

New IBBME Employee Registration Form

General information (researcher/staff)

Filing Date:	
Researcher's Name	
Research Group (lab), Staff group, etc.	
Work space (Room Number)	
Work space phone	
Researcher/Staff Email	
UTOR ID	
Student Number / Personnel Number	
Home Department	
Researcher/Staff Signature	

Supervisor's information

Supervisor's Name	
Supervisor's Email	
Office phone	
Supervisor's Signature	

New Employee Specific Status

Master Degree	Staff	Summer	Visiting (one month)
PhD	Work-study	Volunteer	Exchange
Lab Technician	Res. Assistant	Res. Associate	Post Doc
Faculty	Visiting Faculty	Administration	

Please specify if other _____

New Employee Work Type

Wet laboratory	Dry laboratory	Office	Outdoor
Hospital	CCBR	UHN	MaRS

Please specify if other _____

NOTES: (i) Please send a PDF copy of this page (page one only) to safety.ibbme@utoronto.ca and drop off the original into the IBBME Main Office (RS407)

(ii) Please drop off your original Workplace Inspection form in the IBBME Main Office (RS407).

IBBME Staff use only

Approval Date:	
Signature of Issuer:	

New Employee Departmental MANDATORY compliance

COURSE CODE	DESCRIPTION	CATEGORY	TYPE	QUIZ	FREQUENCY
Ibbme001	Departmental Health & Safety Orientation or IBBME Safety Day	Mandatory, everyone	In class, 3 hours	Yes, in class	One time for your IBBME career
EHS900	Basic Health and Safety Orientation, part of ibbme001	Mandatory, everyone	On-line	Yes, on-line for everyone	One time in your IBBME career
Workplace inspection (laboratory orientation)	Inspection of the workplace (lab, office, etc.), part of ibbme001	Download a form on-line IBBME Safety Page	In your own work place (laboratory, office, etc.)	Signature of the supervisor	One time for one workplace

New Employee Government MANDATORY compliance (everyone)

COURSE CODE	DESCRIPTION	CATEGORY	TYPE	QUIZ	FREQUENCY
EHS002	Orientation for New Employees	Mandatory, everyone	On-line, via UofT portal	Yes, online via UofT portal	One time in your Ontario career
EHS005	WHMIS	Mandatory, everyone	On-line, via UofT portal	Yes, online via UofT portal	Every 3 years

New Employee EHS MANDATORY compliance (UofT) for supervisors

COURSE CODE	DESCRIPTION	CATEGORY	TYPE	QUIZ	FREQUENCY
EHS009	EH&S Lab Academic Supervisor Safety	Mandatory for supervisors in labs	On-line, via UofT portal	Yes, online via UofT portal	One time in your UofT career
EHS015	EH&S Supervisor Safety Training	Mandatory for supervisors	On-line, via UofT portal	Yes, online via UofT portal	One time in your UofT career

Work specific Safety Training via EHS (UofT certificates or online awareness based on the work you do)

COURSE CODE	DESCRIPTION	CATEGORY	TYPE	QUIZ	FREQUENCY
EHS701	EH&S Radiation Safety Full	See IBBME Safety Manual	In class, EHS website	In class	See IBBME Safety Manual
EHS601	EH&S Laboratory Biosafety	See IBBME Safety Manual	In class, EHS website	In class	See IBBME Safety Manual
EHS731	EH&S Laser Safety Full	See IBBME Safety Manual	In class, EHS website	In class	See IBBME Safety Manual
EHS504	EH&S Cryogenics Safety (for liq. N2 use)	See IBBME Safety Manual	In class, EHS website	In class	See IBBME Safety Manual
EHS545	Fire Safety in the Workplace	See IBBME Safety Manual	In class, EHS website	No	See IBBME Safety Manual
EHS802	Hazardous Waste Management and Lab Spill Response	Recommended for everyone, Mandatory for supervisors	On-line via UofT portal	No	One time in your UofT career
EHS901	Transportation of Dangerous Goods	Recommended for everyone, Mandatory for supervisors	On-line via UofT portal	No	One time in your UofT career

New Employee Departmental optional courses and other required trainings

COURSE CODE	DESCRIPTION	CATEGORY	TYPE	QUIZ	FREQUENCY
Ibbme002	Departmental Hands-on Safety Training for Level 2 laboratory work	Optional for students and workers that would like to expand their expertise and confidence in Level 2 work	In class, request time (small groups, 6—12 people) One time per semester <i>upon request from May 1 to July 31</i>	No	When needed Please note, this is not a part of EHS601
Ibbme003	TA training	Mandatory for TA-ing at the IBBME Teaching Facility	In class, arrange time one week in advance (before your first laboratory session of the course)	No	Prior the course, for every course
EHS564	First Aider	Recommended for managers, mandatory for one person on the floor	In class, EHS course or Red Cross course	Yes, in class	Every 4 years
EHS536	Office Ergonomics	Recommended for everyone, mandatory for the work in the office	On-line via UofT portal	No	Every 5 years
EHS528	Slips, Trips, Falls	Recommended, everyone	On line via EHS website	No	One time