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## 1. BI Training Policy

- a. Prior to independently working in BI laboratories, individuals must complete “BI required safety training” to be considered authorized personnel, or BI users.
- b. BI safety training requirements are determined by BI staff from McMaster University’s Environmental & Occupational Health Support Services (EOHSS), McMaster University’s Risk Management Manual (RMM), McMaster University’s Biosafety Office, and the BI.
- c. Training requirements will be reviewed and updated as new information is available, and at minimum annually.
- d. Amendments will be communicated to current BI users via the BI safety board, located near the BI lab entrance and/or email.
- e. BI Users are granted BI laboratory access following completion of required safety training and training documentation, and BI approval. Granted access times depend on the training and documentation. Refer to the [BI Access Policy](#).
- f. Expired or incomplete training may halt BI access. Refer to the [BI Access Policy](#).
- g. Training documentation will be kept in the BI office area and some items entered into the BioELN. Refer to the [BI Documentation Policy](#) and the [BI BioELN Policy](#).
- h. Although user BioELN profiles display incomplete or expired training, it is the user’s responsibility to monitor their training status, ensure safety training is up-to-date and communicate updated training to BI staff.
- i. Internal user training documentation and BioELN user training profiles will be updated as relevant and updated information is given to the BI.
- j. Individuals wishing to access BI laboratories without required safety training will be considered visitors. Visitors must sign in and be escorted by active BI users and/or BI staff at all times. Refer to the [BI Visitor Policy](#).
- k. Non-McMaster individuals who wish to work in or visit the BI may be considered Visiting Scholars. Refer to the [BI Visiting Scholar Policy](#).

### 1.1. Required McMaster Training Modules

- a. The required McMaster training modules for BI laboratory entry are influenced by (RMM) and the EOHSS Training matrix (<http://www.workingatmcmaster.ca/med/document/Training-Matrix-Corporate-1-36.pdf>) and McMaster University’s Biosafety Office ([https://biosafety.mcmaster.ca/biosafety\\_training.htm](https://biosafety.mcmaster.ca/biosafety_training.htm)).
- b. The required McMaster training modules for BI laboratory entry are base training modules. Users may need additional safety training depending on the hazards associated with assigned tasks. As such, prior to working in laboratories on campus, users should complete the “Job Hazard Analysis” with their supervisor to ensure that health and safety training for hazards associated with assigned tasks are presented to all individuals starting new work or projects and ensure

that no work is performed with a hazard until the training is completed. Refer to McMaster's [RMM #300: Health and Safety Training Program](#) and [RMM #324: Job Hazard Analysis Program](#).

- c. Refer to the [BI Training Matrix](#) for current training requirements: <http://biointerfaces.mcmaster.ca/training>. The [BI Training Matrix](#) is reviewed as needed, at minimum annually.

## **1.2. Required BI Safety Training**

### **1.2.1. BI Online General Training**

- a. Users must complete the online Biointerfaces Training module, and the BI General Training Form, which highlights important BI safety procedures and policies: <http://biointerfaces.mcmaster.ca/training/course/intro>
- b. Online Training Content will be reviewed and updated as new information is available, and at minimum annually. Amendments will be communicated to current BI users via the BI safety board, located near the BI lab entrance, and/or via email.

### **1.2.2. BI On-site Laboratory Training**

- a. Upon entry into BI labs, users should become familiar with the location of emergency equipment and emergency procedures. Refer to the [BI Emergency Procedures Policy](#), [BI Documentation Policy](#), and [BI Emergency Equipment Policy](#), as necessary.
- b. For entry into BI BSL-2 labs, or culture labs, users must complete additional training with BI staff to become familiar with in-house biological policies and procedures. Refer to the [BI Biological Work Policy](#).
- c. Users will be introduced to the BI BioELN by BI staff, as needed. Refer to the [BI BioELN Policy](#).

### **1.2.3. BI On-site Equipment Training**

- a. Prior to working independently on BI equipment, users must be trained on-site with BI staff. Refer to the [BI Equipment Policy](#).
- b. Equipment training and evaluation of BI equipment manuals and/or Standard Operating Procedures (SOPs) may also be required.
- c. User competency with BI equipment is at the discretion of BI staff.
- d. For usage of BI culture lab equipment, users must complete additional training with BI staff to become familiar with in-house biological policies and procedures. Refer to the [BI Biological Work Policy](#).

## **1.3. BI Training Documents & Forms**

- a. BI Training Matrix.
- b. BI Training Form.
- c. BI Policy Training Form.
- d. BI Online Training Content.