**BI TRAINING FORM**

# User Information

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| BI User: |  | Contact Number: |  |

# BI Entry Requirements and Training

Individuals must complete required safety training modules to become authorized personnel, or “BI Users, and obtain independent access to the BI laboratory area.

## McMaster Training

Required McMaster safety training for entry into BSL-1 labs is defined in the BI Training Matrix. Additional McMaster safety training may be required, depending on the user’s work, the use of certain BI equipment and for entry into the BSL-2 labs.

## BI General Training

BI General Training highlighted many, but not all, BI policies and procedures. Policies reviewed are listed below. Other BI Policies may be required when working on-site. BI staff will inform BI Users if additional policies are needed. BI policies are available via the BI website.

**It is the user’s responsibility to review, read and follow BI Policies.**

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| * BI Safety Program | * BI Housekeeping Policy |
| * BI Access Policy | * BI Infraction Policy |
| * BI Biosecurity | * BI PPE Policy |
| * BI Biohazardous Work Policy | * BI Substances Policy |
| * BI Code of Conduct Policy | * BI Substances Policy  – Compressed Gases |
| * BI Documentation Policy |
| * BI Emergency Procedures Policy | * BI Substances Policy – Cryogens |
| * BI Emergency Procedures Policy  – Biohazardous | * BI Substances Policy  – Designated Substances |
| * BI Emergency Procedures Policy  – Equipment | * BI Training Policy |
| * BI Visitor Policy |
| * BI Emergency Procedures Policy  – Post Emergency | * BI Waste Disposal Policy  – Biohazardous |
| * BI Emergency Procedures Policy  – Spill, Biohazardous | * BI Waste Disposal Policy  – General and Hazardous |
| * BI Emergency Procedures Policy  – Spill, Hazardous | * BI Working Alone Policy  – After Hours |
| * BI Equipment Policy | * BI Working Alone Policy  – Extended Hours |
| * BI Equipment Policy – Biohazardous |
| * BI Equipment Policy – Scheduling |  |

## BI Training Form

Completed BI Training Forms can be submitted to our main office, ETB 416, or to any BI Technician. Forms must be signed in ink by a BI User’s FACULTY supervisor (digital signatures are generally not accepted). If a supervisor is unable to sign the form directly, please speak to BI staff, so temporary alternative arrangements may be made.

## BI On-site Training

To use BI equipment, BI Users must be trained on-site by BI staff. To enter BI BSL-2 labs, BI Users must complete an on-site orientation with BI staff to review relevant biological BI policies.

## Additional Training

Workers should also be trained by Faculty Supervisors on the risks and hazards associated with their work, and review tasks, hazards and complete associated training requirements and SOPs before starting their work.

# User Declaration

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

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| **** | I will adhere to all McMaster University safety policies, guidelines and manuals. | |
| **** | I will adhere to all BI policies, procedures and equipment Standard Operating Procedures (SOPs). | |
| **** | 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. | |
| **** | 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. | |
| **** | I will not prop doors open or let unauthorized individuals into the facility. | |
| **** | I will complete of the Visitor’s Log 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. | |
| **** | I will monitor my training status in the BioELN and update training modules as needed. | |
| **** | I will wear BI required PPE and any other PPE necessary to do my work safely. PPE will be provided by my supervisor. | |
| **** | I will become familiar with BI emergency procedures and the location of emergency equipment. | |
| **** | I will not use any piece of equipment without proper training from BI staff. | |
| **** | 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. | |
| **** | I acknowledge that usage of BI equipment and laboratory space is billable. | |
| **** | 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. | |
| **** | I will seek permission from BI staff prior to storing or working with biological materials in the BI. | |
| **** | I acknowledge that failure to comply with BI policies may result in infraction notifications, which can result in my suspension from the BI facility. My supervisor will be made aware of any infractions, in addition to the BI Director/Co-Director and all BI staff members. | |
| **** | If I am unsure of any policy or procedure, I will consult with BI staff. | |
| **** | I am accountable for all my activities while working at the BI. | |
| **Signature of user:** | | **Date:** |

*\*\*Digital signatures are not accepted.*

# PI Approval

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| **** | 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. | |
| **BI User’s supervisor Name:** | | **Phone:** |
| **BI User’s supervisor Signature:** | | **Date:** |
| **Billing Chartfield:** | | |

*\*\*Digital signatures are not accepted.*

# BI Approval

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| **Signature of BI Staff:** | **Date:** |