**Quonset Area Access Procedures**

The area surrounding the Quonset Building has some unique characteristics of educational benefit to our students. It also contains unique hazards due to the presence of Risk Management Services‘ Hazardous Waste Storage Depot and Facilities Management’s active work zone. Additionally, as this area houses the largest number of our facilities workers, it is their unofficial social area, much as hallways and lunch rooms are in other buildings.

In order to protect students from hazards and provide time for Facilities Management to secure the area, this form after being signed by the supervising professor, should be emailed to Facilities Management (facilities.ok@ubc.ca) and Risk Management Services (riskmanagement.ok@ubc.ca) at least 2 working days prior to the visit.

Class Visit to Quonset Area:

|  |  |
| --- | --- |
| Course Name & Number: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Supervising Instructor Name: |  |
|  |  |
| Contact Phone Number: |  |
|  |  |
| Contact Email: |  |
|  |  |
|  |  |
| Specific Location of Visit: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Date & Time of Visit: |  |

Continued on page 2

Please review the following information and provide it to the students visiting the site:

“The area surrounding the UBCO Quonset building is an active work site which has various hazards around it. These hazards include the use of heavy and mechanical equipment, the presence of hazardous chemicals and the presence of vehicles. While visiting this site, you are responsible for your own safety. A few general rules to follow:

* Do not climb on slopes
* Do not stand or climb on equipment
* Do not stand on wood / lumber due to the potential presence of nails
* Do not enter buildings (except Science Shed with permission)
* Wear close toed shoes
* Keep clear of all traffic, including golf carts
* Exit the area in an orderly fashion if alarms are heard
* Keep together as a group

**Be Cautious and Alert**”

I, have read the attached information and shared it with each student, staff or faculty that will be visiting the Quonset area for teaching or research purposes. As the supervising instructor for this class, I acknowledge being responsible for the safety and conduct of students while visiting the Quonset area.

Supervising Instructor Signature Date