

## 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 Health, Safety and Risk team
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
  - A \$40 deposit.
5. Employee must also complete six obligatory workshops required by law, during the first month following their employment start date, and print a copy of the certificates to be given to the administrative assistant. List of workshops is available [online](#).