**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 BI (Containment Level) CL-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 CL-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 |
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## BI Training Form

Completed BI Training Forms can be submitted to our main office, ETB 416, via email, or to any BI Technician. If a supervisor is unable to sign this form, 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 Technicians. This may include training on equipment Standard Operating Procedures (SOPs).

To enter BI CL-2 labs, BI Users must complete an on-site orientation with a BI Technician 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 monitor my McMaster safety training and provide updated Training Summaries to the BI as modules are renewed. I recognize that expired training will halt BI access. | |
| **** | I have read the BI Policies listed above, as covered in the BI General Training. I will review additional BI Policies and Standard Operating Procedures (SOPs) as directed by BI Staff. | |
| **** | I will adhere to all BI policies, procedures and equipment SOPs. | |
| **** | I agree to only access BI facilities during my allowable working hours with my own keycard. | |
| **** | I will not prop doors open or let unauthorized individuals into the facility. | |
| **** | I will complete of the Visitor’s Log when bringing visitors into BI laboratories. I will restrict visitors to regular working hours. I will consult with BI Staff prior to organizing visits from tours or media. | |
| **** | I will wear BI required PPE and any other PPE necessary to do my work safely. I recognize that 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. | |
| **** | 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. | |
| **** | I acknowledge that failure to comply with BI policies may result in infraction notifications, which can result in my suspension from the BI facility. | |
| **Signature of user:** | | **Date:** |

# 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:** | | |

# BI Approval

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