

# UBC Wood Science Safety Protocol



All new hires will receive the DWS New Personnel Orientation Package with information pertaining to access, safety and mandatory training requirements. Included in the Personnel Orientation & Training Record (POTR) which is required to be completed and returned to the WS Admin Office within 7 days of receiving the package.

All students, undergraduate and graduate, and staff encounter a wide range of hazards as part of their studies and work conducted. Individual Safety Plans (ISP) are required prior to working in a laboratory in Wood Science. The ISP is a living document that requires review and revisions as the various research activities undertaken evolve over time.

Using the Lab-based template, create the safety plan go through the questionnaires and associated resources under the Laboratory Safety page. Together with their supervisor, a graduate student, researcher or volunteer needs to create a written ISP where all risks that could be reasonably encountered are itemized and addressed in turn.

For example, the Laboratory-based ISP template provides some guidance for the creation of the ISP. The supervisor responsible for guidance in developing the ISP in regards to the scope of the work, the equipment and procedures, and the location of the work sites. The procedures for using equipment in the various work-spaces should exist as a written document and a copy of these procedures stored. The procedures should be described in sufficient detail to allow anyone permitted to use that equipment to do so safely.

The questionnaires serve to aid in the Identification of risks for each type of work site.