

**DEPARTMENT OF CIVIL ENGINEERING
FACULTY OF ENGINEERING, ARCHITECTURE AND SCIENCE**

LAB ACCESS POLICY

Rev. 3A_2018October04

If you are working with a faculty member / supervisor on research and/or other similar type work that requires access to any physical labs of the Department of Civil Engineering, please follow the procedures listed below:

LAB ACCESS PROCEDURES

Discuss with your supervisor the work/project/research. Discuss what access is required and then, refer to safety needs by visiting:

- **<https://www.ryerson.ca/facilities-management-development/environmental-health-safety/>**
2. Faculty member will complete the Risk Assessment and/or Risk Assessment form:
- **<https://www.ryerson.ca/facilities-management-development/environmental-health-safety/risk-assessments/>**
3. Complete both the WHMIS and EHS Ryerson Orientation Quiz. For e-training and quizzes, please go to: [D2L ELearning Instructions](#)
Upon receipt of the electronic copy of your safety certificates, forward them electronically to your supervisor. All Health and Safety information and trainings can be found in Environmental Health and Safety section under Ryerson's Facilities Management and Development (FMD) website (formally Integrated Risk Management), here are some helpful websites:
- <https://www.ryerson.ca/facilities-management-development/environmental-health-safety/mandatory-safety-training/environmental-health-safety-elearning/>
 - **<https://www.ryerson.ca/facilities-management-development/environmental-health-safety/mandatory-safety-training/whmis/>**
4. Once both the EHS Ryerson Orientation quizzes have been forwarded electronically to your supervisor: **anyone who works in a laboratory settings directly using chemicals, shall in addition, take the Chemical Safety e-learning and shall provide electronic copy of the certificate.**

NOTICE: The above is minimum requirement(s). Your Professor/Supervisor shall require further training requirements based on the Research or work anticipated to be performed.

3. Supervisor will forward a signed electronic copy of Preliminary Risk Assessment or Risk Assessment along with the completed Certificates within items #3 to D. Peneff, the Department Safety Officer (DSO). The supervisor will also include a list of labs required along with a lab access expiration date.
4. The form will be reviewed for content before printing and forwarding to the Department Chair for authorization. Upon the Chair's authorization, the DSO will request the approved lab access by notifying the Administrative Assistant for undergraduate students, visiting scholars and post doc lab access and the Graduate Administrator for graduate student lab access.

Thank you.
Civil Office, Department of Civil Engineering