

Access form for New and Existing Personnel (English) (Please fill out electronically)

For existing personnel who are requesting Access Change (cards and/or keys), Please complete sections 1 and 3

Section 1

Please provide the following information:

First Name:

Extension #:

Last Name:

Room #:

Employee / Student #:

uOttawa Email:

Department:

Supervisor:

Emergency Contact:

Emergency Contact Number:

Are you a new student/staff with uOttawa?:

Existing student/staff (Please specify faculty/dept.):

Status (Select the most appropriate one):

Student

Researcher

Professor

Staff

Permanent Position:

Contract Position:

Section 2

Mandatory training for all (Please kindly attach your certificates):

WHMIS 2015 ([Office](#) or [Laboratory](#))

[Worker Health and Safety Awareness](#)

[Respect in the Workplace](#)

[Violence Prevention](#)

[Accessibility Standards Customer Service](#)

[Working Together: The Code and the AODA](#)

[Digital Self-Defense](#) (For support staff only)

[What to do when someone discloses an alleged incident of sexual violence](#)

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Mandatory for ALL supervisors

[Supervisor Health and Safety Awareness](#)

Mandatory for ALL wet laboratory personnel

[Laboratory Safety](#)

[Autoclave Safety](#)

Review the following regarding job-specific training requirements with your supervisor:

[Principles of Biosafety](#)

[Radiation Safety](#)

[Principles of Laser Safety Training](#)

If you require access to the Animal Care & Veterinary Services (ACVS), please see Wendy Ip in RGN room 1311. You will need to bring your access card with you. Please note: Access to ACVS expires every year, therefore, you will need to renew your animal care access on a yearly basis.

Please fill in the following: Mandatory for ALL personnel who are NEW to the lab. If you are an existing personnel asking for access change you do not need to fill this out.

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. All individuals need to know the closest and secondary escape routes from the building. An emergency response plan showing escape routes from the building is located:
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. Safety Data Sheets (SDS) in the laboratory are maintained:
 - a. They are located here:
 - b. Use the SDS 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.
8. **Do not wear both gloves outside the lab.** Think about why you are required to wear gloves in the first place.
9. Do not enter a lunch room or washroom wearing your lab coat and/or gloves.

Section 3

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

Student/Employee Initials

Date

Access requests

New access cards will be initially programmed 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 (certificates) 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 (New) Access Card (Renewal) Key

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

Note: Some doors require a number code to enter instead of an access card. Departmental administrators can provide you with number codes for programmed doors, where necessary.

Supervisors:

You must ensure that your delegates are competent to work safely without supervision when you request 'All hours' access. New personnel and undergraduate students are recommended to have restricted access until they gain the required skills and experience. Access can be extended at a later date, as required.

Supervisor, please initial to acknowledge the areas and hours of access that this personnel will require:

Areas/Rooms Required:

Hours requested*

***Please check the following:**

Business hours (Mon – Fri, 7am – 6pm. Excludes holidays)

All hours (24 hr. Includes weekends and holidays)

Others (specify):

Employee/Student **END DATE (New or renewal):**

- 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.

Student/Employee Signature

Date

Supervisor's Signature

Date

Locker assignment

If you require a locker for storing personal items and food, please see the Administrative Assistant of your department.

What to do with this form

Please fill out this form electronically. Once filled out, click on the print button below. 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) and Cellular and Molecular Medicine (CMM): RGN 3206A

For personnel in School of Epidemiology and Public Health (SEPH): PMD 101G

For personnel in Kidney Research (KRC): RGN 2527

For personnel in Neuroscience (NRI): RGN 1411

For personnel in Pathology: RGN 4155

For personnel wanting access to Flow Cytometry Facility: 4166

For personnel wanting access to CBIA Core: RGN 3171

For personnel in administrative departments or others not listed above: RGN 1114

For office use only:

Date

Card #

Authorization by Flow Cytometry Facility Staff:

Access to: 4206 4206A
Hours: All Business (Mon-Fri)

Card Expires: _____

Signature of Flow Cytometry Core Facility Manager

Date

Authorization by CBIA Core Staff:

Access to: 3140
Hours: All Business (Mon-Fri) Card Expires: _____

Signature of CBIA Core Facility Manager

Date