</u> and <u>UM Field Safety Manual</u> .		
a. Will they drive a Department vehicle?				Supervisor or <u>Dept. technician</u> will provide training on procedures.	
b. Will they conduct any work at Glenlea Research Station (GRS) ?			GRS Safety Training and Orientation GRS Facility-Specific Orientation (indicate): Bovine Swine Poultry	<u>Contact facility manager</u> . Remember your PPE!	
c. Will they conduct any work at Ian N. Morrison Research Farm in Carman, MB?			Ian N. Morrison Research Farm Safety Training and Orientation <u>Plant Science Safety Seminar</u>	<u>Contact facility manager</u> .	
5. Will this person be supervising others?			Safety for Supervisors Fire warden training* First Aid/CPR*	UM Learn EHSO <u>online registration calendar</u> Recreation Services <u>online</u>	

*Discuss with your supervisor or consult your job description.

Signature of Supervisor: _____

Date: _____

Signature of Employee/Student: _____

Date: _____