

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

	Requirement	Date Completed
1.	Lab orientation <ul style="list-style-type: none"> <li>The principal investigator must ensure an orientation is completed 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>	(YYYY-MM-DD)
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.	<a href="#">UBC Chemical Safety Course (Contains WHMIS 2015)</a> <a href="#">Hazardous Waste Management</a> <ul style="list-style-type: none"> <li>Only UBC Chemical Safety Course is accepted, both courses are mandatory for chemical users.</li> </ul>	
4.	Lab specific safety courses, if required <ul style="list-style-type: none"> <li><a href="#">Biosafety</a></li> <li><a href="#">Transportation of Dangerous goods</a></li> <li><a href="#">Radiation Safety</a></li> <li><a href="#">Laser Safety</a></li> </ul> Refer to <a href="#">WPL Course Catalogue</a> for further information on courses	
5.	Review of pertinent UBC policy <ul style="list-style-type: none"> <li><a href="#">Working alone or in isolation</a></li> <li><a href="#">University Health and Safety (Policy SC1)</a></li> <li>Other policies as required</li> </ul>	
6.	<a href="#">New worker safety orientation</a> <ul style="list-style-type: none"> <li>Complete New worker safety orientation</li> <li>Acknowledgment of understanding- <b>Access cards are non-transferable.</b></li> </ul>	

	Requirement	Date Completed
7.	<a href="#">Preventing and Addressing Workplace Bullying and Harassment</a>	
8.	<a href="#">Workplace Violence Prevention Training</a>	
9.	<a href="#">Privacy &amp; Information Security - Fundamentals Part 1</a> <a href="#">Privacy &amp; Information Security - Fundamentals Part 2</a>	
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 all 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"/> URA, <input type="checkbox"/> VIRS, <input type="checkbox"/> VURS, <input type="checkbox"/> UG Go Global, <input type="checkbox"/> Grad Go Global, <input type="checkbox"/> Capstone <input type="checkbox"/> PDF, <input type="checkbox"/> Faculty, <input type="checkbox"/> Staff, <input type="checkbox"/> Volunteer, <input type="checkbox"/> Work/study, <input type="checkbox"/> Design clubs, <input type="checkbox"/> TA, <input type="checkbox"/> M.Eng.	
12.	End date <ul style="list-style-type: none"> <li>• Indicate end date of appointment</li> </ul>	
13.	Student/Employee Number	

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

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

**Supervisors are responsible for ensuring all workers have completed the required training. Supervisors are to keep records of all training provided.**

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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

Please submit form to Praveen Rajan at [praveen.rajan@ubc.ca](mailto:praveen.rajan@ubc.ca)