

## Access and Overview for New Personnel (English)

**Please provide the following information:**

First Name: Extension #:  
 Last Name: Room #:  
 Employee / Student #: uOttawa Email:  
 Department: Supervisor:  
 Emergency Contact: Emergency Contact Number:  
 Alternate Email:

**Status (Select the most appropriate one):**

Student                      Researcher                      Professor                      Staff

**Read the following regarding mandatory training:**

**Mandatory training for ALL paid personnel, students (honours and co-op) and volunteers**

Complete the relevant <a href="#">WHMIS training</a> (Office or Laboratory)	Understood Certificate attached
Complete the <a href="#">Worker Health and Safety Awareness</a> training	Understood Certificate attached
Complete the <a href="#">Respect in the Workplace</a> training	Understood Certificate attached
Complete the <a href="#">Violence Prevention</a> training	Understood Certificate attached
Complete the <a href="#">Accessibility Standards for Customer Service</a> training	Understood Certificate attached
Complete the <a href="#">Working Together: The Code and the AODA</a> training	Understood Certificate attached



**Mandatory for ALL supervisors**

Complete the [Supervisor Health and Safety Awareness](#) training Understood  
Certificate attached

**Read the following regarding job-specific training:**

**Training for laboratory personnel**

You may need to complete the [Laboratory Safety](#) training Registered  
Completed  
Certificate attached

You may need to complete the [Autoclave Safety](#) training Registered  
Completed  
Certificate attached

You may need to complete the [Principles of Biosafety](#) training Registered  
Completed  
Certificate attached

You may need to complete the [Radiation Safety](#) training Registered  
Completed  
Certificate attached

You may need to complete the [Principles of Laser Safety Training](#) Registered  
Completed  
Certificate attached

Do you require access to the Animal Care & Veterinary Service (ACVS)? Yes  
No  
(If yes, please contact Wendy Ip at [wip@uottawa.ca](mailto:wip@uottawa.ca))

**Please fill in the following:**

**Mandatory for all personnel**

1. The University of Ottawa Emergency Telephone Number is:
2. The closest fire extinguisher is mounted here:
  - a. In the case of fire, you must activate the building fire alarm by pulling the nearest fire alarm pull station, located here:
  - b. Call **5411** and give your name, telephone extension, and the location and nature of the fire.
3. An emergency response plan showing escape routes from the building is located:
  - a. All individuals need to know the closest and secondary escape routes from the building.
4. The closest First Aid Kit is located here:

5. All incidents/accidents must be reported verbally to the Principal Investigator (PI) or Supervisor within 24 hours and in written form using the "Accident, Incident or Occupational Disease Report" form within 72 hours.
  - a. This report is located online, at the web address:

**Mandatory for laboratory personnel**

6. Emergency response procedures for fire, chemical hazards, biohazardous spills, and radioactive spills are in the Laboratory Procedural and Safety Manual , which is located here:
  - a. **READ THEM IN ADVANCE!**
  - b. Working alone after hours may be unsafe. Procedures for working alone are found in the Laboratory Procedures and Safety Manual.
7. The closest spill kit is located here:
8. The nearest Emergency Showers are located here:
9. The emergency Eyewash Station is located here:
10. Material Safety Data Sheets (MSDS) in the laboratory are maintained (Choose **ELECTRONIC FORMAT** or **HARD COPY**):
  - a. They are located here:
  - b. Use the MSDS sheets to familiarize yourself with the properties, incompatibilities, potential side effects, and disposal circumstances of any hazardous materials you will work with **before you start using them.**
  - c. If you come into contact with a hazardous material and emergency treatment is required, take the appropriate MSDS with you.
11. Personal Protective Equipment (i.e. safety glasses/goggles, face shield, cold/hot gloves, etc.) is located here:
12. Biohazard, Laser/Non-ionizing radiation, and Radiation Safety Manuals or Resource books are available and are located here:

**General Laboratory Rules**

1. No eating, drinking, gum-chewing, or storage of food is permitted in the laboratory.
2. Appropriate personal protective equipment (PPE) must be worn at all times when in the laboratory or when transporting materials between laboratories.
3. Except when transporting materials between laboratories, it is prohibited to wear protective gloves in common spaces such as hallways and elevators.
4. Open-toed and/or open-heeled shoes are prohibited in the laboratory.
5. Hands must be washed with soap and water before leaving the lab.
6. Work surfaces must be cleaned and/or decontaminated daily. No hazardous materials should be left overnight outside appropriate storage areas.
7. The laboratory doors must be kept shut at all times (not propped open) and locked when no one is in the laboratory, especially during lunch hours, lab meetings, seminars, etc.

Please initial and date here to confirm that you have understood, and will abide by the general laboratory rules.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

**Access requests**

All access cards will be initially granted with a one month expiry from the date of issue. This allows time for users to complete all their mandatory training, and to provide the relevant training documentation to the departmental offices, listed below. Once the mandatory training documentation is provided, then the one month expiry date will be removed.

**Type of access request**

Access Card

Key

**Description of access request**

Please fill in the following field, and include **all areas, rooms, buildings and hours requested**. If no access card or key is required, fill in "No access required".

**Please read this important information:**

- You are personally responsible for your access card and any keys that you have.
- Never lend your access card or keys, or allow unauthorized persons to enter an area for which they don't have a card or keys. Ask them to contact Protection Services.
- Cards used in unauthorized areas or used outside a specific time frame will activate an alarm.
- A door held open for more than 120 seconds will cause an alarm.

- If you lose your card, or if it is stolen, you must immediately report the incident to the card administrator of your department or to Protection Services.
- Unauthorized persons found in access controlled areas should be reported to Protection Services.
- At the end of your time at the University of Ottawa, keys and cards must be returned to your administrative office.

**Signatures and confirmation**

I, (your name) \_\_\_\_\_, have read and confirm that I understand the rules and instructions governing the University of Ottawa access card system. I recognize that both Protection Services and my service or academic unit managers reserve the right to cancel my card if I fail to follow the rules and instructions above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**What to do with this form**

Please download this form to your device and fill it out. Once this form has been filled out electronically, click on the print button below. Note that the form will not print unless all mandatory fields have been filled in. After printing the form and attaching any relevant training documentation, the form can be handed into the following locations:

- For personnel in Biochemistry, Microbiology and Immunology (BMI): RGN 4103
- For personnel in Cellular and Molecular Medicine (CMM): RGN 3206
- For personnel in Epidemiology (EPI): RGN 3105
- For personnel in Kidney Research (KRC): RGN 2527
- For personnel in Neuroscience (NRI): RGN 2412
- For personnel in Pathology: RGN 4155
- For personnel in administrative departments or others not listed above: RGN 1114

**For office use only:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Card #

**Authorization by Flow Cytometry Facility Staff:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date