

**FACULTY OF SCIENCE
OCCUPATIONAL HEALTH & SAFETY
POLICIES & PROCEDURES
ACCESS TO FACILITIES -**

This policy applies to all graduate students, post-doctoral fellows, visiting scientists and all persons who require access to research laboratories within the Faculty of Science in order to carry out their work.

1. Everyone that must have access to research laboratories must receive WHMIS and Laboratory Safety Training offered by the Environmental Health & Safety Service
2. The person requiring access and the professor must sign the Orientation for New Personnel Form and the Keys Form of the Faculty of Science.
3. A \$40 refundable deposit is required in order to receive access card/keys.
4. Administrative Assistant or Building Agent issues keys/access card upon receipt of:
 - confirmation from Environmental Health & Safety Officer that WHMIS and Laboratory Safety Training courses have been passed,
 - signed Orientation for New Personnel Form. the Keys form and
 - a \$40 deposit.