

**Department of Civil and Environmental Engineering (CEE)  
University of Waterloo**

**Record of Training**

I have discussed with my supervisor the training requirements to be completed before I initiate work in the laboratory or the field.

I acknowledge that I have received the following **mandatory** minimum training:

- SO1001 Employee Safety Orientation (date) \_\_\_\_\_
- SO2017 WHMIS 2015 for UW Employees (date) \_\_\_\_\_
- SO1081 Workplace Violence and Harassment Awareness (date) \_\_\_\_\_
- Read Policy 34 (date) \_\_\_\_\_

If I am supervising students or other staff:

- SO1100 Online Supervisor Safety Training (date) \_\_\_\_\_

If I am supervising any high risk work:

- SO1003 Supervisor Safety Orientation (date) \_\_\_\_\_
- SO1007 Inspecting the Workplace (date) \_\_\_\_\_
- SO1012 Incident Investigation (date) \_\_\_\_\_
- SO1019 Job Hazard Analysis (date) \_\_\_\_\_

If I am working in any Laboratories or conducting field work:

- SO1010 Laboratory Safety (date) \_\_\_\_\_
- Read the department's lab manual(s) for labs I will be working in (date) \_\_\_\_\_
- The Laboratory Safety Orientation: (check all labs that apply)

- |   |                               |
|---|-------------------------------|
| <input type="checkbox"/> Architecture Studio  | (signature of lab tech) _____ |
| <input type="checkbox"/> Environmental Lab    | (signature of lab tech) _____ |
| <input type="checkbox"/> Geotechnical Lab     | (signature of lab tech) _____ |
| <input type="checkbox"/> Hydrology/Fluids Lab | (signature of lab tech) _____ |
| <input type="checkbox"/> Structures Lab       | (signature of lab tech) _____ |

**Additional Training as Required (see supervisor and department training matrix):**

SOP / Course / Equipment	Labarotory	Trained by / Date

**Additional Training as Required (cont'd):**

SOP / Course / Equipment	Laboratory	Trained by / Date

**Additional Comments/Notes:**

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Date\_\_\_\_\_  
Student/Employee Signature\_\_\_\_\_  
Supervisor's Signature