Adding the record of completion of Chemistry Lab notebook training to ‘My Health and Safety Training Record’

Follow the information below when adding the session to your online health and safety training record:

1) Navigate to the tab titled ‘College and External Health and Safety Training Courses’.
2) Click on ‘Add other training records (College safety courses, external courses etc)’
3) The online form below will open – complete details as required:

Find your details via the address book
Find your research group PI or managers name via the address book
Select your Faculty from the drop down list
Select your Dept. from the drop down list
Add the date you attended the session.

Select ‘Submit’
Select ‘Faculty Safety Team’.
Enter ‘Chemistry lab notebook session’