

Safety training for Students, Researchers, Post-Doctoral Fellows, and Volunteers.

A quick summary of the minimum requirements in order for a person to conduct research within any of the laboratories within Civil and Environmental Engineering or who are conducting research work off campus is provided below.

Carleton University's Environmental Health and Safety department (EHS) provide training that allows us to meet our responsibility under the Ontario Occupational health legal framework. At a minimum all persons working in a laboratory at Carleton are required to complete the following two on-line modules; Worker Health and Safety Awareness and WHIMS. Please see below for information on how to access the on-line training through Culearn.

You will also have to complete a laboratory safety training session offered by the EHS department in a live seminar environment. These sessions are offered on an irregular schedule and as of July 2015 there is no method for a student to self-register. In order to register for an session please email Tina Preseau TinaPreseau@CUNET.CARLETON.CA and indicate that you need to attend a session of the laboratory health and safety training and provide your name and banner id. Please note that due to the irregularity of the sessions it could be 4-6 weeks before a session is available.

All persons using the laboratories are also required to complete a Laboratory Project form located at <http://carleton.ca/cee/wp-content/uploads/CEE-Lab-Form.-March-2014.pdf>. Please have it signed by your supervisor. A hard copy is to be provided to the Supervisor of Laboratories, and an (unsigned) electronic copy of the word file is to be sent to the Supervisor of Laboratories (stanley.conley@carleton.ca). This form captures some basic information about the person, particularly contact information and provides an overall view of the project.

Physical access to the laboratories should only be made after all the above requirements are met (in other words, work must not commence until all requirements are completed) and keys will only be provided if all requirements are met. Keys and hence access to the laboratories outside of normal working hours should always be considered a privilege, not a right.

Accessing the on-line training

On line training is available as of May 1, 2014 by logging into cuLearn at: <https://carleton.ca/culearn/>.

If the required training modules do not appear when you log into cuLearn, you have the option to self-enrol using the following steps:

1. Visit one or more of the following URLs to access the training in cuLearn:

Worker Health and Safety Awareness: <https://culearn.carleton.ca/moodle/course/view.php?id=38782>

Supervisor Health and Safety Awareness:
<https://culearn.carleton.ca/moodle/course/view.php?id=38783>

WHMIS: <https://culearn.carleton.ca/moodle/course/view.php?id=38784>

After clicking on one of the links above:

2. Enter your MyCarletonOne username and password
3. When asked, enter the following enrolment key: stay safe

For additional information, a FAQs document is available on the Environmental Health and Safety website at: <http://carleton.ca/ehs/2014/new-awareness-health-safety-training/>.

Here is a handy table to keep track of your safety training so you have the dates when you fill out your project form.

Certificate	Completed Date	Expiry Date	Next Certification Date
AODA-Customer Service Standard			
AODA-Employment Standard			
AODA-Info & Comm Standard			
Supervisor Health & Safety			
Worker Health&Safety Awareness			
WHMIS Training			
Violence & Harassment Training			
EHS Laboratory Safety Training			