

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

A quick summary of the minimum requirements 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) provides 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 online modules: Worker Health and Safety Awareness (<https://carleton.ca/ehs/training/worker-health-and-safety-awareness-training>) and WHIMS (<https://carleton.ca/ehs/training/trainingwhmis-htm>). Please see below for information on how to access the online training through Brightspace.

You will also have to complete a laboratory safety training session offered by the EHS department in a live seminar environment (<https://carleton.ca/ehs/training/laboratory-safety-training>). Please email [ehs@carleton.ca](mailto:ehs@carleton.ca) to check 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.

This is mandatory that you will complete the COVID training (<https://carleton.ca/covid19/return-to-campus/training/>) and also complete your COVID-19 screening self-assessment using CuScreen (<https://carleton.ca/covid19/cuscreen>) every day before coming to the campus. During COVID-19, a Research Resumption Form also needs to be submitted. Your academic supervisor will complete and submit the form.

All persons using the laboratories are also required to complete a Laboratory Project form located at ([the link for the Project form](#)). 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. This form captures some basic information about the person, particularly the 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. While you are working alone in the laboratories or are not directly supervised, you must follow the Working Alone Guidelines (<https://carleton.ca/ehs/programs/health-safety-management/working-alone>).

### **Accessing the online training**

Online training is available as of March 18, 2022, by logging into Brightspace at <https://brightspace.carleton.ca/>

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

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

Worker Health and Safety Awareness: <https://brightspace.carleton.ca/d2l/home/53861>

Supervisor Health and Safety Awareness: <https://brightspace.carleton.ca/d2l/home/53862>

WHMIS: <https://brightspace.carleton.ca/d2l/home/53864>

COVID training: <https://brightspace.carleton.ca/d2l/home/53866>

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

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 Standards Training			
AODA Employment Standards Training			
AODA Information and Communications Training			
Supervisor Health and Safety Awareness Training			
Worker Health and Safety Awareness Training			
WHMIS Training			
Respect and Safety Training (formerly Workplace Violence and Harassment Prevention)			
EHS Laboratory Safety Training			
COVID-19 Training			

