*Instructions for using the Biohazard training template:*

*Remove italicized highlighted text below and replace it with the appropriate information in plain text.*

*Delete any training that doesn’t apply to your lab.*

*Add any additional training required for the biohazardous agents in use in your lab. This includes all lab specific SOPs included with the biohazard permit application.*

***PI last name* Biosafety Training Statement**

All laboratory personnel will have Queen’s Biosafety training as outlined on the Department of Environmental Health and Safety website <https://www.queensu.ca/risk/safety/training>

All personnel will review the current [Queen’s Biohazard Manual](https://www.queensu.ca/risk/safety/biohazard).

* Will read and have their questions answered about applicable the [Environmental Health and Safety Standard Operating Policies and Procedures](https://www.queensu.ca/risk/resource-index) listed below:
	+ *List the SOPs that your personnel will be required to know*
* will take the *General* [Queen’s Biosafety Quiz](https://www.queensu.ca/risk/safety/training/biosafety)*. OR Level 2* [Queen’s Biosafety Quiz](https://www.queensu.ca/risk/safety/training/biosafety)
* will take the [Human Blood, Tissues and Bodily Fluids training and quiz](https://www.queensu.ca/risk/safety/training/biosafety)
* will be trained in the lab specific version of the [Emergency Response Protocol](https://www.queensu.ca/risk/safety/emergency-procedures-response), know where this document is posted in the laboratory, and will have their training on these procedures refreshed annually
* will take [Queen’s WHMIS training](https://www.queensu.ca/risk/safety/training/whmis) (updated on-line annually by taking the quiz).

All new personnel are provided with a general lab safety orientation and lab specific training in the handling of the biohazardous and other hazardous material in the laboratoryby \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*trainer name*)***.***They are informed of the risks of working with the biohazards in this laboratory and the risk mitigation measures employed. Training is documented using a lab specific version of the [Student/Employee Orientation Checklist](https://www.queensu.ca/risk/sites/rsswww/files/uploaded_files/EHS/Student%20Worker%20orientation_checklist_doc%20Updated%20August%2030%202019.pdf) that is initialed by the trainer and the trainee and kept on file.

When an individual needs to learn a procedure which is new to them, they are instructed by a competent experienced person to ensure that the technique is performed correctly, that they are aware of any hazards, and that they know how to do the work safely.

*Depending on the hazard, the following statement may need to be modified. Please assess and amend appropriately:* Personnel are aware of the symptoms of diseases that might be caused by pathogens used in the laboratory. They know that changes in their health status (e.g. pregnancy, immune-compromised status for various reasons including cancer chemotherapy or radiation therapy, and immunosuppressive drugs, etc.) could increase their personal risk from the biohazards in this laboratory. If such changes occur the fact should be reported to their supervisor (with no requirement to reveal specific personal medical information), so that an appropriate assessment can be made through independent channels and, if necessary, appropriate adjustments in the operations or risk mitigation methods can be made.

Signed and dated training records are kept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*location*).