



Department of Computer Science, UBC

Health and Safety Orientation

2020

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Department of Computer Science Health and Safety Orientation

- Changes due to COVID 19 and Building Access
- UBC Employee Health and Safety requirements
- Emergency Communication Information Sources
- Emergency procedures
 - Medical
 - Evacuation
 - Safety Equipment
- Physical and Mental Health Resources
- Earthquake Procedures
- Active Shooter Procedures
- Accident Prevention and Incident Reporting
- Fire Prevention
- Personal Safety and Security
- Reporting problems
- What you can do to prepare
- Volunteer Liability Waivers
- Important Links



Changes due to COVID 19

1. Every person returning to the campus must take the training course by UBC Safety and Risk Services: [Preventing COVID-19 Infection in the Workplace\(link is external\)](#), and must maintain a record of the final certification for their training records.
2. The buildings will remain locked during Phase 2 and require keycard access.
3. Researchers who do not need to be on campus must continue to work from home. The Faculty of Science document has details about the policies and prioritization of access for on-campus research. https://my.cs.ubc.ca/system/files/docs/science_return_to_on-campus_research_documentation_stage_2_july_24.pdf
4. It's our expectation that you are wearing a mask within any public space in the ICICS building. Please also ensure you follow the building signage and sanitize your hands as you enter and exit the building.



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



Building Access

- 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)

You can apply your Digital and Physical UBCcard online at

<https://ubccard.ubc.ca/obtaining-a-ubcbcard/students>

Both cards are free. For physical access, you require the Physical UBCcard used as an access card. Once it is activated, you can use it as a key to access UBC Buildings.



Changes due to COVID 19 – Building Access

All requests **MUST** be send to
space-admin@cs.ubc.ca
with the following information:

- Full Name
- Student Number
- Date/Time of visit
- Duration of visit
- Purpose of visit
- Area/Room accessing to



Changes due to COVID 19 – Building Access

Categories and Requirements

- Quick visits
 - complete the Preventing COVID-19 Infection in the Workplace quiz prior to entering the building
<https://wpl.ubc.ca/>
- Repeating in a lab
 - The PI and their students need to take the Preventing COVID-19 Infection in the Workplace quiz
<https://wpl.ubc.ca/>
 - The PI and their students need to sign and submit the COVID-19 Workspace Safety Plan – Department Level
https://my.cs.ubc.ca/system/files/docs/cs_safety_plan_with_floorplans_final_0.pdf
 - The PI must complete and submit the lab safety plan for approval
http://my.cs.ubc.ca/system/files/docs/request_to_restart.doc
 - If only one person is using the lab then we do not require the calendar to be set up. Hours will be assigned by space-admin@cs.ubc.ca based on all of the request for stage 2 access.
 - The PI must sign and submit Access Agreement 11b-VPRI
https://my.cs.ubc.ca/system/files/docs/11b-vpri-access_agreement_0.docx



Health & Safety Program

As a new employee, a number of courses are mandatory to meet WorkSafeBC and UBC requirements. At UBC, a worker includes, Senior Executives, Faculty, Staff, and Student workers.

Mandatory Health & Safety Training

- [Preventing COVID-19 Infection in the Workplace](#)
- [New Worker Safety Orientation](#)
- [Preventing and Addressing Workplace Bullying and Harassment Training](#)
- [Workplace Violence Prevention Training](#)

Mandatory Privacy & Information Security Fundamentals Training

- [Privacy & Information Security Fundamentals Training](#)

Mandatory for CS faculty, staff and grads

- [Safety Orientation Check list](#)

Deadline is September 30th



Emergency Communication Information Sources

- The primary source for information is
 - www.ubc.ca
 - www.emergency.ubc.ca
 - Twitter ([@ubcnews](https://twitter.com/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)



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 aid 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 assistance 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)

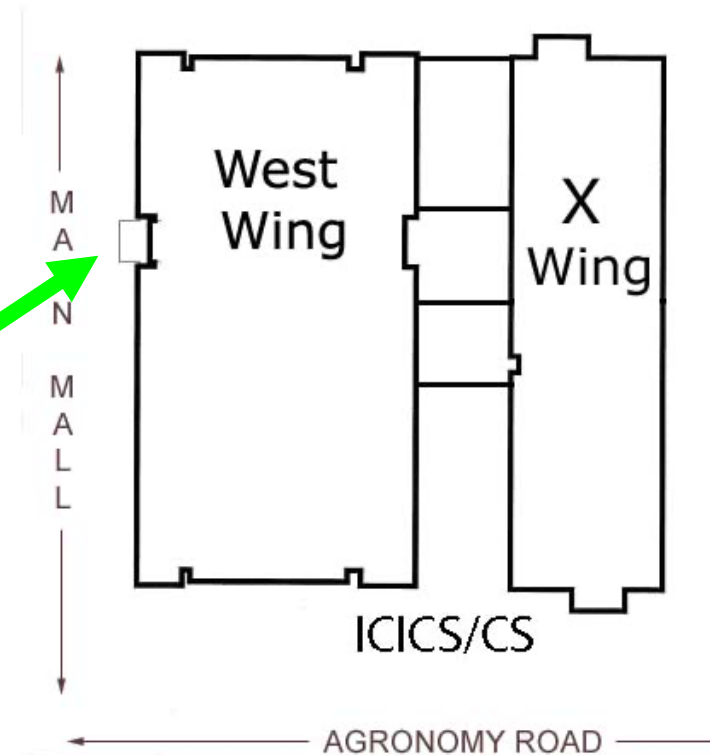


Fire Safety Plan Emergency Evacuation

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/CS**: 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**





Emergency Evacuation Evacuating Disabled People

- 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.



Emergency Procedures Safety Equipment

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



Earthquakes





Earthquake: Drop. Cover. Hold.

- 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



Emergency Procedures

Active Shooter

- An active shooter is a person actively shooting at people, usually at random, in a confined or populated area
- <https://ready.ubc.ca/take-action/active-threat/>



Active Shooter Procedures

- **If it is safe to evacuate the building, do so**
 - **RUN (get out)!**. This is your first and best option.
 - **Leave belongings** behind.
 - **Advise** others to leave.
 - **Assist** others if you can.
 - **Warn** others of the threat.
 - **Call police** — 911, as soon as it is safe to do so.



Active Shooter Procedures

- **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.

<https://srs.ubc.ca/files/2016/06/UBC-V-Active-Shooter-Fact-Sheet.pdf>



Accident Prevention and Reporting

The Employees Responsibilities

- 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



TransLink Shuttle bus route





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. Please email space-admin@cs.ubc.ca, so our staff can follow up.



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>
- 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](#)



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*

- Water — two litres of water per person per day (include small bottles)
- Food that won't spoil, such as canned food, energy bars and dried foods (replace once a year)
- Manual can opener
- Wind-up or battery-powered flashlight (and extra batteries)
- Wind-up or battery-powered radio (and extra batteries)
- First aid kit
- Extra keys for your car and house
- Cash, travellers' cheques and change
- Important family documents such as identification, insurance and bank records
- Emergency plan — include a copy in your kit as well as contact information

Grab and Go Kits



Recommended by the Government of Canada

<https://www.getprepared.gc.ca/cnt/kts/bsc-kt-en.aspx>



Personal Emergency Preparedness Disaster Kit *Plan for 72 hours*

BASIC EMERGENCY SUPPLY KIT



First Aid Kit and medications.



Cell phone with chargers, inverter or solar charger.



Garbage bags, moist towelettes and plastic ties for personal sanitation.



Battery-powered or hand crank radio.



Local maps (identify a family meeting place) and some cash in small bills.



Water, four litres per person per day for at least 72 hours, for drinking and sanitation.



Battery-powered or hand crank flashlight with extra batteries.



At least 72 hours supply of non-perishable food. Manual can opener for cans.



Dust mask to help filter contaminated air.



Whistle to signal for help.



Seasonal clothing and footwear.



Emergency Preparedness @UBC

rms.ubc.ca/emergency
Campus security 604 822 2222

Grab and Go Kits





Facility Information

- Showers
 - West Wing: room 052, 058
 - X Wing: room X122
- Bike Room: room 004
- Kitchens: 148, 211, X434, X534, X860A
- Patio: 2nd floor
- Copy/Print rooms: 212, X452
- 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

https://my.cs.ubc.ca/system/files/docs/volunteers_liability_waiver.pdf

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



Important Links

- Preventing COVID-19 infection in the workplace
 - <https://wpl.ubc.ca>
- Safety Plan for the Resumption of On-Campus Research
 - https://my.cs.ubc.ca/system/files/docs/science_return_to_on-campus_research_documentation_stage_2_july_24.pdf



Important Links

- Safety Orientation checklist (Complete by Oct 15th)
 - <https://my.cs.ubc.ca/health-safety/safety-orientation-checklist>
- Mandatory Training for All UBC Workers
 - <https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/>
- Physical and Mental Resources
 - <https://students.ubc.ca/health-wellness/mental-health-support-counselling-services>
 - <http://www.ams.ubc.ca/services/>



Important Links

- UBC Emergency procedures
 - <http://emergency.ubc.ca/procedures/>
- 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/>



Important Links

- AMS Safewalk
 - <http://www.ams.ubc.ca/services/safewalk/>
- TransLink Shuttle bus
 - <http://planning.ubc.ca/vancouver/transportation-planning/transportation-options/transit/ubc-community-shuttle-routes>
- Active Shooter fact sheet
 - <https://srs.ubc.ca/files/2016/06/UBC-V-Active-Shooter-Fact-Sheet.pdf>



Important Links

- Blue Phone
 - <https://security.ubc.ca/campus-security-services/blue-phones>
- CS Helpdesk
 - help@cs.ubc.ca
- Secure Bike Parking: Bike Lockers & Bike cages
 - <https://planning.ubc.ca/transportation/cycling/bicycle-parking>
- Workplace First Aid for employees
 - <https://srs.ubc.ca/health-safety/safety-programs/first-aid/workplace-first-aid-for-employees/>



End of Safety Orientation

Thank you!

Keep Safe and Healthy!

Have a safe stay in UBC!