**Workplace Safety Orientation & Training Needs Assessment & Record**

**General Guide**

**Faculty of Land and Food Systems**

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

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

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:

[ ]  Volunteer

[ ]  Undergraduate

[ ]  Visiting Faculty/Student

[ ]  Graduate Student

[ ]  Postdoctoral Fellow

[ ]  Faculty Member

[ ]  Laboratory Assistant

[ ]  Research Assistant

[ ]  Lab Manager

[ ]  Research Associate

[ ]  Staff

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor:

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

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

 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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).

1. **New Member Orientation Checklist**

[ ]  Know the address of the facility

[ ]  Know where the emergency procedures (fire, earthquake, etc.) are posted

[ ]  Know the location of first responder phone numbers (e.g. Hospital, Security

 and First Aid)

<https://srs.ubc.ca/emergency/emergency-procedures/emergency-and-non-emergency-numbers/>

[ ]  Familiar with the location of nearest fire alarms, fire extinguisher, emergency

 exits, and muster station

[ ]  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

 <https://my.landfood.ubc.ca/operations/health-and-safety/>

[ ]  Familiar with the UBC Centralized Accident/Incident Reporting System

 <https://srs.ubc.ca/health-safety/safety-programs/accident-incident/>

[ ]  Have access to a copy of facility safety manual (e.g. BERP) <https://my.landfood.ubc.ca/operations/documents-reports/>

 [ ]  Informed of rights to: refuse unsafe work

(<https://srs.ubc.ca/health-safety/safety-programs/personal-safety/refusal-of-unsafe-work/>), participate in safety process, know hazards of the work

[ ]  Provide access to copies of UBC Policies 6 (Environmental Protection), 7

 (Health & Safety), 8 (Disaster Management)

 <https://universitycounsel.ubc.ca/policies/index/>

[ ]  Assess training needs and register for upcoming Health, Safety &

 Environment sessions

 <https://srs.ubc.ca/training-and-general-education-courses/>

[ ]  Briefed on security issues including best practices, issuing access card, and

 key(s)

 <https://my.landfood.ubc.ca/operations/building-access/>

[ ]  Briefed on access to lunch room and room booking procedures

 <https://my.landfood.ubc.ca/operations/booking/>

[ ]  Briefed on use of photocopier and fax machine

[ ]  Be respectful of shared space and equipment and keep your work area clean

 and tidy

[ ]  Briefed on Waste Disposal procedures including recycling program

<https://buildingoperations.ubc.ca/business-units/municipal/waste-management/waste-pick-up/>

1. **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.

1. **Information Regarding Working Alone**

<https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/>

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 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.

1. **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](https://www.ams.ubc.ca/student-services/safewalk/) (604-822-5355) to request accompaniment while

###  walking on campus (8pm until 2am for all faculty, staff, students and

###  visitors) <https://www.ams.ubc.ca/student-services/safewalk/>

### [ ]  Know the location of the [UBC Blue Phones](https://security.ubc.ca/campus-security-services/blue-phones). These connect directly to

###  Campus Security**.**

[ ]  Use the community shuttles on campus.

 <https://planning.ubc.ca/transportation>

[ ]  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 911and 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.

<https://my.landfood.ubc.ca/operations/health-and-safety/>

1. **Risk Management Services Courses**

After identifying the equipment and hazardous material types to be used in your job/project/thesis, please identify, together with your supervisor or PI, all the training courses required prior to beginning your job/project/thesis.

 **Mandatory training** – You must complete **ALL** trainings in this section and upload them to <https://training-report.landfood.ubc.ca> .

<https://srs.ubc.ca/health-safety/safety-programs/new-worker-orientation/>

[ ]  New Worker Safety Orientation

[ ]  Preventing and Addressing Workplace

 Bullying and Harassment Training

[ ]  Workplace Violence Prevention

 Training

[ ]  Privacy and Information Security

 Fundamentals Training Part 1

[ ]  Privacy and Information Security

 Fundamentals Training Part 2

[ ]  Safety Supervision at UBC\*

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

Job Specific (Please check all that apply)

1. **General**

<https://srs.ubc.ca/health-safety/research-safety/>

<https://srs.ubc.ca/emergency/emergency-training/>

[ ]  Transportation of Dangerous Goods

 Class 7 (Radioactivity) Receiving

 Course

[ ]  Transportation of Dangerous Goods

 Class 6.2 (Biological materials)

 Shipping Course

[ ]  Floor Warden Training Course

[ ]  WHMIS Course

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Human Ethics course**

[ ]  Tri-Council Policy Statement (TCPS2):

 *Ethical Conduct for Research Involving Humans*

 <https://ethics.research.ubc.ca/education-training/online-tutorials-training>

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

[ ]  I understand the items that were discussed on this form, the basics of working safely, and the specific safety requirements that must be followed to work in this faculty (Please specify rooms # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

For faculty, staff and students not working in a laboratory:

[ ]  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.

For faculty, staff and students working in a laboratory:

[ ]  I understand that I **also** need to fill out the **LFS - Laboratory Guide** and fulfill additional training requirements.

**New Member:**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor/Designate:**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Upon completion of this form, please upload all training completion certificates in Section E, as well as an electronic version of this signed form to** <https://training-report.landfood.ubc.ca>**.**