DEPARTMENT OF CIVIL ENGINEERING
FACULTY OF ENGINEERING and ARCHITECTURAL SCIENCE

LAB ACCESS POLICY

If you are working with a faculty member / supervisor on research and/or other work that requires access to any physical labs of the Department of Civil Engineering, please follow the procedures listed below:

LAB ACCESS PROCEDURES: First and foremost is to discuss with your Professor and/or Supervisor the work/project/research for what are the access needs required. Then, refer to safety needs by visiting:
https://www.TorontoMU.ca/facilities-management-development/environmental-health-safety/

2. Professor and/or Supervisor shall complete the suitable Risk Assessment form:
https://www.torontomu.ca/facilities-management-development/environmental-health-safety/risk-assessments/
Risk Assessment(s) shall also include a list of labs required and/or facilities along with an anticipated lab access expiration date; start date; name of workers.

3. Researchers/Students/Workers shall complete e-training on-line quizzes required in Step 3A. Upon successful completion an electronic certificate will be awarded. For instructions to access this e-training refer to: D2L ELearning Instructions

3A It is **MANDATORY** to successfully complete the following Toronto Metropolitan University Orientation Quizzes found at: https://www.torontomu.ca/facilities-management-development/environmental-health-safety/mandatory-safety-training/

I. *Workplace Hazardous Materials Information System* (WHMIS) AND,
II. *Environmental Health and Safety e-Learning* (EHS) AND,
III. *Chemical Safety* (see "Lab-Specific Training" on same web page)

4. Upon receipt of the electronic copies of the safety certificates they shall be forwarded electronically and/or printed to your Professor and/or Supervisor.

IMPORTANT: The above mandatory certificates in steps 3, 3A are minimum requirement(s). Your Professor/Supervisor shall require further training requirements based on the Research or work anticipated to be performed or as indicated on the Risk Assessment.
Further Reference: All Health and Safety information & trainings can be found in Environmental Health and Safety section under Toronto Metropolitan University's Facilities Management and Development (FMD) website: https://www.TorontoMU.ca/facilities-management-development/environmental-health-safety/mandatory-safety-training/environmental-health-safety-elearning/

5. Once the Professor / Supervisor has received the forwarded safety certificates as per items #3, 3A, they shall both sign and forward as well the Risk Assessment to D. Peneff, the Department Safety Officer (DSO) who shall complete an overview of completion.

6. The DSO shall forward to the Department Chair items in #5 for final authorization. Upon the Chairs' signature, the DSO shall process information into CivilLabAccess shared google drive AND shall request said access by notifying the Administrative Assistant for undergraduate students and Post Doc/Visiting Scholars; to the Graduate Administrator for graduate student(s).

Thank you.
Civil Office, Department of Civil Engineering