Safety Training Courses Offered by EHS

Updated: July 2022

Course Title: Asbestos Awareness

Description: The control of asbestos exposure can be achieved by following the procedures prescribed by the regulations. However, these procedures are only as effective as the person carrying them out. It is therefore essential that before a worker undertakes work liable to emit asbestos dust, he/she is trained and informed of the risks, prevention methods and safe working methods. The training and information program is outlined in the Quebec "Safety Code for the Construction Industry c.S-2.1, r.6".

Who Should Attend: **Mandatory** training for any employee, who during the course of their work, may come into contact with asbestos containing material (ACM) or may contract work near ACM. It is also highly recommended for anyone subcontracting.

Attestation of Participation Information: A certificate is presented to participants who successfully complete the written test at the end of the presentation with a passing grade of 75%.

Duration: 2 hours Validity: 3 years

Course Title: Biosafety - *also available on Moodle*

Description: This training provides an overview of biosafety in order to promote awareness in research and teaching labs where biological materials are handled and to protect faculty, staff, students and the public and the surrounding environment from possible exposure to biohazardous materials. Topics covered include: the definition and classification of biological agents, elements of risk assessment, policies, guidelines and regulations, safety equipment, laboratory management and operations, and biosecurity.

Who Should Attend: **Mandatory** for all students, faculty, staff, volunteers and visitors working with biohazardous materials, and anyone overseeing spaces where these materials are used or stored as per Concordia University Biosafety Policy VPS-52 and Biosafety Manual.

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 3 hours Validity: 3 years

Prerequisite: Valid WHMIS for Laboratory Personnel training

Course Title: Biosafety Refresher - *also available on Moodle*

Description: This training is **required** for all individuals working with biological materials **in lieu of repeating the Biosafety training after its expiration**. This training is essential to maintain awareness in research and teaching labs where biological materials are handled and to protect faculty, staff, students and the public and the surrounding environment from potential exposure to biohazardous materials. Topics include: the definition and classification of biological agents, elements of risk assessment, policies, guideline and regulatory updates, safety equipment, laboratory management and operations, and biosecurity.

Who Should Attend: **Mandatory** for all students, faculty, staff, volunteers and visitors working with biohazardous materials, and anyone overseeing spaces where these materials are used or stored (Reference: Concordia University Biosafety Policy VPS-52 and Biosafety Manual).

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 1.5 hours Validity: 3 years

Prerequisite: Valid Biosafety and WHMIS for Laboratory Personnel trainings

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Course Title: Corrosive Substances - *also available on Moodle*

Description: This training focuses on the different hazards involved when working with corrosive substances. Topics covered include: the different classes of corrosive substances, their proper storage, handling, risks and the emergency procedures to follow in the event of an incident. We take a closer look at some specific harmful reagents. There are very serious health hazards associated with the use of corrosive materials.

Who Should Attend: **Mandatory** for individuals working with corrosive substances in laboratories of the Department of Mechanical & Industrial Engineering (MIE).
Highly recommended for anyone working with corrosive substances in research and/or teaching laboratories (students, staff, supervisors and visitors) and anyone overseeing spaces where these products are used.

Attestation of Participation Information: A certificate is presented to participants who successfully complete the written test at the end of the presentation with a passing grade of 80%.

Duration: 2 hours Validity: 3 years

Prerequisite: Valid WHMIS for Laboratory Personnel training

Course Title: ENCS "Hands-On" Lab Safety

Description: This training provides the general foundations on good lab safety. It is divided in three parts including risk assessment, standard operating procedures (SOPs) write-up and a laboratory hands-on practice. Risk assessment and SOP development are essential safety components found in every workplace when using new equipment, performing dangerous procedures or designing new experiments. This training focuses on the steps involved in risk assessment, ways to mitigate risks and elements to include in a SOP. A hands-on lab practice is also provided at the end by the Faculty of Engineering.

Who Should Attend: This training is optional for graduate and undergraduate students, faculty or staff whose work involves SOP development or anyone interested in developing these tools.

Attestation of Participation Information: A certificate of participation is presented to participants who complete all the combined sessions.

Duration: 2 sessions of 3 hours (Risk Assessment and SOP writing)
1 lab session (hands-on practice; optional)

Validity: N/A

Prerequisite: Valid WHMIS for Laboratory Personnel, Corrosive Substances and Safe Handling of Nanomaterials trainings

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Course Title: Hazardous Waste Disposal for Laboratory Personnel - *also available on Moodle*

Description: This training provides an overview of the different hazardous waste procedures at Concordia University. The goal is to ensure that anyone generating hazardous waste as part of their research, teaching or work activities are aware of the regulations and procedures concerning their proper disposal. Topics covered include: the types of hazardous waste, the types of waste containers used for waste collection and disposal procedures. Not everything can be disposed of without taking any precautions. *Don't throw away this chance to learn more about hazardous waste!*

Who Should Attend: **Mandatory** for all faculty, staff, students, volunteers and visitors generating hazardous waste as part of their work or studies, and anyone overseeing spaces or working in areas (labs, studios or workshops) where hazardous waste are generated .

Attestation of Participation Information: A certificate is presented to participants who successfully complete the written test at the end of the presentation with a passing grade of 80%.

Duration: 1.5 hour

Validity: 3 years

Prerequisite: Valid WHMIS for Laboratory Personnel training

Course Title: Hazardous Materials Minor Spill Response Training - *also available on Moodle*

Description: This training provides a description of the potential hazards associated with a chemical, biological or radioactive spill, along with their appropriate response. Distinctions are made between incidental (minor) and emergency (major) spill. Topics covered include: types of spills, potential hazards, personal protective equipment (PPE), spill kits and University spill procedures. A hazardous spill can happen at any time: will you be ready to respond to it?

Who Should Attend: As per Concordia University VPS-48, in areas or departments where hazardous materials are used, the Department Head or Supervisors **must ensure** that spill procedures and spill response materials are present to assure an appropriate and immediate response to prevent serious injury to students and staff.
Highly recommended for anyone working with hazardous materials (chemical, biological or radioactive) where the potential for spills is present.

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 2 hours Validity: 3 years

Prerequisite: Valid WHMIS and Hazardous Waste Disposal Training

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Course Title: Laboratory Awareness for Auxiliary Staff (upon request)

Description: This training (offered in English or French) provides an overview of the possible hazards encountered in laboratory areas at Concordia University. Topics covered include: the different hazards present (chemical, biological, radiation, laser and magnetic fields), basic precautions and emergency response. Participants are taught “what to do” in a popularized format without the scientific gibberish!

Who Should Attend: Highly recommended for any auxiliary and support staff, supervisors and managers, who routinely enter teaching and/or research laboratories to perform work (examples: Custodial Services and Security personnel).

Attestation of Participation Information: None provided

Duration: 1 hour Validity: N/A

Course Title: Laboratory Awareness for Facilities Management

Description: This training (offered in English and French) provides an overview of the possible hazards encountered in laboratory areas found at Concordia University. Topics covered include: the different hazards present (chemical, biological, radiation, laser and magnetic fields), basic precautions and emergency responses. Participants are taught "what to do" in a popularized format without the scientific gibberish!

Who Should Attend: Highly recommended for Facilities Management staff, supervisors and managers, who routinely enter teaching and/or research laboratories to perform equipment installation, repair or maintenance work.

Attestation of Participation Information: No attestation

Duration: 1 hour

Validity: N/A

Course Title: Laboratory Awareness for IITS (by request)

Description: This training provides an overview of the possible hazards encountered in laboratory areas found at Concordia University. Topics covered include: the different hazards present (chemical, biological, radiation, laser and magnetic fields), basic precautions and emergency responses. Participants are taught "what to do" in a popularized format without the scientific gibberish!

Who Should Attend: Highly recommended for IITS technicians, supervisors and managers, who routinely enter teaching and/or research laboratories to perform computer equipment installation, repair or maintenance.

Attestation of Participation Information: No attestation

Duration: 1 hour

Validity: N/A

Course Title: Laser Safety - *also available on Moodle*

Description: This training is **required** for all frequent and casual users of lasers (Class 3B and 4) in research, teaching or work settings. Topics covered include: an overview of basic laser physics, laser specifications and classification systems, the specific hazards associated with laser types, laser hazard control strategies (ANSI standard) with emphasis on the difference between engineering and administrative control measures.

Who Should Attend: **Mandatory** for all LASER permit holders, faculty, students, staff, volunteers and visitors working with or near a Class 3B or Class 4 lasers, and anyone overseeing spaces where these lasers are used (Reference: Concordia University Laser Safety Policy VPS-51).

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 3 hours

Validity: 3 years

Course Title: Radiation Safety

Description: This training is **required** for all individuals working with or accessing nuclear substances as open sources at Concordia University. Nuclear safety is federally regulated by the Canadian Nuclear Safety Commission (CNSC) and Radiation Safety Training is mandatory. Topics covered include: an overview of basic radiation concepts, health effects, regulatory requirements, internal procedures and responsibilities.

Who Should Attend: **Mandatory** for all faculty, students, staff, volunteers or visitors working with or accessing nuclear substances as open sources (Reference: Nuclear Safety and Control Act, Concordia University Radiation Safety Policy VPS-46 and Radiation Safety Manual).

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation (or optionally at a later time) with a passing grade of 80%.

Duration: 4 hours

Validity: 3 years

Course Title: Radiation Safety Refresher - *also available on Moodle*

Description: This training is **required** for all individuals working with or accessing nuclear substances as open sources at Concordia University, ***in lieu of repeating the Radiation Safety training after its expiration***. Nuclear safety is federally regulated by the Canadian Nuclear Safety Commission (CNSC) and Radiation Safety Training is mandatory. Topics covered include: an abridged overview of radiation concepts, health effects, regulations, internal procedures and responsibilities, highlighting recent changes.

Who Should Attend: **Mandatory** for all Internal Radiation Permit holders and faculty, students, staff, volunteers or visitors working with or accessing nuclear substances and/or radiation devices (Reference: Nuclear Safety and Control Act, Concordia University Radiation Safety Policy VPS-46 and Radiation Safety Manual).

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 2 hours

Validity: 3 years

Prerequisite: Valid Radiation Safety Training

Course Title: Radiation Safety – Laboratory Tool Pack

Description: This training is **required** for all individuals working with or accessing nuclear substances as open sources at Concordia University. Nuclear safety is federally regulated by the Canadian Nuclear Safety Commission (CNSC) and Radiation Safety Training is mandatory. Topics covered include: an overview of the tracking methods used in the radiation safety program, the proper use of TLD and radiation meters, wipe test procedures and other internal procedures and responsibilities.

Who Should Attend: **Mandatory** for all Internal Radiation Permit Holders, faculty, students, staff, volunteers or visitors working with or accessing nuclear substances as open sources as per Concordia University Radiation Safety Policy VPS-46 and Radiation Safety Manual.

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 2 hours

Validity: 3 years

Prerequisite: Valid Radiation Safety Training

Course Title: Radiation Safety – Sealed Sources and X-Ray Devices - *also available on Moodle*

Description: This training is **required** for all individuals working with or accessing nuclear substances as sealed sources and/or radiation devices at Concordia University. This includes radiation emitting devices. Nuclear safety is federally regulated by the Canadian Nuclear Safety Commission (CNSC) and Radiation Safety Training is mandatory. Topics covered include: an overview of basic radiation concepts, health effects, regulatory requirements, internal procedures and responsibilities.

Who Should Attend: **Mandatory** for all Internal Radiation Permit Holders, faculty, students, staff, volunteers or visitors working with or accessing nuclear substances as sealed sources and/or radiation devices (Reference: Concordia University Radiation Safety Policy VPS-46 and Radiation Safety Manual).

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 2 hours Validity: 3 years

Prerequisite: Valid Radiation Safety Training

Course Title: Respiratory Protection - *also available on Moodle*

Description: This training is **required** for all individuals who's work involves the use of a respiratory protection device, Including N95 masks, half- and full-face respirators. Training details Respiratory Hazards, the Types of respirators, selection and use, Medical Clearance, Fit-Tests & Fit-Checks and the Concordia's Respiratory Protection Program.

Who Should Attend: **Mandatory** for all students, faculty, staff, volunteers and working with N95 or a respirator.

Attestation of Participation Information: there is no certificate presented to participants; participants must undergo other steps, the latter being accessible to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 0.5 hours Validity: 2 years

Note: this training is linked to an in-person fit-test

Course Title: Safe Handling of Blood - *also available on Moodle*

Description: This training is **required** for all individuals who work with human blood and blood products, body fluids or unfixed human tissues. Topics covered include: routine practices, transmission of blood borne pathogens (e.g. HIV, HBV and HCV), exposure control principles and procedures, and strategies to prevent infectious diseases transmitted through blood.

Who Should Attend: **Mandatory** for all students, faculty, staff, volunteers and visitors working with blood, body fluids or unfixed human tissues, and anyone overseeing spaces where these materials are used or stored (Reference: Concordia University Biosafety Policy VPS-52 and Biosafety Manual).

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 1.5 hours Validity: 3 years

Course Title: Safe Handling of Nanomaterials - *also available on Moodle*

Description: This training focuses on the different hazards involved when working with engineered nanomaterials. Topics covered include: types of nanomaterials, risk assessment, health and safety hazards, control measures including personal protective equipment (PPE) and waste handling. We take a closer look at respiratory protection since nanomaterials represent a serious inhalation hazard.

Who Should Attend: **Mandatory** for individuals working with engineered nanomaterials in ENCS laboratories and anyone overseeing spaces where these materials are used.
Highly recommended for everyone working with nanomaterials in research and teaching laboratories (students, staff, supervisors and managers).

Attestation of Participation Information: a certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 2 hours Validity: 3 years

Course Title: Safe Storage of Hazardous Materials - *also available on Moodle*

Description: This training provides helpful information on how to safely stroe hazardous materials, which one are incompatibles, what considerations and precautions to consider when storing hazardous materials. Topics covered include: what are the different types of chemicals ? what considerations to consider for storage, incompatibilities, potential hazards, and University emergency procedures.

Who Should Attend: As per Concordia University VPS-48, in areas or departments where hazardous materials are used, the Department Head or Supervisors **must ensure** that safe storage procedures are known, on order to prevent serious injury to students and staff.
Highly recommended for anyone working with hazardous materials.

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 2 hours

Validity: 3 years

Course Title: Safe Use of Biological Safety Cabinet - *also available on Moodle*

Description: This training is **required** for anyone working with a biological safety cabinet. Biological safety cabinets are among the most effective primary containment devices used in laboratories, when used properly. This training provides general instructions on the use of biological safety cabinets for the safe handling of biohazardous materials.

Who Should Attend: **Mandatory** for all faculty, staff, students, volunteers and visitors required to use a biological safety cabinet and anyone overseeing spaces where a biological safety cabinet is used (Ref.: Concordia University Biosafety Policy VPS-52 &Biosafety Manual).

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 1.5h

Validity: 3 years

Prerequisite: Biosafety training

Course Title: **Supervisor's Health & Safety Responsibilities – Academic Staff - *also available on Moodle***

Description: Supervisors play a central role in workplace health and safety. They have front-line responsibility to protect the health and well-being of their employees and to ensure that the workplace safe. This training will review the role and legal duties of supervisors and help them understand what it means to be duly diligent. This training provides supervisors with the information they need to improve workplace health and safety, demonstrate due diligence, and foster a positive safety culture. Topics covered include: health and safety legislation, the rights and responsibilities of employers, supervisors and employees, Concordia's safety policies, and workplace inspection and injury investigation. Upon completion of this course you will: understand your health and safety responsibilities and how to meet these responsibilities; be able to take leadership in implementing and promoting the university's safety programs; and understand consequences of non-compliance.

PLEASE NOTE: This training is targeted to academic staff. If you are non-academic staff, please register for Supervisor's Health Safety Responsibilities Training – Non-Academic Staff.

Who Should Attend: Faculty, Principal Investigators, Research Supervisors, Professors, Research Unit/Centre Managers and Directors and any other individual (academic) who directs the work of graduate students and employee(s) or who has direct supervision of and responsibility for the activities of graduate students and employee(s).

Attestation of Participation Information: A certificate is presented to participants.

Duration: 1 hour

Validity: 5 years

Prerequisite: None

Course Title: Supervisor's Health & Safety Responsibilities Training – Non-Academic Staff

Description: Supervisors play a central role in workplace health and safety. They have front-line responsibility to protect the health and well-being of their employees and to ensure that the workplace safe. This training will review the role and legal duties of supervisors and help them understand what it means to be duly diligent. This training provides supervisors with the information they need to improve workplace health and safety, demonstrate due diligence, and foster a positive safety culture. Topics covered include: health and safety legislation, the rights and responsibilities of employers, supervisors and employees, Concordia's safety policies, and workplace inspection and injury investigation. Upon completion of this course you will: understand your health and safety responsibilities and how to meet these responsibilities; be able to take leadership in implementing and promoting the university's safety programs; and understand consequences of non-compliance.
PLEASE NOTE: This training is targeted to non-academic staff. If you are academic staff, please register for Supervisor's Health Safety Responsibilities Training –Academic Staff.

Who Should Attend: Supervisors, Managers, Directors, Executive Directors, Group Leaders and any other individual (non-academic) who directs the work of employee(s) or who has direct supervision of and responsibility for the activities of employee(s).

Attestation of Participation Information: A certificate is presented to participants.

Duration: 1 hourValidity: 5 years

Course Title: Transportation of Dangerous Goods - General

Description: This training is **required** for any individual involved with the shipment, transport or reception of dangerous goods at Concordia University. This training covers the TDG regulation requirements regarding the classification, shipping, packaging, documentation, transport and reception of dangerous goods, including exemptions. This training is limited to domestic ground transportation and covers all classes of dangerous goods.
PLEASE NOTE: specific TDG training sessions for classes 6.2 (biologicals) and 7 (radioactive materials) are also offered and should be taken in addition to this TDG training, if required.

Who Should Attend: **Mandatory** for all faculty, students, staff, volunteers and visitors involved in shipping, handling, transporting or receiving dangerous goods, as mentioned by Canada's *Transportation of Dangerous Goods Regulations.*

Attestation of Participation Information: A certificate is presented to participants who successfully complete the written test at the end of the presentation with a passing grade of 80%.

Duration: 3 hours Validity: 3 years
Prerequisite: Valid WHMIS and Hazardous Waste Disposal Training

Course Title: Transportation of Dangerous Goods Class 6.2 – Infectious Substances

Description: This training provides an overview of the Transportation of Dangerous Goods (TDG) Regulations for Class 6.2 – Infectious Substances and is **required** for any individual involved with the shipping, handling, transporting or receiving of biological materials at Concordia University. Topics covered include: classification; documentation; labeling; preparation of biological substances, including dry ice shipments; and emergency response. The training covers both domestic and international transport.

Who Should Attend: **Mandatory** for all faculty, staff, students, volunteers and visitors involved in shipping, handling, transporting or receiving biological materials* (Reference: Canada's *Transportation of Dangerous Goods Regulations*&*IATA Dangerous Goods Regulations*).

**Biological Materials refers to biological materials on dry ice, human or animal patient specimens, including tissues, blood and bodily fluids, body parts, pathogens which can cause disease in humans or animals, cultures (primary or secondary).*

Attestation of Participation Information: A certificate is presented to participants who successfully complete the written test at the end of the presentation with a passing grade of 75%.

Duration: 1.5 hours Validity: 2 years

Prerequisite: Valid WHMIS, Biosafety and Hazardous Waste Disposal Training

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Course Title: Transportation of Dangerous Goods Class 7 – Radioactive Materials

Description: This training provides an overview of the Transportation of Dangerous Goods (TDG) regulations for Class 7 – Radioactive Materials and is **required** for the shipping, handling (including unpacking), transporting or receiving radioactive materials at Concordia University. Topics covered include: regulation requirements concerning the classification, exemptions, shipping, packaging, documentation, transport and reception of radioactive materials. This training is limited to domestic ground transportation and covers exclusively class 7.

Who Should Attend: **Mandatory** for all faculty, students, staff, volunteers and visitors involved in shipping, handling, transporting or receiving radioactive materials, as mentioned by Canada's *Transportation of Dangerous Goods Regulations.* Internal Radiation Permit Holders **must have at least one member of their lab** trained.

Attestation of Participation Information: A certificate is presented to participants who successfully complete the written test at the end of the presentation with a passing grade of 75%.

Duration: 2 hours Validity: 3 years

Prerequisite: Valid Radiation Safety training.

Course Title: IATA – Air Transportation of dangerous goods

Description: This training is **required** for any individual involved with the shipment, transport or reception of dangerous goods by air at Concordia University. This training covers the requirements of air transportation of dangerous goods, governed commercially by the International Air Transport Association (IATA). Air transportation of dangerous goods, being more dangerous by nature, requires a more restrictive approach. There are very specific packaging and documentation requirements. Each shipment is inspected before take-off, and may be rejected if not properly prepared causing delays and loss of business. Several products exempted under the surface regulations are fully regulated by air.

Who Should Attend: **Mandatory** for all faculty, students, staff, volunteers and visitors involved in shipping, handling, transporting or receiving dangerous goods, as mentioned by Canada's *Transportation of Dangerous Goods Regulations* and IATA's *Dangerous Goods Regulations*.

Attestation of Participation Information: A certificate is presented to participants who successfully complete the written test at the end of the presentation with a passing grade of 95%.

Duration: 16 hours

Validity: 2 years

Course Title: IATA – Air Transportation of dangerous goods - refresher

Description: This training is required for any individual involved with the shipment, transport or reception of dangerous goods by air at Concordia University. This training covers the requirements of air transportation of dangerous goods, governed commercially by the International Air Transport Association (IATA), for people who already had been trained on IATA's requirements for Air Transportation of dangerous goods.

Who Should Attend: **Mandatory** for all faculty, students, staff, volunteers and visitors involved in shipping, handling, transporting or receiving dangerous goods, as mentioned by Canada's *Transportation of Dangerous Goods Regulations* and IATA's *Dangerous Goods Regulations*.

Attestation of Participation Information: A certificate is presented to participants who successfully complete the written test at the end of the presentation with a passing grade of 95%.

Duration: 4 hours

Validity: 2 years

Prerequisite: Valid IATA – Air Transportation of dangerous goods training.

Course Title: Transportation of Dangerous Goods – Introduction – also available on Moodle

Description: This training is targeted for any individual who wants to receive an overview of the many requirements associated with the shipment, transport or reception of dangerous goods at Concordia University. This training gives an overview of the TDG regulation requirements regarding the classification, shipping, packaging, documentation, transport and reception of dangerous goods, including exemptions, and provide users with basic knowledge on air-transportation of dangerous goods.
PLEASE NOTE: this training does not give the authorization to pack ship or receive dangerous goods.

Who Should Attend: all faculty, students, staff, volunteers and visitors who would like to know what's associated with shipping, handling, transporting or receiving dangerous goods at Concordia.

Attestation of Participation Information: An attestation of participation is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 2 hours Validity: 3 years
Prerequisite: Valid WHMIS and Hazardous Waste Disposal Training

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Course Title: WHMIS for Facilities Management

Description: This training (offered in English and French) provides an overview of the Workplace Hazardous Materials Information System (WHMIS) program in order to ensure Facilities Management employees understand the risks associated with handling hazardous materials. These risks are illustrated using real examples of hazardous materials that might be encountered in the daily work of Facilities Management personnel. Topics covered include: employer and worker responsibilities, the various classes of hazardous materials, proper labelling practices, information found in the Material Safety Data Sheets (MSDS), and how to deal with an accidental release of hazardous material.

Who Should Attend: **Mandatory** for all Facilities Management employees working with chemicals or other hazardous materials and for supervisors and managers overseeing employees with chemicals or other hazardous materials. (Reference: Quebec's *Act Respecting Occupational Health and Safety* and *Regulation Respecting Information on Controlled Products*)

Attestation of Participation Information: A certificate can be given upon request to participants who successfully complete the written test at the end of the presentation with a passing grade of 75%.

Duration: 2 hours Validity: 3 years

Course Title: WHMIS for Fine Arts - *also available on Moodle*

Description: This training provides an overview of the Workplace Hazardous Materials Information System (WHMIS) program in order to ensure individuals within the Faculty of Fine Arts understand the risks associated with handling hazardous materials. These risks are illustrated using real examples of hazardous materials that might be encountered within studios. Topics covered include: employer and worker responsibilities, the various classes of hazardous materials, proper labelling practices, information found in the Material Safety Data Sheets (MSDS) and how to deal with accidental releases of hazardous materials. The discussion and examples presented in this session will be reflective of Fine Arts workshop and studio environments.

Who Should Attend: **Mandatory** for all faculty, staff, student, volunteers and visitors working with chemicals or other hazardous materials in the Faculty of Fine Arts' studios or workshops and anyone overseeing spaces where these materials are used or stored. (Reference: Quebec's *Act Respecting Occupational Health and Safety* and *Regulation Respecting Information on Controlled Products*).

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 2 hours

Validity: 3 years

Course Title: WHMIS for Laboratory Personnel - *also available on Moodle*

Description: The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. Developed in 1988, the WHMIS system has ben updated in 2015. The *WHMIS for Laboratory Personnel* training provides an overview of both WHMIS1988 and WHMIS2015labelling systems in order to ensure individuals working in research and teaching laboratories identify and understand the risks associated with handling hazardous materials. These risks are illustrated using real examples of hazardous materials that might be encountered in a laboratory.

Topics covered include: employer and worker responsibilities, the various classes of hazardous materials, proper labelling practices, and information found in the Safety Data Sheets (MSDS) and how to deal with accidental releases of hazardous materials.

Who Should Attend: **Mandatory** for all faculty, staff, students, volunteers and visitors working with chemicals, biologicals or other hazardous materials in research and/or teaching laboratories and anyone overseeing spaces where these materials are used or stored. (Reference: Quebec's *Act Respecting Occupational Health and Safety* and *Hazardous Products Information Regulation)*

Attestation of Participation Information: A certificate is presented to participants who successfully complete the test at the end of the presentation with a passing grade of 80%.

Duration: 3 hours

Validity: 3 years