Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UBC Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE:**

**Location of Labs:**

**UBC Emergency Phone Numbers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Police, Ambulance, Fire** | 911 | **Fire Dept. First Aid** | 24444 |
| **Hazmat Response** | **Campus Security** | 22222 |
| **Trouble Calls** | 22173 | **Student Health Services** | 27011 |
| **ChemDept Safety Advisor** | 75216 ***or*** cell # 604 345-5380 | | |
| **Mailing Address** | UBC Vancouver Campus, Department of Chemistry  2036 Main Mall, Vancouver, BC, V6T 1Z1 | | |

**Emergency Contact of Laboratory Director**

**Name:**

**Office Location:**

|  |  |  |
| --- | --- | --- |
| **Building** | **Campus Phone Number** | **Emergency Phone Number** |
|  |  |  |
|  |  |  |

**Minimum Required Personal Protective Equipment**

|  |  |  |
| --- | --- | --- |
| **PPE Item** | **Date** | **Initials** |
| **Safety Glasses / Goggles** |  |  |
| **100% Cotton Lab Coat** |  |  |
| **Appropriate Lab Gloves** |  |  |
| **Long Pants** |  |  |
| **Fully Enclosed Shoes**   * *Bare feet, sandals, and open toed shoes not permitted* |  |  |
| **Supervisor’s Initials and Date** |  |  |

***Lab coats*** and ***safety glasses*** will be available for you to borrow if you do not already have some from your research lab.

***Cell phones and other electronic devices*** are a distraction that takes your attention away from your safety, and the safety of your students. You must leave your cell phones in your research lab, or leave them in the TA room.

**Location of Safety Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety Item** | **Room:** | **Room:** | **Initials** | **Date** |
| **Fire Alarms** |  |  |  |  |
| **Fire extinguisher& type**  **(i.e. A,B,C,D)** |  |  |  |  |
| **Fire extinguisher& type**  **(i.e. A,B,C,D)** |  |  |  |  |
| **Fire Exits** |  |  |  |  |
| **Emergency Phone** |  |  |  |  |
| **Eyewash Station** |  |  |  |  |
| **Emergency Shower** |  |  |  |  |
| **MSDS forms** |  |  |  |  |
| **Electrical Shut Off** |  |  |  |  |
| **Gas Shut Off** |  |  |  |  |
| **Evacuation Assembly Area** |  | |  |  |
| **Spill Cart #1** |  | |  |  |
| **Spill Cart #2** |  | |  |  |
| **Floor Fire Warden** |  | |  |  |
| **First Aid Attendant** |  | |  |  |
| **First Aid Station** |  | |  |  |
| **Laboratory Director’s Initials and Date** | | |  |  |

**Required Training**

The following are MANDATORY training courses for all persons conducting research in the Department at UBC. It is YOUR responsibility to complete these training courses before commencing any work in the teaching laboratories. Failure to complete these courses, or falsely signing that you have completed them, may result in the termination of your contract.

|  |  |  |
| --- | --- | --- |
| **Training Course** | **Year completed** | **Initials** |
| RMS Chemical Safety Training |  |  |
| Chemistry Department Fire  Extinguisher Training |  |  |
| Chemistry Department Safety  Orientation |  |  |
| **Laboratory Director’s Initials** | |  |

You will be in charge of instructing students in the proper use of each piece of equipment, and proper safety protocols. If you are unsure, at any time, in the use of the equipment, please don’t hesitate to ask.

As a graduate student, 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, such as a spatula, balance, beaker, graduated cylinder, etc***. Putting your initials in the box below will indicate that you are comfortable in the basic operation of most of the pieces of glassware and equipment found in an undergraduate teaching laboratory***.

|  |  |
| --- | --- |
| **Teaching Assistant’s Initials** |  |
| **Laboratory Director’s Initials** |  |

If you don’t remember the proper use of lab equipment from your undergraduate degree, please ask for further assistance.

**Experiment 1 Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Equipment/Procedure** | **Initials** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Laboratory Director’s Initials and Date** |  |  |

**Experiment 2 Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Equipment/Procedure** | **Initials** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Laboratory Director’s Initials and Date** |  |  |

**Experiment 3 Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Equipment/Procedure** | **Initials** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Laboratory Director’s Initials and Date** |  |  |

**Experiment 4 Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Equipment/Procedure** | **Initials** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Laboratory Director’s Initials and Date** |  |  |

**Experiment 5 Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Equipment/Procedure** | **Initials** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Laboratory Director’s Initials and Date** |  |  |

**Experiment 6 Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Equipment/Procedure** | **Initials** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Laboratory Director’s Initials and Date** |  |  |