

## **New workers, volunteers, and undergrads in the lab: Safety training and Key access**

When bringing new personnel in the lab, a number of courses are required to meet WorkSafeBC and UBC requirements. The required training for all UBC workers are listed on the UBC Safety and Risk Services [website](#).

As of February 2024, the required safety courses for all new personnel includes:

- New Worker Safety Orientation
- Preventing and Addressing Workplace Bullying and Harassment Training
- Workplace Violence Prevention Training
- Privacy & Information Security Fundamentals Training Parts 1 & 2

If you are a supervisor, you are also required to take the [Safety supervision at UBC course](#) as the course covers the legal responsibilities of the supervisor, due diligence, orientation & training, and incident investigation.

Besides the above safety courses, there are also job specific training requirements. These job specific training requirements are typically chosen by the supervisor as the supervisor would and should know what the new personnel will be doing in their lab and therefore would know the potential hazards (refer to New Worker Safety Orientation part 2). Individuals who may be working alone with biological materials and chemicals, the biological safety course and chemical safety course is required (i.e. most grad students). However, if the new personnel while working with biological material and chemicals is being shadowed at all times by an individual with the biological safety and chemical safety certificates, then the individual can just complete the Introduction to lab safety course (i.e. most undergrads and volunteers). Other safety courses include radiation safety and transportation of dangerous goods which may also apply to your lab. If there are other job specific training that is not listed on the UBC Safety and Risk Services website, then it is the responsibility of the supervisor to document and keep on

file the training conducted for WorkSafeBC auditing purposes, for example training on how to use compressed gas, training on how to use a specific piece of equipment in the lab, etc...

Before attaining building and lab access, individuals are required to complete the required safety courses and the supervisor would have to contact our department's key liaison officer. Instructions can be found on the [zoology website](#).