

TRAINING RECORD FOR MNI PERSONNEL (July, 2021)

NAME: _____ McGill I.D. no. _____ POSITION: _____

STARTING DATE: _____ SUPERVISOR: _____

Administrative Assistants: The administrative assistant of the Unit will provide this form (electronically) to each individual when processing the initial appointment form and instruct the employee/trainee to fill out the form in consultation with his/her immediate supervisor.

Supervisors: are responsible for identifying the training requirements for each individual under their jurisdiction, ensuring that this training is carried out expeditiously, and signing that training has been completed. Please check the box beside the training modules that apply to this individual and ensure that he/she understands how to obtain this training. When the training has been completed, the individual will request that you sign the form. A copy will be retained in the individual's personnel file (subject to inspection by the MNI Safety Committee). The individual will retain a copy (electronic or hard copy) for his/her records.

Employees and trainees: After identifying required training with your supervisor consult the web pages in the boxes on the left, read the introductory information and register for the training modules. Complete other boxes as training modules have been completed and have the form signed by your supervisor. Return the completed form to the administrative assistant in your unit to place in your file. You are responsible for repeating training at the indicated intervals.

Refer to the [MNI Lab Safety Manual](#) for details of each laboratory training requirement.

Training	Required? (✓)	Date Completed	Expiry Date	Date Recertified	New Expiry Date
GENERAL ORIENTATION SESSION - (Neuro website emergency & response procedures)	✓				
ORIENTATION TO LABORATORY SAFETY - Web-based orientation with supervisor; for new Principal Investigators, in person session with the Chair, MNI Safety Committee (contact heather.durham@mcgill.ca)					
UNIT EMERGENCY PLAN - by supervisor	✓				
WHMIS AND LABORATORY SAFETY – required for all laboratory personnel every 3 years; WHMIS Training Environmental Health and Safety - McGill University					
INTERNAL RESPONSIBILITY SYSTEM: Health and Safety for Laboratory Managers and Supervisors ; PIs and Lab Safety Representatives.					
SAFE USE OF BIOLOGICAL SAFETY CABINETS required every 3 years for anyone working in biosafety cabinets to process tissues or culture of organisms/cells Biosafety Training Environmental Health and Safety - McGill University					
INTRODUCTION TO BIOSAFETY may be required for personnel working with biohazardous materials Biosafety Training Environmental Health and Safety - McGill University					
MYLAB INVENTORY SYSTEM modules for tracking radioactive materials and chemicals myLab Training					
HAZARDOUS WASTE MANAGEMENT & DISPOSAL TRAINING FOR LAB PERSONNEL required, particularly for laboratory safety representatives Hazardous Waste Management & Disposal Training for Laboratory Personnel Environmental Health and Safety - McGill University					
PRINCIPLES OF LABORATORY RADIATION SAFETY required for all personnel working with or near radioactive substances; every 3 years Radiation Safety Training Environmental Health and Safety - McGill University					

MRI SAFETY TRAINING COURSE video required for all personnel who will be in the MRI scanner room as part of their work/research) call chief MRI Research Coordinator – André Cormier x3020)					
ANIMAL CARE ONLINE THEORY COURSE(S) required for all personnel listed on Animal Use Protocols; every 5 years https://www.mcgill.ca/research/researchers/compliance/animal/training/theorycourse					
ANIMAL CARE: PRACTICAL TRAINING WORKSHOPS required for all personnel handling animals; every 5 years) SPECIES _____ Workshops are held at the MNI animal facility [See Centre of Neurological Disease Models The Neuro - McGill University].					
McGILL ANIMAL OCCUPATIONAL HEALTH PROGRAM FOR ANIMAL-RELATED ACTIVITIES					
LASER SAFETY COURSE Laser Safety Training Environmental Health and Safety - McGill University					
OTHER _____ see http://www.mcgill.ca/ehs/training					

Supervisor's signature certifying completion of training requirements _____