

## APPENDIX C: Checklist of Safety Permits and Training Requirements for Faculty, Staff and Students

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**1. Who is responsible for ensuring applicable safety permits are in place, and that faculty staff and students have taken the required safety training for the work they are doing?**

Dr. Ed Krol – ensures that faculty members are aware of the required safety permits (eg, Biosafety).  
Individual Faculty Members – are responsible for ensuring they have the required permits for the operation of their research and undergraduate laboratories.

**2. Who is responsible for informing faculty, staff and students of required training courses. Some of the courses below need to be taken every 5 years.**

Dean David Hill – makes faculty aware through the faculty orientation process.  
Merry Beazely – makes support staff, including professional services staff, aware of training requirements, through orientation process.  
Individual Faculty Members – ensure they have the required training themselves, and that their staff (including lab instructors, research staff, graduate students, undergraduate summer research students and any others working in labs for which they are responsible) have the required training. Angela Bergerman, Graduate Programs Administrative Assistant, assists in emphasizing this to graduate students through the graduate student orientation process/checklist.

**3. What training courses are offered at the U of S and who takes them?**

For more information on the following courses, and to register, please see [www.usask.ca/hdse/course\\_offerings.php](http://www.usask.ca/hdse/course_offerings.php) and the WSEP Bulletin Board by 122 THORV.

| Training Course  | Who Requires This Course?   |
|--|---|
| <p><b><i>Safety Orientation for Employees</i></b><br/> <b>Provides generic health and safety information and safety processes on campus in general to help prevent job-related injury and illness. <u>Site-specific instruction</u> is the responsibility of the employee’s supervisor. This course is given in the S for summer employees, including students.</b><br/> <i>Note: the College will be arranging for this course to be taught in-house in Spring 2010 for faculty and staff.</i></p>  | <p><b>Mandatory for new faculty and staff. It is recommended that current faculty and staff re-take this course every 10 years.</b></p> |
| <p><b><i>Safety Orientation for Supervisors</i></b><br/> <b>Supervisors are responsible for the health and safety of workers and for workplaces in their areas of jurisdiction. This course covers legal aspects and University HSE protection and supervisor responsibilities.</b><br/> <i>Note: Additional training for supervisors is available through the Managers Skill Development Series: Module 1 – Creating Positive Work Environments through Health and Wellness. Register by calling 5539 or find more information online at <a href="http://www.usask.ca/hrd/pd/programs.php">http://www.usask.ca/hrd/pd/programs.php</a>.</i></p> | <p><b>All supervisors who have other employees report to them.</b></p>  |
| <p><b><i>Biosafety Course</i></b><br/> <b>Provides training in: Biosafety regulations, policies and procedures, exposure routes, selection and use of PPE, biosafety cabinets, laboratory acquired infections and prevention, biosafety considerations when working with animals or plants, importation of pathogens or animal by-products, and the safe use, storage and disposal of biological materials.</b></p>  | <p><b>All faculty, staff and students who work with biological materials.</b></p>   |

| <b>Training Course</b>  | <b>Who Requires This Course?</b>   |
|---|--|
| <p><b><i>Fire Safety Course</i></b><br/> Instructs employees on the BASIC of Fire Science, the different classes of fires and their extinguishing methods, and introduction in the proper use of fire extinguishers and the topics of Flight or Fight and Life Safety.</p>  | Optional, but recommended for anyone who works with flammable materials.   |
| <p><b><i>First Aid w/CPR Class A</i></b><br/> Two-day St. John certified course for University employees sponsored by their department. This meets the Class A First Aid requirements of the Occupational Health and Safety Act and Regulations. Valid for three years. Minimum requirements are one Class A trained individual be on site for 5-50 workers and two individuals if more than 50 workers.</p>  | Up to individual.<br><br><b><i>By September 2010, the College is aiming to have at least one faculty of staff/floor trained in First Aid A.</i></b>      |
| <p><b><i>Laboratory Safety Course</i></b><br/> Includes training in: WHMIS, accident response procedures, emergency response plans, safe use, storage and disposal of a range of hazardous chemicals, proper use of personal protective equipment, and laboratory safety requirements. People working with bio-hazardous substances or radioisotopes are also required to take additional appropriate course(s).</p>                                    | All faculty, staff and students who work in laboratories containing hazardous materials.   |
| <p><b><i>Ergonomics and Musculoskeletal Injury Prevention</i></b><br/> Instruction is given on ways to achieve neutral postures by adjusting seating, monitor, hard copy placement and keyboard/mouse location. Tips on improving workstation and work practices are offered.</p>   | Recommended for those who use a computer more than four hours per day.   |
| <p><b><i>Radiation Safety Course</i></b><br/> Includes training handling procedures, physics of radiation, contamination control, monitoring, disposal, emergency procedures re nuclear substances, and the responsibilities of permit holders and nuclear energy workers.</p>  | Mandatory for all faculty, staff and students who work with radioactive nuclear substances.  |
| <p><b><i>Transportation of Dangerous Goods (Receiver)</i></b><br/> Covers the Transportation of Dangerous Goods Clear Language Act and Regulations as it pertains to consignees (valid for 3 years, then <b><i>Refresher</i></b>).</p>  | All those who receive dangerous goods – Ivan Chovan and Dorota Rogowski have this.   |
| <p><b><i>Transportation of Dangerous Goods (Shipper)</i></b><br/> This course covers shipping, receiving and transporting dangerous goods, excluding explosives, infectious or radiation goods. It is valid for 2 years.</p>  | All those who ship dangerous goods – Ivan Chovan and Dorota Rogowski have this.  |
| <p><b><i>Violence Prevention in the Workplace</i></b><br/> Focuses on defusing hostility and preventing violence in the workplace related. Includes how to recognize and intervene most effectively, and includes techniques designed to promote respect, service and safety.</p>   | Up to individual. Contact Campus Safety (5555) to arrange training.  |
| <p><b><i>WHMIS (Workplace Hazardous Materials Information System)</i></b><br/> WHMIS is a hazard communication system designed to make information on controlled products available to employees working in proximity to controlled products. Supervisors must supplement this with site specific training. <b>Note:</b> employees who work in laboratories take the Laboratory Safety training course (includes WHMIS) so do not take this course.</p> | Required for employees who work with, or in proximity to, a controlled product (radioactive, chemical, infectious agent, radiation producing equipment). |

Please note the following additional requirements:

**Animal Care education and training** – required for all individuals involved in the use of animals in research, teaching and testing. See [www.usask.ca/research/ethics\\_review/animalcare/education.php](http://www.usask.ca/research/ethics_review/animalcare/education.php).

**Human Ethics education and training** – for those involved in human research. See [www.usask.ca/research/ethics\\_review/education.php](http://www.usask.ca/research/ethics_review/education.php).

**FOODSAFE Level 1 and 2 certificate courses** – required by all those responsible for managing food safety (eg, nutrition students at the U of S, foodservice dietitians, restaurant managers, researchers involved in food-related studies). The courses are offered in the College – please contact [norma.greer@usask.ca](mailto:norma.greer@usask.ca).