



**The University of  
British Columbia**

Form – FRM 0000015

Revision: 07

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Department: Civil Engineering

TITLE: Mandatory Training Record

## 1 Purpose

This form lists and tracks the training record required for each employee in the Department of Civil Engineering. Access to research facilities, labs and workshop will not be permitted until the employee has received the required training.

### Revision History

Rev	Description	Revised by	Date
00	Initial Release	Leiz Gagnon	May 20, 2014
01	Added instructions & changed step 3	Scott Jackson	July 30, 2014
02	Added mandatory IT training	Scott Jackson	August 30, 2017
03	Links to training + print names	Scott Jackson	October 3, 2017
04	Added Violence Prevention training	Scott Jackson	December 7, 2017
05	Processing done by Administrators -Draft	Scott Jackson	May 10, 2018
06	Minor formatting edits	S. Jackson	Feb. 7, 2019
07	Adding Part2 of Fundamentals training	S. Jackson	April 21, 2020

***The following form on page 2 is to be printed and filled out by the Employee, signed by the Employee and Faculty Supervisor then by the Lab Manager. This form is required as part of the appointment process.***

Created by:	Date:
Approved by: Lab Managers	Date: July 28, 2014
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Department of Civil Engineering

MANDATORY TRAINING RECORD

The Department's goal is to provide a safe, healthy and secure working environment. This form lists and tracks the mandatory training required for each employee within the Department of Civil Engineering.

NOTE: Appointment will not be processed until the Finance Office has received this completed form.

Employee / Name Start Date
Visitor
Position/Status Supervisor (print)

Step 1: Please indicate your work location
[ ] CEME Building (please specify room #)
[ ] Rusty Hut (please specify room #)
[ ] Other (please specify)

Step 2: Complete Training Information
The Department HSE Orientation can be found http://www.civil.ubc.ca/webform/department-safety-orientation
The IT Privacy & Information Fundamentals training can be found here https://privacymatters.ubc.ca/fundamentals-training
The Bullying & Harassment training and the Workplace Violence Prevention training can both be found at https://www.hse2.ubc.ca/moodle/

Table with 3 columns: Mandatory / Required Training, Date Completed, Administrator Initials. Rows include MANDATORY Department Safety Orientation, MANDATORY Bullying & Harassment Online Training, etc.

Notes: Send the completed course certificates by email to: mandatorytraining@civil.ubc.ca

Access or Working in any Civil Engineering Lab, Workshop and/or Research Facility requires that you complete a SITE SPECIFIC LAB ORIENTATION. Please contact our Department Lab Managers Scott Jackson at via email at labmanagers@civil.ubc.ca or scottj@civil.ubc.ca to schedule your training.

Field Code Changed

Step 3: Acknowledgement of Responsibility

In addition to the above training, I acknowledge that there may be other requirements that I am responsible for at a later date. This may include (but is not limited to) additional training, completing a Project Proposal, a Field Work Safety Plan and or developing a Working Alone Plan. I understand that I am responsible to get the appropriate training (and plans) done before starting any work and agree to follow the rules and instructions that the Civil Engineering department has instituted.

Employee /Visitor Signature: Date:
Faculty Supervisor Signature: Date:
Administrator Name (print): Date:



Department of Civil Engineering

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**MANDATORY TRAINING RECORD**

Administrator Signature: \_\_\_\_\_

