

Workplace Safety Orientation & Training Needs Assessment & Record
Non-Laboratory Guide
Faculty of Land and Food Systems

Name: _____

Start Date: _____ End Date: _____

Position:

- | | |
|---|---|
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> Laboratory Assistant |
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Research Assistant |
| <input type="checkbox"/> Visiting Faculty/Student | <input type="checkbox"/> Lab Manager |
| <input type="checkbox"/> Graduate Student | <input type="checkbox"/> Research Associate |
| <input type="checkbox"/> Postdoctoral Fellow | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Faculty Member | |

Supervisor:

Name: _____ Phone#: _____

Department: _____ Email address: _____

This particular form is intended for individuals who will be conducting research in any **NON-LABORATORY FACILITY** within the faculty. If you will be working in the lab, please use the **Laboratory Guide**.

As a new member in the Faculty of Land and Food Systems, you must be provided sufficient information to safely work in our facilities. Please review the following UBC policies and procedures and ensure you have obtained all the appropriate information to prepare yourself for an emergency situation.

All sections in this guide must be read and signed off by both the individual and his/her supervisor or principal investigator (PI) prior to gaining access to any work space and keys/security access code(s).

A. New Member Orientation Checklist

- ☐ Meet and know the name(s) of joint occupational health & safety committee (JOHSC) member(s), your local safety team (LST) member(s), first aid and emergency contact numbers
- ☐ Know the address of the facility
- ☐ Know where the emergency procedures (fire, earthquake, etc.) are posted
- ☐ Familiar with the location of nearest fire alarms, fire extinguisher, emergency exits, and muster station
- ☐ Know the location of first responder phone numbers (e.g. Hospital, Security and First Aid)

- ☐ Familiar with the UBC Centralized Accident/Incident Reporting System
- ☐ Have access to a copy of facility safety manual
- ☐ Informed of rights to: refuse unsafe work (<http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.12>), participate in safety process, and know hazards of the work
- ☐ Provide access to copies of UBC Policies 5 (Sustainable Development), 6 (Environmental Protection Compliance), 7 (University Safety), 8 (Disaster Management) <https://universitycounsel.ubc.ca/policies/index/>
- ☐ Assess training needs and register for upcoming Health, Safety & Environment sessions
- ☐ Briefed on security issues including best practices, issuing access card, and key(s)
- ☐ Briefed on access to lunch room and room booking procedures
- ☐ Briefed on use of photocopier and fax machine
- ☐ Be respectful of shared space and equipment and keep your work area clean and tidy

B. Accident Reporting

- ☐ I am aware that I must immediately report all accidents, near accidents, injuries or incidents to my supervisor and the LST.
- ☐ I know that I must report all safety concerns to my supervisor. If an incident is not handled to my satisfaction, I am aware that I can contact a member of the LST for assistance.

C. Faculty Equipment (includes the use of but not limited to power tools, compressed air and powered garden tools)

I have received instruction in the safe use and operation of the following:

Equipment	Date	Trainee initials	Trainer initials

D. Information Regarding Working Alone

Individuals are not permitted to work alone unless they have completed the required training courses. The following guidelines will be applied if a worker must work alone after hours (evenings and weekends):

- ☐ Worker must setup a buddy system so that someone else is working or studying in the same space if evening or weekend work is required. Have a contact number of a research colleague or friend readily available.
- ☐ Keep the work space door closed and locked
- ☐ Call campus security in case of an emergency
- ☐ Be aware of all hazards in the work space

E. Personal and Campus Safety

Personal security is an important consideration for everyone regardless of age, gender or ability. Please consider some of these options to enhance your safety. Follow your intuition about your personal security. If something doesn't feel safe, trust your intuition.

- ☐ Use AMS Safewalk (604-822-5355) to request accompaniment while walking on campus (7pm until 4am for all faculty, staff, students and visitors)
- ☐ Know the location of the UBC Blue Phones. These connect directly to Campus Security.
- ☐ Use any of the three Community shuttles on campus.
- ☐ Be aware of your surroundings and the people around you
- ☐ Let someone know your plans and expected return time.
- ☐ Remain alert by not wearing any electronic device that could prevent you from hearing any signs of danger.
- ☐ Know your location and be able to describe where you are if you need to call for help.
- ☐ Only accept rides from someone you know well.
- ☐ If having a conversation with someone you meet, refer to 'we' to indicate you are not alone.
- ☐ When entering or exiting a locked residence, ensure that the door is secured before proceeding.
- ☐ Set the phone number for **UBC Campus Security number (604-822-2222)** in your cell or desk phone speed dial.

If you witness a crime or are being targeted, **call 911 immediately**. If you have information about a crime that has already occurred, contact your local police or Crime Stoppers at **1-800-222-8477** or text **274637** with keyword **"BCTIP"**.

Criminal Activity? Feeling threatened?

ALWAYS make the call even if you are unsure: Dial 911 and ask for UBC RCMP (Police).

Please make sure you know the Muster Location of your building in case of emergency!!

After reading through the above, meet with your supervisor or PI to discuss any points that are unclear. If necessary, consult with a member of the LST. Also, please identify, together with your supervisor or principal investigator, all the training courses required prior to beginning your job/project/thesis.

F. Risk Management Services Courses

Mandatory training – You must complete **ALL** trainings in this section!

- | | |
|---|----------------------|
| <input type="checkbox"/> New Worker Safety Orientation | Date completed _____ |
| <input type="checkbox"/> Preventing and Addressing Workplace Bullying and Harassment Training | Date completed _____ |
| <input type="checkbox"/> Workplace Violence Prevention Training | Date completed _____ |
| <input type="checkbox"/> Active Shooter Preparedness Workshop | Date completed _____ |
| <input type="checkbox"/> Privacy and Information Security Fundamentals Training | Date completed _____ |
| <input type="checkbox"/> Safety Supervision at UBC* | Date completed _____ |

*Only faculty and staff with supervisory role must take this course.

Job Specific (Please check all that apply)

I. General

- | | |
|---|----------------------|
| <input type="checkbox"/> Floor Warden Training Course | Date completed _____ |
| <input type="checkbox"/> WHMIS Course | Date completed _____ |
| <input type="checkbox"/> Other: _____ | Date completed _____ |

II. Human Ethics course

- ☐ Tri-Council Policy Statement (TCPS2):
Ethical Conduct for Research Involving Humans
<http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>

Date completed _____

I understand the items that were discussed on this guide, the basics of working safely, and the specific safety requirements that must be followed to work in this faculty.

I also declare that I **WILL NOT** be working with any chemicals or in any laboratory that uses chemicals during my tenure with the Faculty of Land and Food Systems without advising my supervisor or PI. In case I do need to get involved in chemicals, I understand that I will need to fill out the **Laboratory Guide** and fulfill additional training requirements.

New member:

Orientation by:

Supervisor:

Name (print)

Name (print)

Name (print)

Signature

Signature

Signature

Date

Upon completion of this form, please send all training completion certificates in Section F and an electronic copy of this form to your supervisor or PI AND Mona Lee at Mona.Lee@ubc.ca.