



**The University of
British Columbia**

Form – FRM 000003

Revision: 02

Department: Civil Engineering

TITLE: Site Specific Office/Classroom Orientation Checklist

SAFETY ORIENTATION: SITE SPECIFIC - OFFICE/CLASSROOM - Self Orientation

For LOW RISK AREAS ONLY – All Civil Office and Common Areas (Except offices accessed through a Laboratory or Shop, then email mandatorytraining@civil.ubc.ca)

THIS FORM MUST BE HANDWRITTEN ONLY

CONTACT INFORMATION

First Name (print)	DATE: (D/M/Y)
Last Name (print)	
Status:	faculty/Staff/Graduate Student
CWL ID	
Email address	
UBC Employee / Student ID#	
Work Location This Orientation Covers (only close rooms can share an orientation)	Building Name: Building Address: Room/Area:
Supervisor	

Please checkmark “ √ ” all boxes below to indicate agreement with the following statements. If you are unsure of any statements below, ask your supervisor for clarification. Mark boxes that don’t apply with “N/A” (not applicable)

General Safety

- Working in a safe manner is a fundamental requirement of working at UBC.
- Food stuffs garbage is to be disposed in hallway recycle bins (not in office bins)
- Building may have asbestos issues – I will not disturb walls, flooring or doors.
- If I feel threatened I will contact campus security at 604-822-2222 or 911
- I have accessed the Health Safety & Environment section of the UBC Civil Engineering Website (www.civil.ubc.ca) which is where the Civil Safety Manual, Building Emergency Response Plans, and appropriate safety information can be found.
- I have read the appropriate Safety Plans/Safety Information and agree to follow them.

Emergency Response

- If we need Police, Fire Department or Ambulance I know to call 911.
- I know where the emergency response procedures and emergency contact phone numbers are located. (hint: look around your work area & common areas)



- I have memorized the building address where I am working (needed when calling 911).
- I know where the nearest fire extinguisher is and the nearest manual alarm pull station is for my work area.
- I know where the fire exits are and where the emergency muster/evacuation assembly area is (Marked on Emergency Key Maps found in building).
Describe where Emergency Evacuation Assembly Area is (print) _____

First Aid

- I know where to get first aid supplies (Civil safety stations are located at the main office and the environmental lab CEME room1301) and the AED (Defibrillator by Elevator on CEME ground floor).
- I know how to contact the first aid attendants (UBC Campus First Aid. 604-822-4444)

Reporting

- I am aware that I need to report any incidents, unsafe conditions or injuries to my supervisor immediately.
- I will report any suspicious activity to my supervisor & campus security 604-822-2222.

Safety Information Resources

- I am aware of the HSE section of Civil Department website at <https://civil.ubc.ca>
- I am aware of the UBC Safety & Risk Services website found at <https://srs.ubc.ca>
- I am aware of the Safety Bulletin Boards (Hallways in CEME and Rusty Hut)

DECLARATION:

I understand all of the items covered in this orientation, the basics of working safely and the specific safety requirements that must be followed within the Department of Civil Engineering.

I acknowledge that my supervisor is responsible for providing any additional training that I may need to complete my work safely. It is our joint responsibility to ensure I receive that training before beginning work.

Signature

Date

This form must be completed and submitted before you may begin working in the location indicated. Only handwritten submissions of this form will be accepted. Scan (or take a picture) of both sides and email to mandatorytraining@civil.ubc.ca Retain a copy of this form for reference.