**Plant Science Department New Worker Checklist**

All new employees to the Plant Science Department must have the following documented safety training. This includes professors, technicians, post docs, term employees, graduate students and summer students and it is the same for everyone within the department. All documentation is to be kept by the lab technician/supervisor of the new personnel unless otherwise indicated.

* WHMIS online (copy of certificate goes to Ralph)
  + Handbook - <https://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/WHMIS_Handbook_2019.pdf>
  + UMlearn WHMIS\_Training\_022017
* New Worker General Orientation Training online
  + Information - <https://umanitoba.ca/environmental-health-and-safety/>
  + UMLearn New\_Worker\_General\_Orientation\_022017
* Sexual violence awareness online
  + UMlearn SVA\_202090\_CO
* Covid-19 Safety Training for Research Personnel online
  + UMLearn 001\_OVP\_RI\_CO
* Lab Safety Checklist for primary lab (complete one for all that apply)
  + *Point & Lab*  
    Handouts email attachments or S:/ (online versions are not current)
  + Checklist – S:/public/0000 Plant Science Safety/Point Safety Checklist 2021

Checklist – S:/public/0000 Plant Science Safety/Lab Safety Checklist 2021

*Additional training* may be required in one or more of the following areas. Documentation of training is required and record is maintained by lab group.

* Greenhouse (talk to Cathy Bay)
* S:/public/0000 Plant Science Safety/Greenhouse
* Orientation available – talk to Cathy
* Growth Area Users Handbook available
* Accessibility Training (Employment Standard)
  + UMLearn AMA\_OHRCM2\_CO
* Carman
  + Site specific training completed by technician
  + PPT presentation 2021 (emailed out)
* Equipment/site-specific training
  + Training done by technician and records maintained within the lab group
* Respirator fit test
  + Form - <https://umanitoba.ca/environmental-health-and-safety/sites/environmental-health-and-safety/files/2021-03/respirator-user-screening-form-pdated-Mar-11-2021.pdf>
  + Submit completed form to EHSO (Judy.Shields@umanitoba.ca) to schedule a fit test
* EHS UManitoba Biosafety Generic Training (for those working with Biological agents)
  + UMLearn EHZ\_zUManitoba\_Biosafety\_Training\_022017
  + Lab Checklist – S:/public/0000 Plant Science Safety

*Additional information***:**

* We are trying to make one location to find all safety related forms and information available at S:/public/0000 Plant Science Safety. If you have any additions/changes please contact the Plant Science Safety committee (rep: Becky) as this is a work in progress.
* Biosecurity Protocol (FAFS)
  + <https://www.umanitoba.ca/faculties/afs/pdf/FAFS_Web_Biosecurity_Protocol_14-Mar-19.pdf>

Appendix 1:

**Follow the instructions below to access online training**

1. Login to UMLearn using your UMNet ID and password.

a. For personnel who do not have a UMNet ID, please contact [ehso@umanitoba.ca](mailto:ehso@umanitoba.ca)

2. In the top right-hand corner, click on “Support” > “Self Registration”

3. Click on training required and follow instructions to register and complete course.

4. If you would like to review your final grade: Assessments > Grades and User Progress. Scroll to the Quizzes section and you can view your overall score. This final score will be recorded in the UM database within a week of completion.