# BI Training Policy

1. To access BI laboratories independently as authorized personnel, or BI Users, individuals must complete relevant McMaster safety training and BI-specific safety training, and submit usage permission paperwork, as described herein.
2. It is the BI User’s responsibility to monitor their training status, ensure safety training is up-to-date, and communicate updated training to BI staff.
3. Expired or incomplete training may halt access.
4. Relevant BI User safety training and accompanying paperwork is stored in the BI Main Office area. Refer to the BI Documentation Policy.
5. BI training requirements are reviewed and updated annually, or as new information is made available. Training requirements are communicated to BI users via the BI website, the “BI Information Board” (refer to the BI Documentation Policy).
6. Individuals wishing to access BI laboratories without BI-specific safety training requirements are “Visitors”. Visitors must sign-in and be escorted by authorized personnel. Refer to the BI Visitor Policy.
7. Individuals wishing to work in BI laboratories without BI-specific safety training requirements are “Visiting Scholars”. Refer to the BI Visiting Scholar Policy.

## BI-Specific Safety Training

1. BI-specific safety training includes individual completion of relevant McMaster safety training, the BI General Safety Training module, and the BI Training Form; see below.
2. Upon completion, individuals become “BI Users” and are granted “Regular Working Hours” access to BI CL-1 laboratories. “After-hours” access may also be requested following the completion of the BI Working Alone Form; refer to the BI Access Policy and BI Working Alone Policy.
3. With completed BI-specific safety training, BI Users may schedule on-site equipment training and CL-2 lab orientation with BI staff.

### McMaster Safety Training Requirements

1. McMaster safety training requirements for BI laboratory access are captured in the BI Training Matrix, as compiled by BI staff upon review of McMaster University safety resources; refer to the BI Safety Program.
2. The BI Training Matrix provides minimum McMaster safety requirements for BI access and/or BI equipment usage.
3. The BI Training Matrix is not exclusive for worker training requirements. Workers may need additional McMaster safety training, depending on the hazards associated with their assigned tasks, and should review tasks, hazards and training requirements with their supervisor. Worker risk assessments and procedural SOPs pertaining to their specific work are the responsibility of the BI user’s supervisor. Refer to the BI Safety Program.

### BI General Safety Training

1. The BI General Safety Training module is an introduction to the BI Safety Program and general in-house policies. The module is available via the BI website. Hardcopies of the BI General Safety Training module are available upon request.
2. Individuals must read through the BI General Safety Training module and referenced policies, and then complete an online form and quiz. The online form and quiz results are automatically sent to BI staff for review.
3. The BI General Safety Training module expires every 3 years; recompletion is required for a BI User to maintain BI access.
4. BI General Training module will be reviewed annually and updated as necessary. Amendments will be communicated to current BI users via the BI Safety Board, located near the BI lab entrance.

### BI Training Form

1. The BI Training Form requires individual and supervisor affirmations to review and follow the BI Safety Program and policies
2. The BI Training Form will be reviewed annually and updated as needed.

### BI On-site Laboratory and Equipment Training

1. Upon entry into BI laboratories, BI Users should review lab safety documentation, emergency equipment locations and review emergency procedures. Refer to the BI Documentation Policy, BI Emergency Procedures Policy, and BI Emergency Equipment Policy as necessary.
2. Prior to working independently on BI equipment, BI Users must be trained on-site by BI staff. Equipment training may require additional McMaster safety training, evaluation of equipment manuals, technical data sheets and/or SOPs, requires user competency and is billable to the user’s supervisor. User competency and equipment usage is at the discretion of BI staff. Refer to the BI Equipment Policy.
3. For entry into BI CL-2 laboratories, BI Users must have up-to-date Biosafety Training and participate in “BI On-site CL-2 Laboratory Orientation” with BI staff, to become familiar with BI in-house biological policies and procedures. As well, the BI User, supervisor, project and inventory must be captured on an approved McMaster BUP; refer to the BI Biological Work Policy.

## BI Training Documents & Forms

1. BI Training Matrix.
2. BI Training Form.