



## 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/](http://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](http://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<br>Initials | Worker<br>Initials |
|------|------------------------|--------------------|
|------|------------------------|--------------------|

\_\_\_\_\_

### 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/](http://www.security.ubc.ca/) for details. This topic may be integrated with "working alone" or hazard of workplace" topics listed above.

| Date | Supervisor<br>Initials | Worker<br>Initials |
|------|------------------------|--------------------|
|------|------------------------|--------------------|

\_\_\_\_\_

### 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](http://www.bullyingandharassment.ubc.ca).

| Date | Supervisor<br>Initials | Worker<br>Initials |
|------|------------------------|--------------------|
|------|------------------------|--------------------|

\_\_\_\_\_

### 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<br>Initials | Worker<br>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/](http://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](http://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<br>Initials | Worker<br>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<br>Initials | Worker<br>Initials |
|-------|------------------------|--------------------|
| _____ | _____                  | _____              |



## Safety Training Record

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

Local Health and Safety Committee Representative: Scott Finestone

### Risk Management Services Courses

| Course   | Required for Work |    |                |
|--|-------------------|----|----------------|
|  | Yes               | No | Date completed |
| Preventing & Addressing Workplace Bullying & Harassment <sup>1</sup> |                   |    |                |
| 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                           |                   |    |                |
| <b>Other:</b>  |                   |    |                |

<sup>1</sup> 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:

|   |                           |  |   |
|---|---------------------------|--|---|
| <b>The Local Health and Safety Committee Chair:</b> | Name:<br>Scott Finestone  | Room/Phone #:<br>Room 231,<br>604-827-5999 | Location:<br>2nd floor office             |
| 4th floor - <b>Floor Warden:</b>                    | Name:<br>Bonnie Leung     | Room/Phone #:<br>Room 429,<br>604-822-9249 | Location:<br>4th floor office             |
| 4 <sup>th</sup> floor – <b>Floor Warden:</b>        | Name:<br>Kelsey Robertson | Room/Phone #:<br>Room 430,<br>604-822-9034 | Location:<br>4 <sup>th</sup> floor office |
| 3 <sup>rd</sup> floor – <b>Floor Warden:</b>        | Name:<br>Brittany Derrick | Room/Phone #:<br>N/A                       | Location:<br>3 <sup>rd</sup> floor office |
| 3rd floor - <b>Floor Warden:</b>                    | Name:<br>Jordan Rosenfeld | Room/Phone #:<br>Room 344,<br>604-222-6762 | Location:<br>3 <sup>rd</sup> floor office |



|   |                           |  |   |
|---|---------------------------|--|---|
| <b>2<sup>nd</sup> floor – Floor Warden:</b> | Name:<br>Katherine Came   | Room/Phone #:<br>Room 233,<br>604-827-4325 | Location:<br>2 <sup>nd</sup> floor office |
| <b>2<sup>nd</sup> floor – Floor Warden:</b> | Name:<br>Scott Finestone  | Room/Phone #:<br>Room 231,<br>604-827-5999 | Location:<br>2 <sup>nd</sup> floor office |
| <b>1<sup>st</sup> floor - Floor Warden</b>  | Name:<br>Gillian Harris   | Room/Phone #:<br>Room 426,<br>604-822-7725 | Location:<br>4 <sup>th</sup> floor office |
| <b>1<sup>st</sup> floor – Floor Warden</b>  | Name:<br>Neil Maclean     | Room/Phone #:<br>Room 232,<br>604-822-4329 | Location:<br>2 <sup>nd</sup> floor office |
| <b>IRES First Aid Attendant:</b>            | Name:<br>Kelsey Robertson | Room/Phone #:<br>Room 430,<br>604-822-9034 | Location:<br>4th floor office             |

### SAFETY CONCERNS & REPORTING HAZARDS

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

#### Fisheries Centre:

|                             |                            |   |   |
|-----------------------------|----------------------------|---|---|
| <b>First Aid Attendant:</b> | Name:<br>Stacy Webb        | Room/Desk:                                    | Location:<br>3 <sup>rd</sup> floor office |
| <b>First Aid Attendant:</b> | Name:<br>Theresa Godin     | Room/Desk:<br>Room 342<br>604-222-6755        | Location:<br>3 <sup>rd</sup> floor office |
| <b>First Aid Attendant:</b> | Name:<br>Brett van Poorten | Room/Desk:<br>Room 346<br>Phone: 604-222-6761 | Location:<br>3 <sup>rd</sup> floor office |







## 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

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

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**Student Health Service**  
**604-822-7011**

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**Campus Security**  
**2-2222 or red phones**

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**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 <b>protocols</b> 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. <ol style="list-style-type: none"> <li>1. AERL has built in Acid/Flammables Cabinets under fume hood in Lab 123.</li> <li>2. MOE: Has Acid/Flammables cabinets (locked) located in hallway between labs 123 and 128</li> <li>3. Project Seahorse: Has portable Acid/Flammables cabinets (locked) in Lab 123 under West end sink.</li> </ol> |   |                    |
| Using Gas / Vacuum lines in Lab 123 (*Emergency Gas shut off)   |   |                    |
|   |   |                    |
|   |   |                    |
|   |   |                    |