

# DOCUMENTING SAFETY TRAINING AT UPEI

REVISION NUMBER: **01**; EFFECTIVE DATE: **Jan 01, 2007**; REVISION DATE: **Jan 01, 2012**

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## 1. INTRODUCTION:

This SOP2.102 describes a process for documenting and maintaining laboratory employee safety training records, as required under WHMIS legislation. The Health and Safety Advisor will make this SOP available to all Area leaders (Chairs) who will ensure that copies are made for all Laboratory Supervisors.

## 2. RESPONSIBILITIES:

This Standard Operating Procedure is under the control of the UPEI Health and Safety Advisor.

Area leaders or Departmental Chairs are responsible for ensuring that all laboratory supervisors receive a copy of this SOP and that they have been directed to maintain site specific safety training records.

Laboratory supervisors are directed to be familiar with and follow the UPEI: Health and Safety Policy and the UPEI: Laboratory Safety Manual which state that **“Laboratory supervisors are required to document that laboratory workers under their supervision (including themselves) have been educated in relevant safety issues”**

**Laboratory workers:** Refers to all permanent and temporary UPEI employees, students, faculty and visitors who make use of UPEI laboratory space.

## 4. DOCUMENTATION PROCEDURE FOR LABORATORY SUPERVISORS:

1. Obtain a Laboratory Safety Training Records LSTR-1 for each laboratory worker that you supervise.
2. Fill in the name and employee/student number.
3. Fill in safety training information and update it as it becomes available.
4. Maintain a binder with the safety training information worksheets for all employees and students under your supervision.
5. Refer to SOP2.103 for dealing with Safety Training failures.