



uOttawa

L'Université ottavienne
Canada's university

Université d'Ottawa • University of Ottawa
Faculté des sciences • Faculty of Science

Orientation for New Personnel

Please return completed form to your Department Office. If you have any questions contact the Health, Safety and Risk Manager at ext. 6425 or the Health Safety and Risk Assistant at ext. 4202.

The University of Ottawa Emergency number is _____

1. The fire extinguisher is mounted _____. In case of fire activate the building fire alarm system, by pulling the nearest fire alarm pull station located _____. Call **5411** and give name, telephone number, location and nature of the fire.
2. An emergency response plan showing the escape routes from the building is located _____. (All individuals need to know the nearest and secondary escape routes from the building.)
3. The nearest First Aid kit is located _____.
4. **All incidents/accidents must be reported to the Principal Investigator (PI) as well as on the University of Ottawa Accident/Incident or Occupational Disease Report form. The report forms are located in _____.**
5. All personnel must successfully complete WHMIS training offered by the university Office of Risk Management (ORM). Schedule of all safety courses can be found _____.

Trainee: _____

Signed

Date

Supervisor: _____

Signed

Date