

THE UNIVERSITY OF BRITISH COLUMBIA  
**Faculty of Education**



Department of Educational & Counselling Psychology, and Special Education

**STUDENT KEY PERMISSION FORM**

\*\*\* Please PRINT clearly \*\*\*

Name:
Job Title/Position: e.g. Graduate Student, Summer Student
Student Number:
Faculty Supervisor Name:
Contact Number:
Email Address:

For "Access Token" electronic key activation, your personal [UBCCard](#) is used.

If you wish to gain access through Scarfe access-controlled doors, please provide your [iClass number](#) (the 5 or 6 digit number following the asterisk \*):



**ROOM ASSIGNMENT/ BUILDING ACCESS** (To be completed by Faculty Supervisor)

The above individual has been assigned. Please provide keys to the following rooms:

Building	Room Number

**Access Token Activation?**

No                       Yes

Print Name (Faculty Supervisor): \_\_\_\_\_

Signature (Faculty Supervisor): \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

Processed by: \_\_\_\_\_

Conf. ID#: \_\_\_\_\_

*Turn over to complete the safety checklist...*

## **ECPS Safety Orientation Checklist**

**Please check the boxes if you have read, are aware, and understand the following:**

### **HEALTH AND SAFETY RESPONSIBILITIES AND ARRANGEMENTS**

- Employee's own health and safety responsibilities  
*Rights and Responsibilities with regard to UBC Policy (<http://www.universitycounsel.ubc.ca/policies/policy7.pdf>)  
Rights and Responsibilities under the WorkSafe BC regulation (Regulation 3.12)*
- Faculty of Education's Health and Safety Program  
*[http://educ.ubc.ca/service\\_support/safety/](http://educ.ubc.ca/service_support/safety/)*

### **FIRE SAFETY AND EMERGENCY EVACUATION**

- Action to take on hearing the fire alarm.  
*Evacuation alarm sound, exit and fire route(s), fire assembly point(s), fire action notices, not to use lifts, when safe to re-enter building*
- Action to take if discovering a fire.  
*Sound fire alarm, location of alarm call points, confirm with Security, not to take any personal risks, location of fire extinguishers.*
- Emergency Procedures.  
*Location of fire alarms, extinguishers, exit routes, assembly points (published in University phone book).*

### **FIRST AID AND EMERGENCY ASSISTANCE**

- University's arrangements for first aid.  
*Locate first aid personnel (Carol Ponder in Scarfe #103), details posted throughout each building.*
- Obtaining emergency assistance.  
*Contact Security on extension 2-222 or First Aid at 2-4444.*

### **WORKPLACE GENERAL HEALTH AND SAFETY**

- Housekeeping and access  
*Maintaining clear access routes (reducing trip hazards and ensuring clear means of escape) and access to safety equipment, properly disposing of rubbish.*
- University's Smoking Policy.  
*Smoking prohibited in all workplaces under the University's control.*
- Out of hours and/or lone working.  
*Subject to risk assessment, procedures for accessing, occupying and vacating facilities.*
- Procedures to avoid violence in the workplace  
*University services including Safewalk services, shuttle buses to remote parking areas and blue light phones. Campus Security website <http://www.security.ubc.ca/>*

-----  
Signature (Key Applicant)

-----  
Date: