

 <p>THE UNIVERSITY OF BRITISH COLUMBIA</p> <p>Life Sciences Centre University of British Columbia</p>	LSC Policy No.	Approval Date:
	Last Revision: June 2023	
Responsible Executives: FOM Safety Advisor, LSI Administrator, LSC Operations Manager		
Title: LSC Key and Card Access Protocol		

For Faculty, Staff and Students working at the LSC

In order to obtain key and card access to an LSC space, the following are required:

1. Departmental approval

A request for a key and/or card access for a new staff, students, or faculty member must have appropriate approval from the Administrator, Supervisor / Principal Investigator (PI) (or Lab Manager). The request must be sent to the departmental staff that is responsible for coordinating such requests.

2. Completion of the LSC On-line Safety Orientation

The on-line Safety Orientation is accessed at: <http://www2.lsi.ubc.ca>

The responsible department staff will assign a Safety login for the new personnel. This login must be used to sign into and complete the Online Safety Orientation.

3. Completion of the Workspace and Task-Specific Orientation

*This can be completed after access is granted, but should be prior to starting work at LSC

This second, hands-on part of the new worker orientation process is to be conducted by the new personnel's supervisor (or designate) and must include, at minimum, the subjects itemized in the LSC Worker Training and Orientation Record. Note: regulations require that all worker orientation and training activities must be recorded. It is recommended that the supervisor use and keep on file of the LSC Worker Training and Orientation Record form.

Note: For short-term workers & students working under direct supervision in a lab environment, It's recommended that the mandatory, on-line "Introduction to Laboratory Safety Course" be completed (where applicable) prior to access being granted.

4. Additional Requirement for Access to Waste Management Rooms and Flammable Storage Room

- Confirmation of the card holder has completed the LSC Online Safety Orientation.
- Confirmation of the card holder is qualified for "Unsupervised employee".
- Confirmation of the card holder has completed the required safety courses: biosafety, chemical, and radiation (where applicable).
- Confirmation of the card holder has been appropriately trained in the handling and transportation of hazardous materials; please see the attached "LSC Hazardous Waste Management Procedures" and "Protocols for the Transportation of Cryogenic Materials and Other Hazardous Materials in LSC Elevators".

Notes: "LSC Hazardous Waste Management Procedures" and the "Protocols for the Transportation of Cryogenic Materials and Other Hazardous Materials in LSC Elevators" can be found [here](#).

LSC Staff Orientation and Training Record

Worker Name:	Job title or description:
PI / Supervisor Name:	Work Start date:

Mandatory Workplace Orientations

LSC On-line Safety Orientation (mandatory) Date completed: _____

This orientation component is to be completed *before a new worker is given access to the LSC*.

This LSC on-line orientation is accessed at: <http://www2.lsi.ubc.ca>

Preventing and Addressing Workplace Bullying & Harassment Date Completed: _____

This orientation component can be completed after access is granted but *prior to starting work in the LSC*.

This on-line course is mandatory for all UBC faculty and staff and can be accessed at the following link:

<https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-bulhar>

Workspace and Task-Specific Orientation (mandatory) Date completed: _____

This orientation component can be completed after access is granted but *prior to starting work in the LSC*.

When a Supervisor or designate provides the workspace and task-specific portion of the new worker's safety orientation, the following topics, at minimum, must be covered:

Work / Task-Specific Orientation
<input type="checkbox"/> Worker has been advised of his/her Supervisor's name and contact information.
<input type="checkbox"/> Worker has been advised about the hazards that may be encountered while performing her/his work-tasks.
<input type="checkbox"/> Worker has been trained on the safe work practices specific to his/her work and has demonstrated that she/he can perform the tasks safely.
<input type="checkbox"/> Worker has the appropriate orientation and training in the use and care of any PPE or clothing that is required to safely perform his / her work.
<input type="checkbox"/> Worker has been orientated to the hazardous materials in her/his workplace and trained on the procedures to work safely with these products and can respond appropriately in case of an emergency or spill (where applicable).

UBC Laboratory & Safety Training

For short-term workers & students working *under direct supervision* in the laboratory:

Intro to Laboratory Safety Course (on-line) – Required
 Institution: _____ Date completed: _____

For longer-term workers & students that may work *independently* in the laboratory:

UBC Chemical Safety Course, or equivalent – Required? Yes / No
 Mandatory for all persons handling hazardous chemicals.
 Institution: _____ Date completed: _____

UBC Biological Safety Course, or equivalent – Required? Yes / No
 Mandatory for all persons working with Risk Group 1-3 biohazards.
 Institution: _____ Date completed: _____

UBC Radioisotope Safety Course, or equivalent – Required? Yes / No

Required if working with isotopes in quantities requiring licensing.

Institution: _____ Date completed: _____

Other courses, as applicable / needed:

Course: _____ Institution: _____ Date completed: _____

Course: _____ Institution: _____ Date completed: _____

Course: _____ Institution: _____ Date completed: _____

Working Alone or In Isolation

Worker and supervisor / host have established a written procedure for monitoring and summoning assistance if worker is working alone or in isolation. The procedure includes a system for checking on the well-being of the worker and establishing the time intervals for checking on the worker.

The information provided above is complete and accurate.

Worker Signature: _____ Date: _____

PI /Supervisor Signature: _____ Date: _____