



1 Purpose

This form lists and tracks the training record required for each employee in the Department of Civil Engineering. Access to research facilities, labs and workshop will not be permitted until the employee has received the required training.

Revision History

Rev	Description	Revised by	Date
00	Initial Release	Leiz Gagnon	May 20, 2014
01	Added instructions & changed step 3	Scott Jackson	July 30, 2014
02	Added mandatory IT training	Scott Jackson	August 30, 2017
03	Links to training + print names	Scott Jackson	October 3, 2017
04	Added Violence Prevention training	Scott Jackson	December 7, 2017
05	Processing done by Administrators -Draft	Scott Jackson	May 10, 2018
06	Minor formatting edits	S. Jackson	Feb. 7, 2019
07	Adding Part2 of Fundamentals training	S. Jackson	April 21, 2020

The following form on page 2 is to be printed and filled out by the Employee, signed by the Employee and Faculty Supervisor then by the Lab Manager. This form is required as part of the appointment process.

Created by:	Date:
Approved by: Lab Managers	Date: July 28, 2014
<i>THIS DOCUMENT, SUBMITTED IN CONFIDENCE, CONTAINS PROPRIETARY INFORMATION WHICH SHALL NOT BE REPRODUCED OR TRANSFERRED TO OTHER DOCUMENTS OR DISCLOSED TO OTHERS OR USED FOR MANUFACTURING OR ANY OTHER PURPOSE WITHOUT PRIOR WRITTEN PERMISSION OF UBC.</i>	



MANDATORY TRAINING RECORD

The Department’s goal is to provide a safe, healthy and secure working environment. This form lists and tracks the training required for each employee within the Department of Civil Engineering. Access to research facilities, labs & workshop will not be permitted until the employee/facility user has received the required training.

NOTE: Appointment will not be processed until the Finance Office has received this completed form.

Employee / Name _____ Start Date _____
 Visitor _____
 Position/Status _____ Supervisor (print) _____

Step 1: Please indicate your work location

- CEME Building (please specify room #) _____
- Rusty Hut (please specify room #) _____
- Other (please specify) _____

Step 2: Complete Training Information

The Department HSE Orientation can be found <http://www.civil.ubc.ca/webform/department-safety-orientation>
 The IT Privacy & Information Fundamentals training can be found here <https://privacymatters.ubc.ca/fundamentals-training>
 The Bullying & Harassment training and the Workplace Violence Prevention training can both be found at <https://www.hse2.ubc.ca/moodle/>

Mandatory / Required Training	Date Completed	Administrator Initials
MANDATORY Department Safety Orientation		
MANDATORY Bullying & Harassment Online Training		
MANDATORY IT Privacy & Information Fundamentals Part 1 Online Training		
MANDATORY IT Privacy & Information Fundamentals Part 2 Online Training		
MANDATORY Workplace Violence Prevention Online Training		

Notes: Send the completed course certificates by email to: mandatorytraining@civil.ubc.ca

Access or Working in any Civil Engineering Lab, Workshop and/or Research Facility requires that you complete a SITE SPECIFIC LAB ORIENTATION. Please contact our Department Lab Managers via email at labmanagers@civil.ubc.ca to schedule your training.

Step 3: Acknowledgement of Responsibility

In addition to the above training, I acknowledge that there may be other requirements that I am responsible for at a later date. This may include (but is not limited to) additional training, completing a Project Proposal, a Field Work Safety Plan and or developing a Working Alone Plan. I understand that I am responsible to get the appropriate training (and plans) done before starting any work and agree to follow the rules and instructions that the Civil Engineering department has instituted.

Employee /Visitor Signature: _____ Date: _____
 Faculty Supervisor Signature: _____ Date: _____
 Administrator Name (print): _____ Date: _____
 Administrator Signature: _____