Department of Computer Science, UBC
Health and Safety Orientation
2019

If you have any questions or comments, contact Moyra Ditchfield, Director of Facilities, Department of Computer Science
Emergency Director  (Email: ditchfld@cs.ubc.ca)

Presented by Koon Ming Lau, PEng, CEng, RCDD
Hardware Facilities Manager, Department of Computer Science
Chair of ICICS/CS Safety Committee, Assistant Emergency Director
• UBC Employee Health and Safety requirements
• Emergency procedures
  • Medical
  • Evacuation
  • Safety Equipment
• Physical and Mental Health Resources
• Earthquake Procedures
• Active Shooter Procedures
• Emergency Communication Information Sources
• Accident Prevention and Incident Reporting
• Fire Prevention
• Personal Safety and Security
• Building Access
• Reporting problems
• What you can do to prepare
• Additional information
Grad and undergrad TA’s MUST complete

- UBC Privacy Matter Training
- **New:** Privacy and Information Security – Fundamentals training is now a *mandatory requirement* for faculty, staff, researchers, student employees and contractors who use UBC Electronic Information and Systems.

- [https://privacy matters.ubc.ca/](https://privacy matters.ubc.ca/)

Your deadline is September 30th
Grad and undergrad TA’s MUST complete

- UBC Preventing and Addressing Workplace bullying and harassment Training
  - UBC requires all Faculty & Staff (including students employed by the University) to receive training on the prevention of workplace bullying and harassment. This provides compliance under UBC's Respectful Environment Statement & WorkSafe BC regulation.

- https://my.cs.ubc.ca/docs/preventing-bullying-harrassment

Your deadline is September 30th
All faculty, staff, and grads MUST complete

- Safety Orientation Checklist
  - https://my.cs.ubc.ca/health-safety/safety-orientation-checklist

Your deadline is September 30th
If you have an EMERGENCY

- Call 911 in case of fire or medical emergency

- The occupational first Aid Program: Call 2-4444 for all work related injuries (UBC faculty, staff and student workers only) – level 2 occupational first attendant attend

- For a visitor or unpaid student in the case of injury
  - Call 911;
  - Student can also attend Student Health in the UBC Hospital.
If you have an EMERGENCY

For immediate assistant of minor injury

• Call the CS main office (604-822-9289) or send someone there for help

The CS main office (ICICS 201) has

• First Aid kit
• AED (Automatic External Defibrillator device)
Fire Safety Plan
Emergency Evacuation

We may evacuate due to fire, hazardous material, bomb threats, earthquakes, or drills

If you hear the fire alarm
• Calmly proceed to the nearest exit
• Do NOT use the elevators
• Listen to the Floor Wardens
• **ICICS**: designated assembly area on the front lawn on Main Mall
• **Dempster**: assemble at the main doors
• Do not re-enter the building
• Assist anyone having difficulty
Individuals who are non-ambulatory, hearing impaired, or visually impaired may require special assistance during an evacuation.

If for some reason, a person cannot make their way out of the building:

- Help the person to an access route
- Exit the building and report the person’s location to the fire department on scene

If you need special help, you should inform your supervisor.
• Know the location of safety equipment: closest fire extinguisher, fire alarm pull station, first aid kits, and automatic external defibrillator (AED)

• The CS office (ICICS 201) has a first aid kit, and an AED outside the CS office

• Anyone can use the AED

Review the YouTube video
https://www.youtube.com/watch?v=R336zGS2aTE
Physical and Mental Health Resources
Wellness

http://students.ubc.ca/livewell/services/counselling-services

Counselling Services

- Stress
- Anxiety
- Sadness
- Overwhelm

- Relationship troubles
- Loss and/or grief
- Past experience of physical, sexual, or emotional violence
- Other mental health challenges
Physical and Mental Health Resources
Wellness

http://www.ams.ubc.ca/services/

Student Services
- Food Bank
- Safewalk
- Speakeasy
- Tutoring
- VICE
- EHUB

- Health and Dental Plan
- Resource Groups
- Sexual Assault Support Centre
- UBC Pass BC
- Advocacy & OMBUDS
Earthquakes

- Take cover under a sturdy desk or table and hold on.
- No Table? Cover your face and head with your arms and crouch in an inside corner of the building.

Always cover your head and neck
Earthquake

• If indoors – stay there! If outside – stay there!
  • Many injuries during earthquakes occur when people are hit by falling objects while entering or exiting buildings.

• Watch for hazards
  • Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures, projectors or furniture.

• Count to 60 before attempting to exit.
  • If you feel any aftershocks, start your count again

• After the shaking stops, we will evacuate only if necessary
  • The fire alarm will be used to evacuate
• An active shooter is a person actively shooting at people, usually at random, in a confined or populated area

• [http://rms.ubc.ca/emergency/emergency-procedures/active-shooter/](http://rms.ubc.ca/emergency/emergency-procedures/active-shooter/)
If it is safe to evacuate the building, do so

- **RUN (get out)!!** This is your first and best option.
- Leave your belongs behind
- Advise others not to enter the building
- Call 911 as soon as it is safe to do so
• If evacuation is not possible, find a place to hide
  • Lock and barricade the door
  • Turn off or silence your cell phone, including the vibrate feature.
  • Hide behind large objects if possible.
  • Stay low, below window level and be quiet.
  • Close curtains or blinds where possible
  • Await instruction or escort from law enforcement
Active Shooter Procedures

• As a last resort, and only if your life is in danger, fight
  • Attempt to incapacitate the shooter
  • Act with physical aggression
  • Improvise weapons.
  • Commit to your actions
  • Once the shooter is incapacitated, call Police – 911.
Active Shooter Procedures

• When law enforcement arrives:
  • Keep your EMPTY hands raised and visible
  • Remain calm and follow instructions
  • Avoid pointing or yelling
  • The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
  • Medical help for the injured will be on its way
  • The area is a crime scene. Police may secure all witnesses until identified and questioned.

**UBC’s Active Shooter Training Video is available**
Emergency Communication
Information Sources

• The primary source for information is
  • www.ubc.ca
  • www.emergency.ubc.ca
  • Twitter (@ubcnews)

• Sign Up for UBC Alert - Students
  ✓ Log into the UBC Student Service Centre
    https://students.ubc.ca
  ✓ Add your cell phone number to “Address Update”

• Media (do not depend solely on media)
• Working safely is a fundamental part of your job.
• You must have your supervisor’s permission before attempting any task which could be unsafe.
• You must be trained before undertaking any task which could be dangerous.
• You have the right to refuse to do any task which you feel is unsafe. (It’s the law)
• You are responsible for doing your best to maintain your area as a clean and safe working environment
• If an Accident occurs
  • Report accidents or near misses to your Supervisor and the Emergency Director
Accident Prevention
Hazards at ICICS/CS

• Ladders
• Book shelves
• Ergonomics (largest category of injuries at UBC)
• ICICS/CS is a hazardous materials free building
  • Report any chemicals to the Space and Safety Committee.
  • If you want to use chemicals, come and talk to the Emergency Director first.
• If you have any questions or concerns about safety hazards, please send email to space-admin@cs.ubc.ca
Fire Safety Plan

Fire Prevention

- Prevent the incidence of fire by controlling fire hazards
  - Good housekeeping
  - Do not plug too many appliances in an outlet
  - Keep heaters away from papers and loose clothing

- In case of fire
  - Call 911
  - Pull the fire alarms

- Report any problems to help@cs.ubc.ca immediately
Personal Safety and Security

• When possible, do not work alone at night
• DO NOT let anyone into the building – everyone authorized to be in the building has a fob
• Park your car or bicycle in a busy, well lit area
• Walk in busy, well lit areas.
• Use caution when stopping to give strangers information or directions, especially at night.
Personal Safety and Security

- If you have safety concerns, use the following resources
  - AMS Safewalk
  - TransLink Shuttle bus
  - Blue Phones
- Ensure valuables such as laptops are stored securely
  - Send email to help to get a laptop anchor attached to desk
- If you witness a crime or see a suspicious person, report it to
  - RCMP by calling 911 or Campus Security at 604-822-2222
Building Access

• Building users require their UBC ID to enter the building after building hours (6:30pm-7:30am) and on holidays
• To use the elevator
  • Put your token on the reader in the elevator
  • Press the number of the floor destination
• If you have a problem with access or require additional access, send email to
  • grad-admin@cs.ubc.ca for general use spaces
  • Supervisor/Group Assistant for Research lab space
• Undergrad student access is based on having an active CS account
  • Within 24 hours of adding a course, they will have building access
  • Undergraduate access after hours is restricted to floors X0-X3 (X-wing) and 0 (W-wing)
Reporting Problems

• If you need Fire-Police-Ambulance, call 911

• If you are a paid employee and require First Aid, call 2-4444.

• If you observe theft, vandalism or building security issues, call UBC Campus Security at 822-2222

• After building hours, if the building requires immediate attention, call UBC Trouble Calls directly at 604-822-2173.
Reporting Problems

• If an Accident occurs
  • Call the CS office for first aid support at 604-822-9289
  • Report accidents or near misses to your Instructor
• Report non-emergency problems to help@cs.ubc.ca
  • CS account
  • Undergraduate teaching environment
  • Access Control
  • Wireless and Data Network
  • Janitorial Services Problems
  • Broken doors or key cylinders, light bulb outages or damage of any kind
What You can do to Prepare

• Complete the Safety Checklist by September 30th
  • [https://my.cs.ubc.ca/health-safety/safety-orientation-checklist](https://my.cs.ubc.ca/health-safety/safety-orientation-checklist)

• Know the following Emergency Response procedures
  • Contact the main office (604-822-9289) for access to the first aid kit, and AED & call 604-822-4444 for first aid attendant.
  • Determine your evacuation route and nearest exit from your work area
  • Locate the Fire Pull stations in your work area
  • [Sign up for Emergency UBC Alerts](https://my.cs.ubc.ca/health-safety/safety-orientation-checklist)
What You can do to Prepare

• Know the following numbers
  • Fire-Police-Ambulance 911
  • First Aid 604-822-4444
  • Campus Security 604-822-2222
  • AMS SafeWalk 604-822-5355
  • UBC Trouble Calls 604-822-2173
  • CS Helpdesk help@cs.ubc.ca
    (604-822-1423)
Personal Emergency Preparedness

Disaster Kit Plan for 72 hours

- Portable radio with extra batteries
- Flashlight and extra batteries
- Emergency Contact information
- First aid kit
- Toilet tissue
- Handy wipes
- Several days supply of any prescribed medicine
- $2.00 in quarters for telephone
- Blanket
- Food (no cooking required)
- Bottled water
- Extra clothing
- Walking shoes
- Gloves

Recommended by the Central United States Earthquake Consortium
(www.cusec.org/Safety/safe_kit.htm)
Facility Information

- Showers
  - West Wing: room 052, 058
  - X Wing: room X122
- Bike Room: room 004
- Kitchens: 148, 211, X434, X534, X860A
- Patio: 2\textsuperscript{nd} floor
- Copy/Print rooms: 212, X552
- Grad First year seating 108
- Grad Lounge 144
- Pacific Poke – UBC Food Services (X165)
- Department lounge: X860
- Skype room: 355
Volunteers Liability Waiver

Who needs to fill this form?

• All incoming volunteers require to fill the waiver

What do the volunteers aware?

• Understand the risk associated with your volunteering tasks
• Take responsibility for your own safety
• Protect the PI and department from liability
Volunteers Liability Waiver

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS

BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS,
INCLUDING THE RIGHT TO SUE IN THE EVENT OF INJURY

PLEASE READ CAREFULLY

TO:  THE UNIVERSITY OF BRITISH COLUMBIA, including its [insert name of unit/department]

ASSUMPTION OF RISKS
I am aware that using the [insert name of facility] and/or participating in any [insert name of program or event] involves many risks, dangers and hazards including, but not limited to: [insert description of risks]; negligence of other participants; and NEGLIGENCE ON THE PART OF THE UNIVERSITY OF BRITISH COLUMBIA OR ITS EMPLOYEES INCLUDING THE FAILURE ON THE PART OF THE UNIVERSITY OF BRITISH COLUMBIA OR ITS EMPLOYEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE. I am also aware that the risks, dangers and hazards referred to above exist within a variety of facilities whether on campus or off campus, including but not limited to: roadways, parking areas, shower rooms, hallways, stairs, elevators, change rooms, meeting rooms, eating areas, banquet rooms, fields, campus buildings and other facilities.

I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH MY USE OF THE [INSERT NAME OF FACILITY] AND/OR PARTICIPATING IN ANY [INSERT NAME OF PROGRAM OR EVENT] AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE AND LOSS RESULTING THEREFROM. I am also aware that the University of British Columbia does not carry accident or medical or dental insurance on my behalf.

RELEASE OF LIABILITY, WAIVER OF CLAIMS
In consideration of the University of British Columbia allowing me to use the [insert name of facility] and/or participating in any [insert name of program or event] and permitting my use of its equipment, structures and other facilities, and for good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:
Volunteers Liability Waiver

1. **TO WAIVE ANY AND ALL CLAIMS** that I have or may in the future have against THE UNIVERSITY OF BRITISH COLUMBIA, its Board of Governors, directors, officers, employees, agents and representatives, (all of whom are hereinafter collectively referred to as “THE RELEASEES”) and **TO RELEASE THE RELEASEES** from any and all liability for any loss, damage, expense or injury including death that I may suffer, or that my next of kin may suffer, resulting from my use of [insert name of facility] and/or participating in any [insert name of program or event] DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT, R.S.B.C. 1996, c. 337, ON THE PART OF THE RELEASEES, AND ALSO INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE;

2. This Agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the laws of the Province of British Columbia and no other jurisdiction; and
3. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

In entering into this Agreement I am not relying upon any oral or written representations or statements made by the Releasees with respect to the safety of the [insert name of facility] and/or the [insert name of program or event] other than what is set forth in this Agreement.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.

Signed this ______ day of ______________________ 20__

Signature of Participant

Please print name clearly
Important Links

• Safety Orientation checklist  (Complete by Oct 15th)
  • [https://my.cs.ubc.ca/health-safety/safety-orientation-checklist](https://my.cs.ubc.ca/health-safety/safety-orientation-checklist)

• UBC bullying and harassment awareness training  (Complete by Oct 15)
  • [https://my.cs.ubc.ca/docs/preventing-bullying-harrassment](https://my.cs.ubc.ca/docs/preventing-bullying-harrassment)

• Physical and Mental Resources
  • [https://students.ubc.ca/health-wellness/mental-health-support-counselling-services](https://students.ubc.ca/health-wellness/mental-health-support-counselling-services)
  • [http://www.ams.ubc.ca/services/](http://www.ams.ubc.ca/services/)

• UBC Emergency procedures
  • [http://emergency.ubc.ca/procedures/](http://emergency.ubc.ca/procedures/)
Important Links

• The primary source for information in an emergency
  • www.ubc.ca, www.emergency.ubc.ca/, Twitter (@ubcnews)

• Basic Emergency Supply Kit
  • http://riskmanagement.sites.olt.ubc.ca/files/2017/09/2017-Kit_Emergency-preparedness.jpg

• Sign Up for UBC Alert
  • http://rms.ubc.ca/emergency/personal-emergency-preparedness/
    - What does UBC Alert

• AMS Safewalk
  • http://www.ams.ubc.ca/services/safewalk/
Important Links

• TransLink Shuttle bus

• Blue Phone
  • [https://security.ubc.ca/campus-security-services/blue-phones](https://security.ubc.ca/campus-security-services/blue-phones)

• CS Helpdesk
  • [help@cs.ubc.ca](mailto:help@cs.ubc.ca)

• Secure Bike Parking: Bike Lockers & Bike cages
  • [https://planning.ubc.ca/vancouver/transportation-planning/transportation-options/cycling/bicycle-lockers](https://planning.ubc.ca/vancouver/transportation-planning/transportation-options/cycling/bicycle-lockers)
Important Links

• Workplace First Aid for employees
Thank you!

Have a safe stay in UBC!