

TRAINING OF NEW LABORATORY PERSONNEL

This Standard Operating Procedure (SOP) describes the procedures for the training of new McMaster Laboratory Personnel. This ensures that the training process is uniform and consistent.

This SOP applies to all technicians responsible for training new laboratory personnel.

This SOP contains the following:

- 1.0 Introduction to the Laboratory Space
- 2.0 Training New Personnel on Laboratory Procedures
- 3.0 Documentation of Training Records

1.0 Introduction to the Laboratory Space

- 1.1 When new laboratory personnel are introduced to the laboratory, they will be introduced to the laboratory space by an experienced laboratory technician. Staff will use the Laboratory Orientation Checklist found at http://fhs.mcmaster.ca/safetyoffice/forms_and_records.html to ensure all areas of the lab are covered.
- 1.2 The new personnel will tour all laboratory rooms that are relevant to their regular laboratory responsibilities.

2.0 Training New Personnel on Laboratory Procedures

- 2.1 Prior to beginning any laboratory procedures, the trainee will receive and pass all tests for FHS safety training—WHMIS, fire safety, and the relevant biosafety training. Annual updating of WHMIS, fire safety and biosafety is then required. The trainee is also responsible for reviewing all appropriate laboratory and office SOPs; both the trainee and the supervisor must sign off on each individual SOP.
- 2.2 The trainee will observe the trainer perform the specific laboratory procedure. While observing the procedure, the trainee will follow along with the procedure's SOP so as to ensure understanding of the specific tasks required.
- 2.3 The trainee will perform the procedure. During this time, the trainer will observe the trainee and will correct the trainee on any procedural deficiencies.
- 2.4 If the trainer does not feel that the trainee has completed the procedure with the level of desired competency, then the trainee will be required to complete the procedure again (under the observation of the trainer) until they have achieved the level of competency required by the trainer.

2.5 Upon completion of the procedure with the desired competency, the trainee will be allowed to complete the task without further observation by the trainer.

3.0 Documentation of Training Records

3.1 After the trainee has completed the procedure with the desired competency, they will be required to document their training within the lab specific Training Records.

3.2 Trainees will fill-in the desired information on the training record.

3.3 The trainer will then sign and date the training records to show when the training was completed and that the training was completed to the desired competency.

3.4 All training records will be stored in the lab specific Health and Safety Binder.