

**BIOLOGY DEPARTMENT SAFETY SESSION
ATTENDANCE SIGN OFF SHEET**

FOR ALL NEW EMPLOYEES

Further to the Biology department safety policy as implemented by its Safety Committee, all new employees are required to sign this document acknowledging their responsibility to be informed about departmental safety regulations and procedures. New employees will be required to **review on-line** the [Biology Department's Health & Safety website](http://biology.mcgill.ca/safety/index.htm) at <http://biology.mcgill.ca/safety/index.htm> and to attend the next available "Biology Department Safety Session".

"The Biology Department Safety Session" is given three times a year, at the beginning of September, January, and May. The exact date will be announced ahead of time on the safety bulletin board next to W4/14 and in the Biology Weekly.

I, the undersigned have read and agree to the above regulation.

Employee's name & status: _____
(Please print)

Supervisor(s) name: _____
(Please print)

Date: _____
(Year/month/day)

Employee's signature: x _____

For office use

*This person attended the session that was given on _____
yes _____ no _____*

Comments: _____