



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	Laboratory Safety Training Standard
Parent Policy:	Health and Safety
Effective Date:	November 27, 2007
Revised Date:	
Review Date:	November 27, 2017
Approving Body:	Administration: President
Authority:	Policy: Health and Safety
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Director of Environmental Health and Safety
Application:	Students; All Employees

Part I Reason for Procedure

To set out Procedures secondary to Policy: Health and Safety, in conjunction with the provisions of the *Workplace Safety and Health Act of Manitoba* and the need to ensure that University of Manitoba laboratory staff and students are sufficiently oriented and trained when working in undergraduate and research laboratories to properly protect themselves and others from risks to their health and safety arising from hazardous materials and equipment, including all regulated controlled products.

Part II Definitions

For the purposes of these Procedures only:

2.1 Laboratory staff shall include those persons employed by the University of Manitoba working in an undergraduate, clinical or research laboratory.

2.1.1 To verify an individual's employment status, please consult with Human Resource Services.

2.2 Student shall be defined as a person who is engaged in academic study with the University of Manitoba for whom a period of experience in an undergraduate, clinical or research laboratory is a requirement of their educational program or volunteer experience.

2.2.1 To verify an individual's student status, please contact the Registrar's Office.

2.3 Undergraduate, clinical and research laboratories include, but are not limited to, all laboratories in University of Manitoba owned buildings, affiliated University of Manitoba laboratory work sites in Cancer Care Manitoba, Health Sciences Centre and Institutes, National Research Council of Canada, Cadham Provincial Laboratory, the Canadian Science Centre for Human and Animal Health and other University of Manitoba occupationally related fieldwork sites.

2.4 **Training Requirements**

2.4.1 Departments are responsible that new staff or students who will be studying or working at a University of Manitoba undergraduate, clinical and research laboratory are trained and evaluated on their level of competence in accordance with Appendix 1 (Basic Laboratory Safety Training Requirements) and Appendix 2 (Recommended Lab Safety Training Topics).

2.4.2 Staff members transferring into a new position in a laboratory will be expected to receive training as per the standard for new staff or students.

2.4.3 Departments are responsible to pay for any costs associated with the training requirements in this standard.

2.4.4 Departments are required to maintain documentation of all laboratory training which shall be made readily available to any party having authority to request such information.

2.4.5 Appendix 1 (Basic Laboratory Safety Training Requirements) and Appendix 2 (Recommended Lab Safety Training Topics) shall be maintained by the Environmental Health and Safety Office in consultation with committees established to deal with safety and health matters at the University.

2.4.6 This training standard is to be used in conjunction with, and not as a replacement for, existing occupational training requirements for individual faculties/programs or the requirements established in accordance with the Radiation Safety Procedure or any other Procedure adopted under the Health and Safety Policy.

**Part III
Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Director of Environmental Health and Safety is responsible for the communication, administration and interpretation of these Procedures.

**Part IV
Review**

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The scheduled review date for this Policy is November 27, 2017.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
 - (a) the President and/or Vice-President (Administration) deems necessary; or
 - (b) the relevant Policy is revised or rescinded.

**Part V
Effect on Previous Statements**

- 5.1 These Procedures supersede:
 - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

**Part VI
Cross References**

Policy: Health and Safety