**Botany Emergency Contacts and Procedures**

**BOTANY EMERGENCY CONTACTS**

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| **Emergency Numbers** |
| Campus First Aid Assistance (Faculty and Staff) | 604-822-4444911 |
| First Aid (Students and Visitors) | 604-822-2222 911 |
| Campus Security | 604-822-2222  |
| Fire, Police, Ambulance and Hazardous Materials Response | 911 |

**Additional Contacts** (see UBC Emergency contacts on the [SRS](https://srs.ubc.ca/emergency/emergency-and-non-emergency-numbers/) website)

UBC Hospital Urgent Care (8 am to 10 pm) 604-822-7662

Ambulance – 911 (604-872-5151)

Fire Dept. 911 (604-665-6010)

[Campus RCMP](https://www.rcmp-grc.gc.ca/detach/en/d/256) - 604-224-1322

[UBC Safety and Risk Services](https://srs.ubc.ca/)  - 604-822-2029

AMS Safe Walk – 604-822-5355

[Sexual Violence Prevention and Response](https://svpro.ubc.ca/) – 604-822-1588

[Poison Control Centre](http://www.dpic.org/)-604-682-5050 or 1-800-567-8911

[Crisis Centre BC](https://crisiscentre.bc.ca/contact-us/) **-** 1 800 SUICIDE (784 2433)

**UBC Emergency Phone Numbers**

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| --- | --- |
| **Police, Ambulance, Fire, Hazmat:**  | **Dial 911** |
| [**First Aid:**](https://srs.ubc.ca/health-safety/safety-programs/first-aid/) | **604-822-4444** |
| [**Trouble Calls:**](https://buildingoperations.ubc.ca/) | **604- 822-2173** |
| [**Campus Security:**](https://security.ubc.ca/) | **604-822-2222** |
| [**Student Health Services:**](https://students.ubc.ca/health/student-health-service) | **604-822-7011** |
| **Botany Safety Contact:** | **Isabel Ferens- 604-822-8524** |

**Minimum Required Personal Protective Equipment**

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| --- | --- | --- |
| **PPE Item** | **Date** | **Initials** |
| Safety Glasses/Goggles (if Applicable) |  |  |
| 100% Cotton Lab Coat (if Applicable) |  |  |
| Long Pants |  |  |
| Fully enclosed shoes |  |  |
| Supervisors Initials and Date |  |  |

**Important Safety Resources and Policies**

### I have read and will abide by the following safety resources and policies:

|  |  |  |
| --- | --- | --- |
| **Item** | **Date** | **Initials** |
| Health and Safety Program Manual-Department of Botany, <https://botanyochs.sites.olt.ubc.ca/files/2021/06/Department-of-Botany-HSPM-2021-Final.pdf>  |  |  |
| [UBC Policy SC1](https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Health-and-Safety-Policy_SC1.pdf) (Health and Safety Policy-previously Policy 7)  |  |  |
| [UBC Policy SC13](https://universitycounsel-2015.sites.olt.ubc.ca/files/2020/04/At-Risk-Behaviour-Policy_SC13.pdf) (At-Risk Behavior Policy-previously Policy 14)  |  |  |
| WorkSafeBC Regulation 3.12 (Right to Refuse Unsafe Work) <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#9CD8DEF21D95426DA2FBD0F29BE883C0>  |  |  |
| Botany Orientation (provided by staff personnel) |  |  |
| [**Reporting incidents**:](https://www.cairs.ubc.ca/public_page.php) UBC Accident/Incident Reporting System (CAIRS) – accidents/incidents must be reported within 24 hrs |  |  |

**Basic Botany Safety Information**

### Botany Safety Program Administrator

Brett Couch-safety committee Chair**-** BioSci - North Wing- Room 2138. 604-822-9650bcouch@mail.ubc.ca

Isabel Ferens- Secretary, BioSci- North Wing- Room 3156. 604-822-8524 Isabel.ferens@botany.ubc.ca

### Minimum Safety Training

* + UBC Risk Management lab safety training courses as outlined by supervising faculty. ( <https://srs.ubc.ca/> )
	+ UBC Risk Management, [‘Preventing and Addressing Workplace Bullying and](https://www.hse2.ubc.ca/moodle/course/view.php?id=14) [Harassment Training Course’](https://www.hse2.ubc.ca/moodle/course/view.php?id=14). (Provided in welcome package)

You are required to maintain a personal record of your UBC safety training and faculty to document completion of all UBC safety training requirements.

### Clothing and Footwear

* + Lab coats, buttoned and sleeves rolled down.
	+ Gloves and safety goggles, should be used when applicable, depending on chemical being used. Consult with supervising faculty regarding laboratory specific safety equipment.
	+ Long loose-fitting pants (long socks, leggings, nylons, and skinny jeans are not appropriate).
	+ Full Covering Liquid Resistant shoes (sandals, ballet flats, cloth, and mesh shoes are not appropriate).

### Food and Beverage in lab areas

* + No food or beverages are to be consumed or stored in areas designated as lab space.
	+ Garbage & waste containers in lab space cannot be used for food or beverage waste

materials.

### Spills

* + Any spills in the Botany Department buildings need to be cleaned up by the individual responsible for the spill. We work with a variety of chemicals and a simple non-toxic spill can be deemed as ‘unknown substance’, which could require a hazmat clean up. If you find any spills that need to be cleaned up, notify the Botany Office. Spills that are not cleaned up promptly can result in serious slip and fall injuries.

### Injuries

* + Review the emergency procedures on the botany health and safety website, <https://safety.botany.ubc.ca/>

Contact the botany office (Isabel Ferens, 604-822-8524, or Brett Couch, 604-822-9650) if you have any questions regarding

* + Safety Training
	+ Chemical/Waste disposal
	+ Fire Safety/Assembly areas
	+ First Aid/Injuries
	+ Spill Clean Up

(In case of evacuation, those students that require assistance to evacuate must inform their supervisors at the beginning of term)

**Basic & Advanced Equipment/Procedure Training**

As a graduate student or postdoctoral fellow, it is expected that you will have completed an undergraduate degree where you will have been shown the proper use of many pieces of lab equipment and basic laboratory chemicals. *Putting your initials in the box below will indicate that you have been previously trained, understand and are comfortable in the basic operation of the following.*

|  |  |  |
| --- | --- | --- |
| **Equipment/Procedure** | **Initials** | **Date** |
| Proper handling and use of all standard chemical glassware and knowledge of common risks (such as star cracks) |  |  |
| Proper use and upkeep of laboratory balances. |  |  |
| Proper use and upkeep of laboratory stir plates, hotplates and hotplate stirrers. |  |  |
| Proper use and disposal of laboratory syringes and needles, sharps, and glassware. |  |  |
| Proper use, transportation and disposal of solvents |  |  |
| Proper use and handling of flammable solvents |  |  |
| Proper use and handling of solvents that effectively permeate the skin (solvents with skin permeability comparable to DMSO) |  |  |
| Proper use, handling, transportation and disposal of concentrated hydrochloric, acetic and sulfuric acid. |  |  |
| Proper use, handling, transportation, storage and disposal of acidic or basic solutions. |  |  |
| **Advanced Equipment/Procedure Training** |
| Gel electrophoresis apparatus |  |  |
| Microscopes |  |  |
| Microtome |  |  |
| Autoclaves |  |  |
| Growth Chambers |  |  |
| Waste Disposal |  |  |
| Gas Cylinder |  |  |
| Trans Illuminator |  |  |

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| **Additional Equipment/Procedures (not included above)** | **Initials** | **Date** |
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# **RESEARCH LABORATORY**

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| **Locations of Labs** |
| **Building & Room Number** | **Campus Phone Number** | **Emergency Phone Numbers** |
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| **Emergency Contact of Supervisor** |
| **Name** | **Building/Room #** | **Campus Phone Number** | **Emergency Phone Number** |
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| **Emergency Contact of Laboratory Representative(s)** |
| **Name** | **Building/Room #** | **Campus Phone Number** | **Emergency Phone Number** |
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| **Locations of Safety Equipment** |
| **Safety Items** | **Location** | **Initials** | **Date** |
| **Fire Alarms** |  |  |  |
| **Fire Extinguishers** |  |  |  |
| **Fire Exits** |  |  |  |
| **Emergency Phone** |  |  |  |
| **Eyewash Station** |  |  |  |
| **Emergency Shower** |  |  |  |
| **Electrical Shut off** |  |  |  |
| **Gas Shut off** |  |  |  |
| **Evacuation Assembly Area** |  |  |  |
| **Spill Kit** |  |  |  |
| **Floor Warden** |  |  |  |
| **First Aid Attendant** |  |  |  |
| **First Aid Station** |  |  |  |
| **Supervisor’s Initials and Date:** |

# INDIVIDUAL RECORD OF MANDATORY UBC SAFETY TRAINING

Roles: Postdocs, RAs, Lab Technicians, Graduate

|  |
| --- |
| **Personal Contact Information** |
| Full Name |
| Program (PhD, MSc) |
| Email: |
| Department Phone Number |

* Review with your supervisor or PI to determine the appropriate safety training required for your position.
* **Remember** to put your certificates, or acknowledgement that training has been completed, into your **Yellow Safety Folder** and keep the folder in the designated location for your lab.

**UBC Mandatory Training** Date completed/Expires

* [Preventing COVID-19 Infection in the Workplace](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/) \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
* [New Worker Safety Orientation](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/) \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
	+ Site Specific Safety Orientation (e.g. building orientation, conducted by the supervisor or designate).
* [Preventing and Addressing Workplace Bullying and Harassment Training](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/) \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
* [Workplace Violence Prevention Training](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/) \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
* [Privacy & Information Security Fundamentals Training](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/) \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**Supervisor Training**

"Supervisor" means: a person who manages, instructs, directs, or controls other UBC Members in the performance of their duties at UBC (including studying), and may include Biosafety Permit Holders, Radiation Safety Permit Holders, and Principal Investigators. This includes graduate students mentoring undergraduate researchers, and teaching assistants supervising undergraduates in teaching laboratories.

[You might be a supervisor and not even know it.](https://srs.ubc.ca/2017/03/02/you-might-be-a-supervisor-and-not-even-know-it/)

* [Safety Supervision at UBC](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/) \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**Working in a Lab or Field Environment:**

* [**Introduction to Lab Safety Training**](https://srs.ubc.ca/health-safety/research-safety/chemical-safety/chemical-safety-training/) \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_
* [Ergonomics Training](https://hr.ubc.ca/health-and-wellbeing/ergonomics/office-ergonomics)
* Job Specific Safety Training (review conducted by the supervisor or designate), such as Chemical Safety Training, Biohazard Training, Environmental training etc. (see below)

**Job-Specific Safety Training:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Required?Y/N** | **Job Activities and Required Training** | **Date Training Completed** | **Expiry Date** |
| **Chemical Safety: Are you working with, Ordering or Transporting Chemicals? Take the following:** |  |
| **Y / N** | [Chemical Safety Training](https://srs.ubc.ca/health-safety/research-safety/chemical-safety/chemical-safety-training/) (valid for 5 years) |  |  |
| **Y / N** | [WHMIS Safety Training](https://srs.ubc.ca/training/research-safety-training-courses/whmis-training/) (valid for 5 years) not needed if you have taken the Chemical Safety Training course |  |  |
| **Y / N** | [Hazardous Waste Management Training](https://srs.ubc.ca/training-and-general-education-courses/environmental-training/) (valid for 3 years) |  |  |
| **Y / N** | [Transportation of Dangerous Goods](https://srs.ubc.ca/health-safety/research-safety/transportation-of-dangerous-goods-training/) (Ground transport certificate valid for 3 years, Air transport certificate valid for 2 years) |  |  |
| **Biosafety: Will you be working with Risk Group 1 or 2 (or 3), Genetically Modified organisms, animals, soil? Take the following:** |  |
| **Y / N** | [Biosafety Training](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/biological-safety-training/) (valid for 5 years) |  |  |
| **Y / N** | [Transportation of Dangerous Goods (TDG) 6.2](https://srs.ubc.ca/health-safety/research-safety/transportation-of-dangerous-goods-training/) (Ground transport certificate valid for 3 years, Air transport certificate valid for 2 years) |  |  |
| **Y / N** | [Autoclave Training](https://srs.ubc.ca/training-and-general-education-courses/environmental-training/) (valid for 3 years)Also contact Joanne Denny ( denny@zoology.ubc.ca ) for Department of Botany Autoclave Safety training (Departmental training only needs completed once). |  |  |
| **Y / N** | [Occupational and Preventative Health Consultation](https://hr.ubc.ca/health-and-wellbeing/occupational-preventive-health-oph) (initial in person consultation, followed by an annual digital survey) |  |  |
| **Laser Safety: Will you be working with Lasers?** |  |
| **Y / N** | [Introduction to Laser Safety](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/laser-safety-courses/). (valid for 5 years) |  |  |
| **Radiation Safety: Will you work with radioactive materials?** |  |
| **Y / N** | [Radiation Training](https://srs.ubc.ca/health-safety/research-safety/radiation-safety/radiation-training/) (valid for 5 years) |  |  |
| **Y / N** | [Transportation of Dangerous Goods (TDG) 7](https://srs.ubc.ca/health-safety/research-safety/transportation-of-dangerous-goods-training/) (Ground transport certificate valid for 3 years, Air transport certificate valid for 2 years) |  |  |
| **Working in an Industrial Setting:** |  |
| **Y / N** | Are you working in an industrial setting? Then consult your supervisor, the [SRS website](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/#What%20training%20is%20required%20for%20working%20in%20a%20lab?) and SRS to discuss your specific training needs. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Required?Y/N** | **Job Activities and Required Training** | **Date Training Completed** | **Expiry Date** |
| **Fieldwork: Will you be working in the field?** |  |
| **Y / N** | **Are you doing fieldwork (including locations that are low risk such as Stanley Park, Acadia Beach etc.)?** Then consult the Botany Department’s field safety policies and documentation on the departmental <https://safety.botany.ubc.ca/field-safety/>You will be required to fill out various field safety forms prior to working in the field. |  |  |
| **Y / N** | **Wilderness First Aid Course** (not mandatory, but recommended for sites that are high risk or at remote locations). Speak to your PI about this course. [Coast Wilderness Medical Training](https://www.wildernessfirstaidtraining.ca/wilderness-courses) has provided this course in the past. |  |  |
| **Y / N** | Will you be **Scuba Diving** or snorkeling as part of your fieldwork, then consult with the SRS website [Dive Training](https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/scientific-diver-training/) for required training and documents or [Dive Infomation](https://srs.ubc.ca/health-safety/research-safety/scientific-diving/) for more information regarding diving or snorkeling as part of your UBC research. For more information, contact the UBC Diving Safety Officer (DSO) at victoria.burdett-coutts@ubc.ca  |  |  |
| **Y / N** | **General First Aid Training:** If you are doing field work with more than 1 person* Low risk

 > 20 min from a hospital, more than 6 people< 20 min from a hospital, more than 11 people* Moderate risk

> 20 min from a hospital, more than 2 people< 20 min from a hospital, more than 6 people* High risk

> 2 or more peopleYou may need a first aid certificate and, or, a transportation endorsement. See [WorkSafe BC Schedule 3-A Minimum Levels of First Aid](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#Schedule3A) for requirements. |  |  |