



Université d'Ottawa - University of Ottawa
 Faculté de génie – Faculty of Engineering

Orientation for new personnel (except laboratory)

Please return completed form to your department / school administrative secretariat.

1. The University of Ottawa's Emergency number is _____ .
2. The fire extinguisher is mounted _____ . In case of fire, pull the fire alarm station located _____ . Dial 5411 to notice Protection Services who will call the appropriate emergencies services.
3. Evacuation plans showing the escape routes are located _____ .
(Please familiarize yourself with those routes.)
4. The nearest First Aid kit is located _____ and the nearest first-aider is located _____ .
A list of all first aiders is located _____ .
5. **All accidents, incidents or occupational disease must be reported using the "Accident, incident or occupational disease report" form to Human Resources Service and to the Facilities Manager.** Those forms are located in _____ or from the web at this address:
http://www.hr.uottawa.ca/files/forms/leave/accident_incident_report.pdf
6. All personnel must successfully complete WHMIS training offered by the Office of Risk Management, Environmental Health and Safety. Course can be done online at this address:
http://www.uottawa.ca/services/ehss/whmis_online.htm
7. My representative on the Sectoral Health and Safety Committee is _____ .
A list of all members of this committee can be found at this web page:
http://www.uottawa.ca/services/ehss/ohs_members.htm
8. The Risk Management Officer for the Faculty is _____ from the Office of Risk Management, Environmental Health and Safety. You can find this information on this web page: http://www.engineering.uottawa.ca/en/health_safety/view/emergency_contact_information/
9. Visit the Faculty web page, health and safety section <http://www.engineering.uottawa.ca> and the one of the Office of Risk Management, Environmental Health and Safety. <http://www.uottawa.ca/services/ehss/index.htm> for more information.

I have read and understood the above guidelines. The University policies and procedures that govern health and safety are published at this address <http://web5.uottawa.ca/admingov/policies-procedures.html>

Employee / Student : Name (Print) _____ Signature _____

Supervisor: Name (Print) _____ Signature _____

Date _____

(Revised May, 2010)