



**a place of mind**  
**THE UNIVERSITY OF BRITISH COLUMBIA**  
**Faculty of Education**

Department of Educational & Counselling Psychology, and Special Education

**FACULTY KEY REQUEST FORM - NEVILLE SCARFE ACCESS**

Name:
Job Title/Position: <i>e.g.) Faculty, Sessional, Visiting Scholar, Staff</i>
Employee Number:
Contact Number:
Email Address:

**After Hours Office Block Access?**

**No**

**Yes**

Your UBCcard is used for "Access Token" (electronic FOB key activation). Activating your UBCcard will grant after-hours access to the **Scarfe Office Block only**.

If you wish to gain access, please provide your iClass number (5 or 6 digit number following the asterisk (\*):

Building (Office or Library Block)	Room Number



iClass Number

Print Name (Key Applicant): \_\_\_\_\_

Signature (Key Applicant): \_\_\_\_\_

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

## 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.** [University Safety, policy 7.](#)  
Rights and Responsibilities under the WorkSafeBC regulation (3.12)  
Link: [www2.worksafebc.com/publications/OHSRegulation/Part3.asp?ReportID=17839](http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp?ReportID=17839)

FoE Health & Safety Committee Chair: [tracy.wyman@ubc.ca](mailto:tracy.wyman@ubc.ca)

### 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**  
First aid personnel in ECPS department – Connie Choi, Scarfe 2524 or Jacqueline Webb, Scarfe 2519
- Obtaining Emergency Assistance**  
**Contact 911 and then Campus Security on extension 2-2222**
- Reporting Work-Related Illnesses or Injuries**  
[riskmanagement.ubc.ca/health-safety/accidents/incidents-ubc/reporting-accidents/incidents](http://riskmanagement.ubc.ca/health-safety/accidents/incidents-ubc/reporting-accidents/incidents)

### 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** [\(WSBC link\)](#)  
Subject to risk assessment, procedures for accessing, occupying and vacating facilities.
- Right to Refuse Unsafe Work** [\(WSBC link\)](#)
- 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: [security.ubc.ca/](http://security.ubc.ca/)

\_\_\_\_\_  
Signature (Key Applicant)

\_\_\_\_\_  
Date of signature