

# BIOLOGY BUILDING ACCESS REQUEST FORM

<b>* REQUESTED BY:</b>		
<b>Name:</b>	<b>Date of Request:</b>	
<b>* KEYHOLDER DETAILS:</b>		
<b>Last Name:</b>	<b>First Name:</b>	<b>WLU ID:</b>
<b>Position:</b>	<b>WLU Email:</b>	<b>Reporting To:</b>
<b>Access Start Date:</b>	<b>Access End Date:</b>	

## KEY ACCESS (DEPOSIT REQUIRED)

### **Key Deposit**

*A \$50 cash deposit must be submitted to the biology admin office before any keys will be issued. Only one deposit is required per request (includes all keys issued). A refund will be processed once all keys have been returned to the biology admin office.*

Science Building (N)			
N3024 – Wilkie Lab	<input type="checkbox"/>	N3029 – Teaching Lab	<input type="checkbox"/>
N3025 – Gray Lab	<input type="checkbox"/>	N3031 – Teaching Lab	<input type="checkbox"/>
N3027 – Stevens Lab	<input type="checkbox"/>	BA303D	<input type="checkbox"/>


## ONE CARD TAP ACCESS (NO DEPOSIT NEEDED)

*Lost cards MUST be reported to the OneCard office.*

Science Building (N)			
<b>Hours Needed</b>	<input type="checkbox"/>	<b>8:30 – 4:30 Mon-Fri</b>	<input type="checkbox"/>
		<b>24 HR Access</b>	
N3021 – Tutorial Lab	<input type="checkbox"/>	N3030 – Teaching Lab	<input type="checkbox"/>
N3022A - Mailroom	<input type="checkbox"/>	N3032 – Teaching Lab	<input type="checkbox"/>
N3028-Teaching Lab	<input type="checkbox"/>		

Bricker Academic (BA)			
<b>Hours Needed</b>	<input type="checkbox"/>	<b>8:30 – 4:30 Mon-Fri</b>	<input type="checkbox"/>
		<b>24 HR Access</b>	
BA401 – Admin Office	<input type="checkbox"/>	BA401C – Mailroom	<input type="checkbox"/>
	<input type="checkbox"/>		

Science Research (SR)			
SR114 – Swanson Lab		SR312	
SR208 – Long Lab		SR315 – Stewart Lab	
SR209 – McDonald Lab		SR317 – Baltzer Lab	
SR210 - Herbarium		SR409 – Zou Lab	
SR211 – Costea		SR411 – Weadge Lab	
SR215 – Moreno-Hagelsieb Lab		SR415 – Slawson Lab	
SR308 – Wilson Lab		SR417/418 – Dewitte-Orr Lab	
SR311 – Castroverde Lab		SR421-424 – Smith Lab	

	<b>Biology Wet Level 5 Access</b> (includes ALL of):		
<ul style="list-style-type: none"><li>▪ Science Research Perimeter (Science, SR, BA Entrances)</li><li>▪ SR-108 Exterior and Interior Receiving Doors</li></ul>			
<u>Labs:</u>	<u>Corridors:</u>	<u>Stairwells:</u>	
<ul style="list-style-type: none"><li>▪ SR-221</li><li>▪ SR-314</li><li>▪ SR-310 Plant growth chamber</li><li>▪ SR-410 Glass prep room</li><li>▪ SR-412 Freezer Storage</li><li>▪ N3022A - Copier Room</li></ul>	<ul style="list-style-type: none"><li>▪ SR-200A</li><li>▪ SR-100F</li><li>▪ SR-300A</li></ul>	<ul style="list-style-type: none"><li>▪ SR-1STB,</li><li>▪ SR-2STA/B</li><li>▪ SR-3STA/B</li><li>▪ SR-4STA/B, BA-4ST1, BA-4ST4</li><li>▪ Science Research - Elevator All Floors</li><li>▪ Bricker Academic - Elevator 4th Floor</li></ul>	

Graduate office space to be assigned
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Centre for Cold Regions and Water Science (CCRWS)
<i>Note: Specific Access for CCWS facilities is determined by Animal Care Staff. Student training may be required.</i>

Other Access (as detailed below):

### \* SUPERVISOR AUTHORIZATION

I will ensure that the above-mentioned individual, while working in my lab, will comply with the terms of Laurier's Working Alone Policy (7.15). I will ensure that they follow safe lab practices as outlined in relevant university policies and established practices for laboratory environments.

\* Supervisor Signature: \_\_\_\_\_

## \* KEYHOLDER RESPONSIBILITY

### Biology Department Working Alone Policy (adapted from WLU policy 7.15)

The purpose of the Working Alone Policy is to ensure Wilfrid Laurier University's commitment to providing a safe and healthy work environment for our staff, faculty, students and volunteers. Please note the following guidelines that are used in the Faculty of Science for working alone. To view the full Working Alone Policy, please visit <https://www.wlu.ca/about/governance/assets/resources/7.15-working-alone.html>

Undergraduate Students: Regardless of the type of hazard, undergraduate students who are conducting research or engaging in thesis work that is under the direction of a faculty member are not permitted to work alone after hours.\*\* Such students will be permitted to work after hours provided, they use the buddy system.\*\*\*

1. Responsibility: The Ontario Health and Safety Act places the primary responsibility on supervisors for ensuring the well-being of workers (faculty, staff, students and volunteers) under their supervision and direction. Therefore, the responsibility falls on the supervisor, in consultation with the worker, to determine the risk level of the work to be done alone, and the frequency and method of verifying the health and safety status of the worker that is necessary. Every reasonable effort to ensure compliance will be taken.
  - a. Supervisor's Responsibilities: It is the supervisor's responsibility to evaluate work assignments on a case- by-case basis, considering the following:
    - Is there a regulation, code or existing policy that prohibits a person from working alone?
    - Tasks and associated hazards involved in the work being assessed
    - Potential consequences resulting from the worst-case scenario
    - Personal safety issues including but not limited to physical disabilities or medical conditions
    - Probability of other people being in the area if emergency assistance is required
    - Security of the work area
  - b. Worker's Responsibilities:  
It is the worker's responsibility to:
    - Participate in the evaluation of the risks associated with the work and the environment
    - Follow good laboratory practices and any guidelines set out by the supervisor
    - Work in the safest possible manner at all times
    - Periodically verify the health and safety status of any other worker(s) they are working with through the buddy system
    - If it is determined that a buddy system is needed, it is the worker's responsibility to determine who will act as their "buddy" and ensure that they perform this assignment

\*\*After hours: Between 4:30 p.m. and 8:30 a.m. weekdays, Saturday, Sunday, university holidays and any other day the university is officially closed.

\*\*\*Buddy System: A system of organizing work so that the worker can always be seen or heard by at least one other worker. In addition, the buddy system must include periodic checking of the person's safety.

I have read and agree to follow the guidelines outlined above:

\* Student signature: \_\_\_\_\_

\* Date: \_\_\_\_\_