

 <b>University of British Columbia Faculty of Applied Science School of Engineering Procedures</b>	<b>Requesting Lab Access</b>
<b>Name:</b>	<b>Student Number/Employee Number:</b>
<b>Email:</b>	

	Requirement	Date Completed
1.	Lab orientation <ul style="list-style-type: none"> <li>• The professor, technician, or other qualified user must complete a lab safety orientation for all new personnel or to existing personnel when there is new equipment or if scope of work changes which introduces new hazards to workers</li> <li>• Lab orientation needs to be completed for every space access is requested</li> </ul>	
2.	Group specific training <ul style="list-style-type: none"> <li>• Specific training completed on relevant equipment, procedures, etc. for current/anticipated project</li> </ul>	
3.	UBC Chemical Safety Course (Contains WHMIS 2015) <ul style="list-style-type: none"> <li>• WHMIS is nontransferable between workplaces, only the UBC Chemical Safety Course is accepted</li> <li>• <a href="https://www.hse2.ubc.ca/moodle/login/index.php">https://www.hse2.ubc.ca/moodle/login/index.php</a></li> <li>• 'Chemical Safety Course' is required for all employees</li> </ul>	
4.	Other safety requirements <ul style="list-style-type: none"> <li>• Biological Safety Training</li> <li>• Radiation Safety Training</li> <li>• Laser Safety Training</li> <li>• Other</li> </ul>	
5.	Review of pertinent UBC policy <ul style="list-style-type: none"> <li>• UBC working alone or in isolation <a href="http://riskmanagement.ok.ubc.ca/safety/general/isolation.html">http://riskmanagement.ok.ubc.ca/safety/general/isolation.html</a></li> <li>• University safety (policy # 7)</li> <li>• Hazardous Materials Management (policy #9)</li> <li>• Other policies as required</li> </ul>	

	Requirement	Date Completed
6.	New worker safety orientation <ul style="list-style-type: none"> <li>• Part 1: UBC online course</li> <li>• <a href="https://www.hse2.ubc.ca/moodle/login/index.php">https://www.hse2.ubc.ca/moodle/login/index.php</a></li> <li>• Select New Worker Safety Orientation</li> <li>• Part 2: Site specific safety orientation. Available after completion of the course located at bottom of course page</li> </ul>	
7.	Preventing and Addressing Workplace Bullying and Harassment <ul style="list-style-type: none"> <li>• <a href="https://www.hse2.ubc.ca/moodle/login/index.php">https://www.hse2.ubc.ca/moodle/login/index.php</a></li> </ul>	
8.	Workplace Violence Prevention Training <ul style="list-style-type: none"> <li>• <a href="https://www.hse2.ubc.ca/moodle/login/index.php">https://www.hse2.ubc.ca/moodle/login/index.php</a></li> </ul>	
9.	Personal protective equipment <ul style="list-style-type: none"> <li>• Requirements for workplace</li> <li>• Proper use</li> <li>• Care and maintenance</li> <li>• All equipment has been provided</li> </ul>	
10.	Room(s) requested <ul style="list-style-type: none"> <li>• List of rooms/laboratories where access is requested</li> </ul>	
11.	New user status – Check one <input type="checkbox"/> PhD, <input type="checkbox"/> MASc, <input type="checkbox"/> Undergraduate, <input type="checkbox"/> VIRS, <input type="checkbox"/> VURS, <input type="checkbox"/> PDF, <input type="checkbox"/> Faculty, <input type="checkbox"/> Staff, <input type="checkbox"/> Other (specify)	
12.	End date (if applicable) <ul style="list-style-type: none"> <li>• Indicate anticipated end date of room access</li> </ul>	

\*If a requirement has not been completed, but has been scheduled, indicate the anticipated completion date.

**Note: Students and staff will be unable to perform any activity for which training is required without direct supervision until the training or course is completed.**

**Supervisors are responsible for ensuring all workers have completed the required training. Submit all certificate to supervisor for record keeping purposes.**

\_\_\_\_\_  
Student/employee name

\_\_\_\_\_  
Student/employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor name

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

Please submit form to David Zinz – [david.zinz@ubc.ca](mailto:david.zinz@ubc.ca), EME 0215