EMERGENCY PREPAREDNESS
Be prepared for emergencies and make your own grab-and-go kit for home, office and the card. For more information visit: www.sfu.ca/srs/emergency/get-prepared/kits.html

FIRE
If you discover a fire or are alerted of a fire and no alarm is ringing:
- Pull nearest fire alarm.
- Close the door and leave the area.
- Then follow the steps below.

When You Hear The Fire Alarm:
- Evacuate via the nearest exit, do not use elevators.
- Close all doors behind you.
- Ensure others around you are aware of the fire and if possible, get people out of immediate danger and close the door to the room or area.
- Go to assembly area for your building, relay information to Fire Wardens and listen to their directions.
- Do not re-enter until authorized by the Fire Department or Campus Security.

EVACUATION OF CLASSROOMS & LABS
Faculty and Teaching Staff must cease instruction at once upon discovering a fire or hearing the fire alarm and direct students via the nearest emergency exit to the assembly area.

EARTHQUAKE
Inside:
- Stay inside, remain calm and protect yourself.
- Drop under a table, desk, or other sturdy piece of furniture.
- Hold on and remain covered until the shaking stops.
- Stay away from windows and shelves with heavy objects.
- If you can’t get under something, flatten yourself or crouch against an interior wall.

Outside:
- Stay outside.
- Go to an open area away from buildings, glass and power lines.
- Do not enter any buildings until they have been approved for re-entry.

After the shaking stops count to 60 and then move cautiously outside to an open area and gather with others to wait for further information.

SFU ALERTS
Is an urgent notification system that allows the university to send emergency information to students, faculty and staff via:
- Text messages
- Instant messages (AIM/AOL, MSN, and Yahoo)
- Emails to SFU and non-SFU addresses
- Calls to home, office and mobile phone numbers

Update your contact information now to ensure you are able to receive SFU Alerts:
- Students: sign in to the Student Information System.
- Faculty & Staff: sign into myInfo.

SAFETY IS A RESPONSIBILITY SHARED BY ALL!

SI#MON FRASER UNIVERSITY
SFU SAFETY & RISK SERVICES

ENVIRONMENTAL HEALTH & RESEARCH SAFETY
Discovery 1 Building
8888 University Drive
Burnaby, British Columbia
Canada V5A1S6

www.sfu.ca/srs/ehrs
HEALTH & SAFETY COMMITTEES

Health & Safety Committees assist with fostering a consistent safety culture at all SFU locations. Please be aware of your local safety committee and the members representing you. Additional information is available at: www.sfu.ca/safetycommittees.

SUPERVISOR ROLE

A supervisor is any person who instructs, directs and controls workers in the performance of their duties. This includes faculty members or PIs who direct the work of TAs, RAs, Post Docs and graduate students.

Supervisors play a key role in communicating and fostering the University’s safety culture, by:

- Assessing the safety of the work assigned to their employees.
- Ensuring that employees have adequate safety training and follow safe work procedures.
- Providing safe facilities and personal protective equipment for doing the work safely.
- Ensuring that work site inspections, incident reporting and incident investigations are carried out.
- Addressing employees’ safety concerns.
- Addressing deficiencies identified by inspections and incident investigations.
- Ensuring that contractor’s safety responsibilities are specified and their activities monitored for compliance with WorksafeBC Regulation and SFU standards.
- Being aware of SFU safety resources.

TRAINING

The Environmental Health and Research Safety Department (EHS) offers a wide variety of in-person and online training sessions for SFU faculty, staff and students. A complete list of training offerings is available at: www.sfu.ca/srs/ehs/training-orientation.html.

NEW AND YOUNG WORKERS

All new and young workers must complete the New & Young Worker Safety Orientation available at: https://canvas.sfu.ca/enroll/RR8WWD as soon as possible after starting work at the University. The Job-Specific Safety Orientation Checklist must also be completed.

ELECTRICAL WORKER

All supervisors, including faculty, must complete the Supervisor Safety Training module available at: https://canvas.sfu.ca/enroll/ANFJA8

WORKPLACE BULLYING & HARASSMENT

All employees at SFU are required to participate in workplace bullying and harassment training available at: www.sfu.ca/srs/ehs/bh.html.

LABORATORY SAFETY

Laboratory Safety Training is mandatory for all individuals working in a laboratory setting. This training is available at the beginning of each semester, three times per year and consists of ~12 hours of instruction, separated into five modules-General Laboratory Safety, Chemical Safety, Biosafety, Spill Response and Fire Safety.

Please visit our webpage at: www.sfu.ca/srs/ehrs