

MANDATORY BI SAFETY TRAINING FORM

1. User Information

BI User:		Contact Number:	
User Supervisor:		Contact Number:	

2. BI Training

Independent access to BI laboratories is restricted to **authorized personnel**, also referred to as BI users, whose accessibility is dependent on the completion of required safety training and training documentation, and the approval of BI staff.

Required safety training includes:

- McMaster University Safety Training modules: influenced by McMaster’s EOHSS guidelines and training matrix, McMaster’s Biosafety Office, McMaster’s Risk Management Manual, and specific BI laboratory hazards.
- BI General Training.
- BI on-site laboratory & equipment training.

Additional McMaster may be required, depending on the user’s work and associated risks and hazards, and especially when accessing BI BSL-2 laboratories. For a list of required McMaster Training, refer to the BI website: “biointerfaces.mcmaster.ca/training”.

Any concerns or questions should be directed to BI staff.

2.1. BI General Training

BI General Training highlights important BI policies and procedures, as listed below. **It is the user’s responsibility to review such policies during the training module and as needed.**

- BI Safety Program
- BI Access Policy
- BI BioELN Policy
- BI BioELN Policy - Equipment
- BI Biohazardous Work Policy
- BI Biohazardous Work Policy – Medical Monitoring
- BI Biosecurity Policy
- BI Code of Conduct Policy
- BI Documentation Policy
- BI Emergency Procedures Policy
- BI Emergency Procedures Policy – Equipment
- BI Emergency Procedures Policy – Spill, Hazardous
- BI Emergency Procedures Policy – Spill, Biohazardous
- BI Emergency Procedures Policy – Biohazardous
- BI Emergency Procedures Policy – Post Emergency
- BI Housekeeping Policy
- BI Infraction Policy
- BI PPE Policy
- BI Substance Policy
- BI Substance Policy – Compressed Gases
- BI Substance Policy – Cryogenics
- BI Substance Policy – Designated Substances
- BI Training Policy
- BI Visitor Policy
- BI Waste Disposal Policy – General and Hazardous
- BI Waste Disposal Policy – Biohazardous
- BI Working Alone Policy – After Hours

BI policies are available via the BI website. Any major amendments to BI policies or procedures will be communicated to BI users via the BI Safety Board, and may require retraining.

3. User Declaration

While in the BI, the user agrees to the following conditions.

<input type="checkbox"/>	I will adhere to all McMaster University safety policies, guidelines and manuals.
<input type="checkbox"/>	I will adhere to all BI policies, procedures and equipment Standard Operating Procedures (SOPs).
<input type="checkbox"/>	I have read the policies listed above as highlighted in the BI General Training, and any others deemed applicable to my work in the BI, and will review them as needed.
<input type="checkbox"/>	I agree to only access BI facilities during my allowable working hours, as working outside of my allowable working hours, without permission, will result in suspension of BI access and privileges.
<input type="checkbox"/>	I will not prop doors open or let unauthorized individuals into the facility.
<input type="checkbox"/>	I will complete of the <u>Visitor's Log</u> when bringing visitors or tours into BI laboratories. I will restrict visitors and tours to regular working hours, and consult with BI staff as needed.
<input type="checkbox"/>	I will monitor my training status in the BioELN and update training modules as needed.
<input type="checkbox"/>	I will become familiar with BI emergency procedures and the location of emergency equipment.
<input type="checkbox"/>	I will consult with BI staff prior to using or possessing the following items in the lab: hydrofluoric acid, and/or substances that may liberate HCN or HF upon standing or treatment with acid (ie: NaCN) or decomposition; hydrochloric acid cylinders; perchloric acid; and designated substances.
<input type="checkbox"/>	I will not use any piece of equipment without proper training from BI staff.
<input type="checkbox"/>	I acknowledge that equipment training is subject to equipment usage rates and technician fees, and incorrect usage or constant assistance from BI staff may result in additional training charges.
<input type="checkbox"/>	I acknowledge that usage of BI equipment and laboratory space is billable.
<input type="checkbox"/>	I will report any broken or malfunctioning equipment to BI staff promptly. Any damage(s) to BI facilities or equipment that I am responsible for will be charged to my supervisor.
<input type="checkbox"/>	I will seek permission from BI staff prior to storing or working with biological materials in the BI.
<input type="checkbox"/>	I acknowledge that failure to comply with BI policies may result in infraction notifications, which may be communicated to me verbally, via email or through the <u>BI Infraction Notification Form</u> , depending on the seriousness of the infraction. My supervisor may also be notified, in addition to the BI Director/Co-Director and all BI staff members.
<input type="checkbox"/>	I realize that after multiple or repeated infractions and/or in severe cases, I may be suspended from BI facilities and/or equipment, for a time period determined by the BI, or indefinitely.
<input type="checkbox"/>	If I am unsure of any policy or procedure, I will consult with BI staff.
<input type="checkbox"/>	I am accountable for all my activities while working at the BI.
Signature of user:	
Date:	

4. PI Approval

<input type="checkbox"/>	I have reviewed this form with my worker. I acknowledge that I am financially responsible for equipment training, usage and any damages incurred by my worker, as billed monthly.
Signature of user's supervisor:	
Date:	
Account Number:	
Date:	

5. BI Approval

To be completed by BI Staff once the online training has been completed.

Signature of BI Staff:	
Date:	
Comments:	