

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

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

Carleton University's Environmental Health and Safety Department (EHS) provides training that allows us to meet our responsibilities under the Ontario Occupational Health legal framework. At a minimum, all persons working in a laboratory at Carleton University are required to complete the following online Health and Safety training modules: Worker Health and Safety Awareness Training (<https://carleton.ca/ehs/training/worker-health-and-safety-awareness-training/>) and Workplace Hazardous Materials Information System (WHMIS) Training (<https://carleton.ca/ehs/training/trainingwhmis-htm/>). Additionally, if you are in a position of authority over at least one person, you are considered a supervisor (e.g., Teaching Assistants) and are required to complete the Supervisor Health and Safety Awareness Training (<https://carleton.ca/ehs/training/health-and-safety-training-for-supervisors/>).

You can access these online Health and Safety trainings through Brightspace (<https://brightspace.carleton.ca/>). They can be found on your list of "My Courses." If any of those are not in your "My Courses," please follow the instructions below to self-enroll.

1. Visit Brightspace.
2. Sign in using your MC1 credentials.
3. Select the correct course in "My Courses". If the course is not listed in "My courses", search for the training through the Discover link in the navigation bar and self-register by following the on-screen instructions. If you require assistance with the training, contact us at ehs@carleton.ca



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You are also required to complete a Laboratory Safety Training offered by the EHS (<https://carleton.ca/ehs/training/laboratory-safety-training/>). This 3-hour in-person training course provides general information regarding the health and safety practices and considerations required for working in a laboratory environment, and therefore, this course is mandatory for all of you working in a laboratory environment. Please check: (<https://carleton.ca/ehs/events/>) or email ehs@carleton.ca to see if there is an upcoming session available for registration online. Also, please indicate that you need to attend a session of the Laboratory Safety Training and provide your name and Banner ID.

All people using the laboratories are also required to complete a Project Information Form located at (<https://carleton.ca/cee/wp-content/uploads/sites/13/2024/09/CEE-Project-Information-Form.-July-2024.pdf>). The Form should include a high-level project description and information on test setup and test plan, as well as safety training completion status, the chemicals/materials required, safety precautions, and lab space, equipment, and staff time needed. The Form should be initially created through a collaboration between you and the Academic Supervisor; however, we also encourage you to consult with lab staff at any point during the process. A completed electronic version of the Form must be submitted to the Lab Supervisor. Based on recommendations from lab staff and with approval from the Academic Supervisor and Lab Supervisor, the Form can be revised later if necessary.

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/swipe card access will only be provided if all requirements are met. Access to the laboratories outside of regular working hours (i.e., 08:30 am – 04:30 pm) should always be considered a privilege, not a right. While you are working alone in the laboratories or are not directly supervised, you must follow the Working Alone Guidelines and also submit a Working Alone Safety Plan if you need to work outside of regular working hours. (<https://carleton.ca/ehs/programs/health-safety-management/working-alone>).

To determine which mandatory Health and Safety training courses and which department- or laboratory-specific training courses you are required to complete (which may depend on tasks applicable to your work and/or the specific hazards in your work areas), please check the Health and Safety Training Matrix: (<https://carleton.ca/ehs/training-matrix/>).

For additional information, resources are available on the Environmental Health and Safety website at: (<https://carleton.ca/ehs/resources/>).