



UBC Workplace Safety Orientation

Safety Training Record

Faculty/Staff Information (includes Student Workers and/or Practicum Students):

Name: _____

Start Date: _____

Position: _____

Department/Faculty: **Institute for Resources, Environment and Sustainability**

Work Location: **Aquatic Ecosystem Research Laboratory, 2202 Main Mall**

Supervisory/Manager Information:

Name: _____

Phone Number: _____

Position: _____

Department/Faculty: **Institute for Resources, Environment and**

Sustainability, Faculty of Science

Work Location: **Aquatic Ecosystem Research Laboratory, 2202 Main Mall**



UBC Workplace Safety Orientation

New Employees, Faculty, Student Workers, Practicum Students and Young Workers

Prepared by: Risk Management Services (RMS)

All employees, faculty, student workers, practicum students and young workers new to the University (or new workplace) must receive appropriate training and orientation in the hazards of their work sites and the procedures that must be followed to safely perform their work. The Policy #7 University's Safety, requires that administrative heads of units ensure that all persons working or studying within their unit are trained in and follow all environmental and safety procedures. Accident rates for new and young workers are significantly higher than for mature and experienced workers. In response to this reality, WorkSafeBC had to amend the Occupational Health and Safety Regulation, to require training and orientation be provided to all new employee before beginning new work. The regulation further defines the workplace specific topics that must be addressed in the orientation program. For a copy of the new regulations please see the WorkSafeBC website at: www.WorkSafeBC.com/

Safety Orientation Guidelines

1) Rights and Responsibilities

Under UBC Policy# 7 – Review the Safety Policy with the worker. Explain the roles and responsibilities of supervisors and workers, the requirements to observe all rules, be safety conscious, report accidents and hazards to their supervisor and support the safety committee. See www.universitycounsel.ubc.ca/policies/policy7.pdf

Under the WorkSafeBC regulation – Explained under [Regulation 3.12](#) the right and duty to refuse unsafe work and the work refusal process. The worker must also be told of the protection against discrimination under the WorkSafeBC legislation. The right to know the hazards of the work and to participate in safety activities through the safety committee must also be explained.

Date

Supervisor
Initials

Worker
Initials

2) Rules for Working Alone

If the work requires [working alone](#) or in isolation then the procedures for monitoring and summoning assistance must be fully explained and documented. The procedures must include a system for checking on the well-being of the worker and establishing the time intervals for checking on the isolated worker.



In many Departments, restrictions are placed on the use of laboratories or workshop equipment after hours unless specific arrangements are made to have more than one person present and available to assist during any untoward instances.

Working alone may increase the risk to personal security. Procedures for minimizing these risks must be in place and fully explained to the worker.
Safewalk Program, Red Emergency phones, Security

Date	Supervisor Initials	Worker Initials
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3) Procedures to Avoid Violence in the Workplace

Workers must be advised of the University services available to reduce risks such as evening Safewalk services to remote parking areas and operation of blue light phones. See Campus Security website at www.security.ubc.ca/ for details. This topic may be integrated with “working alone” or hazard of workplace” topics listed above.

Date	Supervisor Initials	Worker Initials
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4) Preventing & Addressing Workplace Bullying & Harassment

Effective November 2013, BC’s Workers Compensation Act was amended to include three new policies addressing workplace bullying & harassment. The new legislation requires all UBC Faculty & Staff (including students employed by the University and student’s participating in practicums) to receive training about the new workplace bullying and harassment policies and requirements on how to recognize, prevent, and address workplace bullying & harassment. Information about Workplace B&H and on-line training is available at www.bullyingandharassment.ubc.ca.

Date	Supervisor Initials	Worker Initials
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5) First Aid Services, Reporting Injuries or Illness

Inform the employee of the University first aid number (2-4444) for the Point Grey Campus, or appropriate numbers for other campus locations, name and location of local first aid attendant, if one is available. Procedures for reporting illness or injury to the supervisor must be covered include the requirement under [Part 3 Section 317](#) to report any injuries as soon as possible preferably before leaving the worksite. The



worker should understand that the University will report any injury or illness to WorkSafeBC.

Date

Supervisor
InitialsWorker
Initials

6) Emergency Procedures

Describe to the employee the most likely emergency situations, and the appropriate emergency procedures. Location of fire alarms, extinguishers, safety showers and eyewashes, exit routes, assembly points, and civic addresses must be physically demonstrated.

Review emergency procedures at www.emergency.ubc.ca/procedures/. Hazardous material incidents must be covered with instructions to summon assistance before attempting any major spill clean-up. Posted phone numbers with key departmental contacts must be a part of emergency procedure awareness. Review emergency phone numbers at www.directory.ubc.ca/index.cfm?page=emergency. The new worker should complete the attached Personal Safety Checklist to document emergency response training.

Date

Supervisor
InitialsWorker
Initials

11) Introduce the Department's Health and Safety Program

The names of the Safety Committee members and contact information must be provided. See p.6/7

Members of H&S and Fire Wardens

Date

Supervisor
InitialsWorker
Initials



Safety Training Record

Name: _____ Start Date: _____

Position: _____

Supervisor:

Name: _____

Phone #: _____

Department: _____

Local Health and Safety Committee Representative: Bonnie Leung/Gillian Harris

Risk Management Services Courses

Course	Required for Work		
	Yes	No	Date completed
Preventing & Addressing Workplace Bullying & Harassment ¹			
Occupational First Aid Level 1			
Transportation of Dangerous Goods			
Safety Committee Training Course			
Floor Warden Training			
New & Young Worker Safety Orientation			
Introduction to Laboratory Safety Course			
Chemical Safety Training Course			
Biological Safety Course			
WHMIS Training Course			
Receiving Class 7 Radioactive Materials Course			
Hazardous Waste Management Refresher Course			
Radionuclide Safety and Methodology Course			
Other:			

¹ Required for all faculty, staff, student workers, and students on unpaid practicums.



SAFETY CONCERNS & REPORTING HAZARDS

In the event I have a concern about safety or emergency procedures, I can contact:

IRES:

The Local Health and Safety Committee representative:	Name: Gillian Harris Bonnie Leung	Room/Phone #: Room 426, 604-822-7729	Location: 4th floor office
4th floor - Floor Warden:	Name: Bonnie Leung	Room/Phone #: Room 429, 604-822-9249	Location: 4th floor office
4th floor - Floor Warden:	Name: Gillian Harris	Room/Phone #: Room 334, 604-822-6762	Location: 4th floor office
4 th floor – Floor Warden:	Name: Stefanie Ickert/Lisa Johannesen	Room/Phone #: Room 430, 604-822-9034	Location: 4 th floor office
4 th floor – Floor Warden:	Name: Alice Campbell	Room/Phone #: Room 432, 604-827-3832	Location: 4 th floor office/Dean of Science
3 rd floor – Floor Warden:	Name: Brittany Derrick	Room/Phone #:	Location: 3 rd floor office
3 rd floor – Floor Warden:	Name: Travis Tai	Room/Phone #:	3 rd floor office



3rd floor - Floor Warden:	Name: Jordan Rosenfeld	Room/Phone #: Room 334, 604-822-6762	Location: 3 rd floor office
2 nd floor – Floor Warden:	Name: Katherine Came	Room/Phone #: Room 239, 604-827-4325	Location: 2 nd floor office
2 nd floor – Floor Warden:	Name: IOF Manager	Room/Phone #: Room 232, 604-822-4329	Location: 2 nd floor office
2 nd floor – Floor Warden:	Name: Scott Finestone	Room/Phone #: Room 236, 604-827-5475	Location: 2 nd floor office
First Aid Attendant:	Name: Lisa Johannesen	Room/Phone: Room 430, 604 822 9034	Location: 4th floor office
First Aid Attendant:	Name: John Driscoll	Room/Desk:	Location: 4th floor office

SAFETY CONCERNS & REPORTING HAZARDS

In the event I have a concern about safety or emergency procedures, I can contact:

Fisheries Centre:

First Aid Attendant:	Name: Ally Stocks	Room/Desk: 214.10	Location: 2 nd floor loft
First Aid Attendant:	Name: Riley Pollom	Room/Desk: 213.09	Location: 2 nd floor loft



First Aid Attendant:	Name: Brett van Poorten	Room/Desk: 346 Phone: 604-222-6761	Location: 3 rd floor office
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UBC Emergency Phone Numbers

***Review your Building Emergency Response Plan (BERP) for this information**

Emergency Personnel

Police	Ambulance	Fire
911	911	911

First Aid Staff	Students/Visitors	Minor Injuries
2-4444	2-4444	First Aid Attendant

Hazardous Materials Response

Fire Dept. (Non-Emergency)
604-665-6069

Student Health Service
604-822-7011

Campus Security
2-2222 or red phones

Building's Civic Address
2202 Main Mall



Other Safety Related Course(s)

Course	Required for Work		
	Yes	No	Date completed

List of Safe Work Procedures (particular for lab users)

Title and Brief Description	Read & Understand Risk Factors Associated with Task	
	Worker Initial	Instructor Initial
: Each Unit or User group will have binder of listed protocols for relevant procedures being completed (Ex. MMRU – Freeze Drying Protocol)		
Basic lab: No Eating, Drinking, Smoking, General housekeeping, horseplay etc)		
Using AERL Lift (back loading area)		
Using Fume Hood (Lab 123)		
Acid / Flammables Cabinets: Location of MSDS Binders. 1. AERL has built in Acid/Flammables Cabinets under fume hood in Lab 123. 2. MOE: Has Acid/Flammables cabinets (locked) located in hallway between labs 123 and 128 3. Project Seahorse: Has portable Acid/Flammables cabinets (locked) in Lab 123 under West end sink.		
Using Gas / Vacuum lines in Lab 123 (*Emergency Gas shut off)		