ECPS Safety Orientation Checklist
Please check the boxes if you have read, are aware, and understand the following:

HEALTH AND SAFETY RESPONSIBILITIES AND ARRANGEMENTS


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FIRE SAFETY AND EMERGENCY EVACUATION

- Action to take on hearing the fire alarm.
  Evacuation alarm sound, exit and fire route(s), fire assembly point (grass median across from the main door entrance of the Neville Scarfe Building, 2125 Main Mall), fire action notices, not to use lifts/elevators, 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 (published in University phone book blue pages). In Scarfe refer to emergency procedures templates next to elevators and emergency exits.

FIRST AID AND EMERGENCY ASSISTANCE

- University’s Arrangements for First Aid.
  First Aid at 2-4444

- Obtaining Emergency Assistance
  Contact 911 and then Campus Security on extension 2-2222

- Reporting Work-Related Illnesses or Injuries
  https://www.cairs.ubc.ca/public_page.php

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 is prohibited in all workplaces under the University’s control.

- After-Hours and/or Working Alone http://bit.ly/2tXo3mY
  Subject to risk assessment, procedures for accessing, occupying and vacating facilities.


- Procedures to avoid violence in the workplace.
  University services, including Safewalk services, shuttle busses to remote parking areas, and Campus Security blue light phones. Campus Security website: www.security.ubc.ca/