

JANUARY 2012 - SPRING TERM- IMPORTANT SAFETY INFORMATION

Please take a few minutes on your first day of classes to go over the following information with your students:

1. Read to the students the classroom safety announcements (you can also include in your course outline):
<http://frontlines.capilanou.ca/Assets/frontlines-intranet/human-resources/OHS/Safety+Announcements/north-van.pdf>
2. Emergency Assembly Areas- Meeting place in case of an evacuation. Where will the class gather? The assigned location (and back up) is indicated on the Instructions to Occupants- Emergency Procedures poster located in each classroom.
http://frontlines.capilanou.ca/Assets/frontlines-intranet/human-resources/OHS/Emergency_Assembly_Map.pdf
3. Emergency phone numbers: now provided on the above poster. Suggest that everyone program it into their cell phone.
4. Allergies, do encourage students to come forward with the life threatening allergies
 - Disclose to instructor and/or to the class
 - Signs of an allergic reaction
 - Self identify with security first aid- not mandatory but good to know information
 - EpiPen? if so where is it kept? Who to notify?

GENERAL INFORMATION

Please feel free to Call Lorraine Douville, OHS Advisor at 604.990.7869 or visit the Health and Safety Webpage for more information or safety related questions.

<http://frontlines.capilanou.ca/human-resources/health-and-safety/safety-program.html>

Faculty members: Office set up- concerns or problem? Please call Lorraine for a free assessment.

http://frontlines.capilanou.ca/Assets/human-resources/Wellness/New+Approach/Puzzle_ergonomics+i.e.+Office+Set+Up.pdf