

To : All Staff, Researchers, Supervisors & Students

**UNIVERSITY of TORONTO
Department of Civil Engineering
Environmental Laboratories**

WHMIS Training Policy

In accordance with the Occupational Health and Safety Act it is the Department of Civil Engineering Environmental lab's policy that:

1. All students and researchers **must** receive WHMIS training **before** they gain lab access.
2. In addition, students and researchers that have received WHMIS training must also attend a refresher WHMIS seminar at least once a year in order to maintain their lab access.
3. Lab access will be denied without further notice to any student or researcher who does not fulfill the above mentioned criteria.
4. Any student or researcher who has been denied lab access, must wait until the next scheduled WHMIS seminar unless a request for reinstatement is made in writing by their immediate supervisor.
5. The request for reinstatement shifts the responsibility of safety for the student or researcher from the lab supervisor to the person making the request until the student or researcher is able to attend the next scheduled WHMIS seminar.
6. Once a request has been made in writing for reinstatement to the lab supervisor, the student or researcher must pay a \$20 administration fee to watch a WHMIS training video and rewrite the WHMIS quiz. The person must achieve a passing grade of 70%. In addition, the student or researcher must also attend the next scheduled WHMIS seminar in order to retain their lab access.

For the protection of all concerned, and to prevent disruption in research activities, please make sure that your WHMIS training is kept up to date.