

Undergraduate Student After Hours Access (Aug 2022)

_____ (print name and student number)

In addition to your supervisor's working alone policy the following conditions also apply to all undergraduate students working unsupervised in the department of zoology.

In order for undergraduate students to be granted unsupervised access to the Biological Sciences Building they must agree, with signature, to the following conditions:

1. Only authorized users are allowed to enter the Biological Sciences Building. No guests are permitted.
2. You must complete the UBC Mandatory Safety Courses as well as the specific safety courses recommended by your supervisor for the work you will be conducting i.e. if working alone using chemicals or biological materials you will have to complete the chemical and biological safety courses.
3. If entering the Biological Sciences Building outside of normal working hours (07:30 to 17:00, Monday to Friday), you must adhere to the Working Alone Procedures developed by your supervisor for the work you will be conducting i.e. you must notify another authorized user or supervisor by text message or phone when you enter and leave the facility.
4. Undergraduates are not permitted in the Biological Sciences Building unsupervised between the hours of 20:00 and 07:30.
5. You are only permitted to enter areas that are relevant to your research or animal care duties.
6. If you fail to adhere to the above conditions, your access to the Biological Sciences Building will be revoked permanently.

With the signatures below, I agree to the above terms.

Signature of Student

Date

As the supervisor for the above applicant, I am aware that I am fully responsible for the safety of the above individual while they are working for me at any time including after hours.

Signature of Supervisor (PI)

Date

Prior to receiving aquatics access, the student must undergo aquatics safety orientation with the facility manager.

Signature of Aquatics Facility Manager

Date

The submission of this document must be accompanied by the Working Alone Procedure specifically for the work being conducted after hours. Refer to below link for how to create a work alone policy.

<https://srs.ubc.ca/health-safety/safety-programs/personal-safety/workingalone/>

Completed documents must be sent to the zoology department's key liaison officer.