



# Biology TA Orientation & Safety Training Record

## Section 1: General Information:

Course Name/Term	TA Name	Instructor

Start Date at Location: \_\_\_\_\_

Date of Safety Orientation: \_\_\_\_\_

Name of Direct Supervisor/Manager	Name of Person Providing the Orientation

### Notes:

- **TA “Teaching categories” include any of the following: GTA, UTA, Peer tutors, Volunteer tutors.**
- All TAs teaching in Biology must fill out this Safety Training form. Please send completed and signed forms to [tasafetyrecords@biology.ubc.ca](mailto:tasafetyrecords@biology.ubc.ca).

## Section 2: Orientation Checklist

Bring this checklist to your supervisor and review all topics and document what you discuss under “Notes.” If the

	Topic	✓Yes	Notes
a	<i>Name and Contact Information for Supervisor</i> I have been advised of my Supervisor’s name and contact information		
b	<i>Joint Occupational Health and Safety Committee (JOHSC)</i> I have been advised on how to contact the JOHSC and have been made aware of a local worker representative on the committee. Know the website: <a href="http://safetycommittees.ubc.ca/">http://safetycommittees.ubc.ca/</a>		
c	<i>Safety Program and Procedures</i> I have been oriented to the UBC Occupational & Research Safety Policy SC1 and the departmental safety program elements and procedures.		
d	<i>Workplace Health and Safety Rules</i> I have been trained on the specific workplace safety rules related to my work/work area		
e	<i>Worker’s Rights and Responsibilities</i> I have been advised on my rights and responsibilities as a worker		
f	<i>Potential Hazards of a Workplace</i> I have been advised about the hazards that may be encountered while performing my work tasks.		
g	<i>Personal Protective Equipment (PPE) (if applicable)</i> I have received the appropriate orientation and training in the use and care of any PPE or clothing that is required to safely perform my work. Required PPE has been provided.		
h	<i>Emergency Procedures</i> I have been advised of the emergency situations that could occur and the procedures to follow.		
i	<i>Accident Incident Reporting and Investigation</i> I am aware of the incident reporting system: <a href="#">CAIRS</a>		
j	<i>Working Alone or in Isolation (if applicable)</i> I have been trained on the policies and procedures to be followed for working alone or in isolation.		

## Section 3: SRS Training Courses

UBC Safety & Risk Services offers a number of safety related courses to supplement the New Worker Safety Orientation. There are two other mandatory courses and numerous program specific courses (listed below). These courses can be found at <https://srs.ubc.ca/training-and-general-education-courses/>.

**1- Required Training for all teaching categories involved with student contact (direct or indirect, live or online) as during labs and/or tutorials and/or lectures and/or small group peer teaching and/or office hours and/or one on one studies directed or not.**

Training required?	Title	Check if completed
Yes	<a href="#">New Worker Safety Orientation</a> (Including the Site-Specific Safety Orientation e.g., building orientation, conducted by the supervisor or designate)	
Yes	<a href="#">Preventing and Addressing Workplace Bullying and Harassment Training</a>	
Yes	<a href="#">Workplace Violence Prevention Training</a>	
Yes	<a href="#">Privacy &amp; Information Security Fundamentals Training Part 1</a>	
Yes	<a href="#">Privacy &amp; Information Security Fundamentals Training Part 2</a>	
Yes, if working in a teaching lab	<a href="#">Introduction to Lab Safety Training</a>	

**2- Job-Specific Training: to be determined by the course instructor**

Training Required? Check if required	Job Activities and Training	To be renewed every:	Check if completed
<b>Chemical Safety: Are you working with Chemicals? Take the following:</b>			
	<a href="#">Chemical Safety Training</a> (includes WHMIS training)	5 years	
	WHMIS - do not need to do this training if you do the Chemical Safety Training course		
	<a href="#">Hazardous Waste Management Training</a> (Prerequisite courses: Chemical Safety Training and/or Biosafety Training for Study Work Members)	3 Years	
	<a href="#">Transportation of Dangerous Goods</a>	Air 2-years & Ground-3 years	
	<a href="#">Biosafety For Study Team Members</a>	5 years	
	<a href="#">Autoclave Training</a> - UBC Safety and Risk Services	3 Years	
	Zoology and Botany Autoclave Safety Training - Contact Joanne Denny ( <a href="mailto:denny@zoology.ubc.ca">denny@zoology.ubc.ca</a> ) to arrange training on departmental autoclaves (required if using autoclaves)	NA	
	<a href="#">Occupational and Preventative Health Consultation</a>	Annually	
	Animal Care Ethics Course: <ul style="list-style-type: none"> <li>All personnel working with vertebrate or cephalopod species in teaching or research are required to complete the CCAC Experimental Animal User Training Program before starting to work.</li> <li><a href="https://animalcare.ubc.ca/training">https://animalcare.ubc.ca/training</a></li> </ul>		
	<a href="#">Safety Supervision at UBC</a> - (Mandatory for anyone who supervises, instructs, directs, and/or controls workers, including students)	NA	

### 3- Task Specific Training: to be determined by the course instructor

In assigning new tasks such as new experimental procedures or lab jobs, your supervisor needs to assess the safety training required and provide or delegate training for these procedures or jobs (this could include lab specific equipment training: centrifuges, thermocyclers, water baths, specialist electronic equipment, etc)

Instructors, please list Below the task specific safety training (conducted by the supervisor or designate); **Add rows as needed**

Task/ Equipment	Trainer's Last and First name	Date of planned training (if done during TA meetings, write "TA meeting").

### Section 4: Signatures

The information detailed in section 2-3 and corresponding education and training was provided to the worker. Both worker and supervisor, or course coordinator, must sign the form once completed. Please email a digital copy of the filled form with the subject line "*Biology Course TA Safety Training Record*" to [tasafetyrecords@biology.ubc.ca](mailto:tasafetyrecords@biology.ubc.ca).

\_\_\_\_\_  
New Worker Signature

\_\_\_\_\_  
Orientation Provider Signature

Documented training records must be retained for all UBC workers.