

# Building Access Request Form - Biology

**COVID-19 Access to Campus:** Has the faculty member who is responsible for the lab been approved to open under current COVID-19 restrictions?  Yes  No

Please provide the Phase or date approved: \_\_\_\_\_

## Section 1: Student/Lab Employee Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
ID Number: \_\_\_\_\_ Laurier Email: \_\_\_\_\_  
Position: \_\_\_\_\_ Reporting To: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Extensions: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Section 2: Required Access – Keys

Please indicate access requirements:

### Science (N)

- N1030 – Fish Lab
- N3024 – Wilkie Lab
- N3025 – Gray Lab
- N3027 – Stevens Lab
- N30xx -Teaching Lab  
(28,29,31,32,34,36)

### Science Research (SR)

- SR309 – Grad Student Office
- SR310 – Plant Growth Chamber
- SR311 – Castroverde Lab
- SR313 – Moreno-Hagelsieb Lab
- SR410 – Glassware Prep Room
- SR412 – Freezer Storage
- SR413 – Grad Student Office
- SR414 – Grad Student Office

### Bricker Academic (BA)

- BA303D – Ramsay Lab

Other Access:

## Section 2: Required Access – One Card

Please indicate access requirements:

### Center for Cold Regions and Water Science

- CCRWS Bldg Access
- CRW201 – Analytical Lab
- Greenhouse

**Science Research (SR)**

Floors: 2  3  4

SR Bldg – 8:30-4:30pm

SR220 – Grad Student office

SR320 – Grad Student Office

SR Bldg – 24hr access

SR308 – Wilson Lab

SR409 – Smith Lab

SR114 – McGeer Lab

SR312 – Reproductive Phys. Lab

SR411 – Weadge Lab

SR208 – Long Lab

SR315 – Stewart Lab

SR415 - Slawson Lab

SR209 – MacDonald Lab

SR317 – Baltzer Lab

SR416 - Instrumentation Room

SR211 – Costea Lab

SR417/418– DeWitte-Orr Lab

**Science (N)**

**Bricker Academic (BA)**

After hours: Y  N

After hours: Y  N

N3021 – Tutorial Room

BA303B – Grad Student Office

BA Bldg Access – Biology CTF

N3022 – Pod

BA401 – Admin Office

BA406 – CTF Meeting Office

N3022A – Mailroom

BA401C – Biology/Chem mailroom

Other Access:

**Section 3: Deposit**

- A \$50 cash deposit is required before keys will be issued.
- Only one deposit is necessary for all keys issued.
- A refund will be processed provided **all** signed out items are returned.

**Section 4: 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. I will also ensure strict adherence to the COVID-19 Guideline for Reactivation of On-Campus Research (SHERM, 23-Jul-2020).

Student/Employee: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

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

Deposit (Date): \_\_\_\_\_

Received by: \_\_\_\_\_

Activation: \_\_\_\_\_

De-Activation \_\_\_\_\_

## Biology Department Working Alone Policy

Adapted from the Wilfrid Laurier University Working Alone 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/Employee:**

**Date:**

**Supervisor:**

**Date:**