Administration & Personal Safety

Jim Hanlon
Chief Administrative Officer

September 3, 2019
Administration

- Administrative Operations – Jim Hanlon
- Student Program – Dana Giasson
- Payroll inquiries – Eileen Francisco
TRIUMF Personal Safety

- TRIUMF Site (14 acres)
  - Be alert to peculiar activity – call 7333
  - TRIUMF Security Guard
  - UBC Campus Patrol

- UBC Campus (1000 acres)
  - RCMP detachment on campus
  - UBC Campus patrol

- Public Transit
  - Bus #41 runs along Wesbrook
  - Stops are outside the entrance to TRIUMF

- Other buses run along SW Marine – a short walk from TRIUMF

- Pacific Spirit Park (2000 acres)
  - Walk in pairs
  - Coyotes
  - Dog Walkers

- A very safe campus, but keep your wits about you!
TRIUMF SAFETY

WHAT IS A "HEIGHTENED SECURITY STATE OF ALERT"?

"A mindset that leads you to notice unusual or suspicious behavior/circumstances and reporting your observations to authorities in a logical, rational and timely manner."

Heighened Security is not intended to induce fear and panic. People should go about their normal business while paying particular attention to their surroundings.

Suspicious Behavior/Circumstances:

Be aware of and report to 500 MeV Control Room (loc.7333):

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas, buildings or entrances.
- Unauthorized people in restricted, sensitive or private areas.
- People requesting information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions at mass population events (bulky coat in warm weather etc.)
- Abandoned parcels or other items in unusual locations or high traffic areas.
- Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- Multiple persons who appear to be working in unison, committing the above.

Be Alert to:

- Abandoned Vehicles
- Vehicles Parked Near Buildings or Public and Common Areas
- Unexpected/Unfamiliar Delivery Trucks
- Unfamiliar Vehicles Parked For Long Periods
- Vehicles Containing Unusual/Suspicious Parcels or Material
- Vehicles Arriving and Being Left Behind at Odd Hours
- Substances Leaking or Spilling from Vehicles

Building/Office Security:

- Don’t prop open building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Account for and secure keys. Don’t leave them unattended or give to unauthorized persons. Report lost keys to building manager/department head.
- Account for and secure all sensitive material/information when not able to attend to it.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in or visitors to your office/lab etc.
- Protect access codes, combinations and cards, change codes regularly. Report compromised codes to the person in charge of area.
- Be Prepared: Take time out to familiarize yourself with building evacuation plans/routes.
- Report suspicious tampering with physical security (doors, locks etc.)
- Talk with co-workers; know what is out-of-place (unclaimed items etc.)
Questions?
Student Orientation

Dana Giasson
Student Coordinator
Your first day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9:00</td>
<td>Welcome</td>
<td>Jonathan Bagger</td>
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<tr>
<td>9:10</td>
<td>Introduction</td>
<td>Marcello Pavan</td>
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<tr>
<td>9:40</td>
<td>HR Director introduction</td>
<td>Ian Doyle</td>
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<td>9:45</td>
<td>Radiation Safety, Badges and training</td>
<td>Phil Jones</td>
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<td>10:15</td>
<td>Coffee Break</td>
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<td>10:30</td>
<td>Administration and Personal Safety</td>
<td>Jim Hanlon</td>
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<tr>
<td>10:40</td>
<td>Student program and Payroll</td>
<td>Dana Giasson</td>
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<tr>
<td>10:55</td>
<td>Communications</td>
<td>Carla Rodrigo</td>
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<tr>
<td>11:00</td>
<td>Computing at TRIUMF</td>
<td>Kelvin Raywood</td>
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<td>11:30</td>
<td>Industrial Safety</td>
<td>Ken Waters</td>
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<tr>
<td>12:00</td>
<td>Lunch Break</td>
<td>on your own</td>
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<td>1:00</td>
<td>TRIUMF Tour</td>
<td>Jesse and Carla</td>
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<td>2:00</td>
<td>Meet supervisors at reception</td>
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<td>2:00-4:00</td>
<td>Take Photos for Access Cards</td>
<td>Jill Seeley</td>
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What does TRIUMF provide for you?

- Safety training and shoes (if needed)
- TRIDENT account – providing Windows 365 with Outlook email with @triumf.ca email account
- Seminars each week
  - The colloquium should be general enough to follow
  - Can subscribe on the web to receive notifications
- Student seminars
Seminars and Lectures

- Variety of topics are covered
  - Nuclear, particle, astro, accelerator, medical physics, theory & experiment
  - Philosophy and communication of science
  - Seminars about TRIUMF projects/experiments/groups
- Wednesdays and Fridays 10 am
- Refreshments are provided…
  - … if there is a volunteer to take care of them
Presentation Skills Workshop

Interactive 1-day workshop enables you to increase your confidence in any presentation setting.

Following completion of this workshop you will be able to:
  • Plan and organize
  • Presentation delivery
  • Efficiently structure a short presentation
TRIUMF Student Symposium

• All undergraduate students may take part
• Talks ~10-15 min. + ~5 min. for questions
• Students will present their research at a level appropriate to their peers
• Talks will be judged, and one student will be chosen from the summer, fall and winter symposiums to be invited (at TRIUMF’s expense) to present their work at the Winter Nuclear and Particle Physics Conference in Banff, Alberta, or other conference of the student’s choosing.
Student Communication

How do you want to communicate with each?

- Facebook account has been created
- Email list
Student Bulletin Board

- Located around the corner from the mailroom.
- Any student issues will be posted there.
Online Directory

- Look up employees or rooms (via search yellowpages)
- Maintain your own information
  - Click on “Directory”
  - Same login that you used for your Online Orientation
Payroll & HR info
Who does TRIUMF’s payroll?

- UBC, provides payroll services
- TRIUMF employee
Payroll Records

- Online format only.
- Need a Campus Wide Login (CWL)
- Do not edit!
- Let TRIUMF know if it is wrong.
When are TRIUMF employees paid?

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<th>Sunday</th>
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Pay

Pay
What are my work hours?

- Work 35 hours per week.
- Work schedule will be determined between you and your supervisor.
What if I work extra time?

- You are not expected to work overtime while you are at TRIUMF.
- If you do, you can make arrangements to take equivalent time off.
What if I am sick or take vacation?

- No Sick time
- Deduct from pay or make up time

- No Vacation time
- salary has been adjusted to include 4% holiday pay in lieu of vacation.
Near the end of your work term
- Form confirming your last day of work and mailing address
- End date is December 20, 2019. You can have an earlier or later end date if needed, just confirm with your supervisor
- Important to return it on time
- Important for T4 mail out
- UBC Library Cards
- Student Rec Centre drop in
- UBC Rec course
- UBC Bird Coop
- UBC Aquatic Centre
Travel Claims

- You can claim travel expenses
- Need original receipts
- Forms available from Dana
I, __________________________  (Print Name) acknowledge the following terms with regards to my employment as a Student at TRIUMF:

- My salary includes 4% holiday pay in lieu of vacation. Due to this, I am not entitled to paid vacation days.

- My salary is based on a 37.5 hour work week. My personal work schedule will be arranged between my supervisor and myself to reflect these hours.

- I am not entitled to sick benefits. Any time missed must be reported to Human Resources and the time must be made up or deducted from my pay.

- I acknowledge that I am not expected to work overtime during my employment at TRIUMF. If my supervisor specifically asks me to work overtime, I may be compensated for the time or I can take extra time off. However, if I choose to work extra hours on my own, I will not be compensated for the time. I must advise my supervisor if I choose to work extra hours on my own and to arrange time off in lieu of this.

- I must advise Human Resources if I miss work for any reason.

I acknowledge that TRIUMF has made me aware of the above terms regarding my employment as a Student.

_____________________________                ________________________
Signature                                             Date
TRIUMF PHOTO AUTHORIZATION FORM

☐ I hereby give TRIUMF, its agents, and representatives authority to use, publish and copyright pictures of me taken during my work term, regardless of alterations, in any form of media for art, advertising, trade or any other similar purpose, including for use in any printed matter in conjunction with these purposes.

OR

☐ I do not give TRIUMF, its agents, or representatives authority to use, publish or copyright pictures of me taken during my work term.

☐ I hereby warrant that I am of age of majority and have the legal capacity to enter into contract on my own behalf.

Date: ___________________

Name: ____________________ (please print)

Signature: ____________________

Parent or Guardian Signature (if applicable): ____________________
The TRIUMF Outreach Program (TOP) coordinates all aspects of science education and public outreach at TRIUMF. The TOP is working at building comprehensive and coherent educational opportunities for the public, students, teachers, undergraduate students, and graduate students. The program would like to know what past (and present) students are doing in hopes of improving the current undergraduate and graduate programs at TRIUMF.

If you would like to participate in this initiative to help improve our program, we ask you to fill out the information below and return it to Dana Giasson (MOB room #5 or mailbox in section A).

The information provided below will only be used for statistical purposes to provide an overview of what Students do after they have worked here, and/or, graduated. The Outreach program may also send you communications from time to time, such as the TRIUMF Newsletter.

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
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<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
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<tr>
<td>Personal Email</td>
<td>Phone #</td>
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<tr>
<th>SCHOOL INFORMATION</th>
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<tbody>
<tr>
<td>Institution</td>
<td>Faculty</td>
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<tr>
<td>Major</td>
<td>Year of Study</td>
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<tr>
<th>HOW DID YOU HEAR ABOUT TRIUMF?</th>
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<th>CONSENT</th>
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<tr>
<td>Please note that this information is considered confidential and will not be disclosed to any unauthorized individuals or organizations. It is collected for the sole use of the Outreach program and any information collected will be kept confidential. By signing this form you have consented to the TRIUMF Outreach Program maintaining this information on file, using for statistical purposes, and sending you communications from time to time.</td>
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<tr>
<th>STUDENT SIGNATURE</th>
<th>DATE (yyyy/mm/dd)</th>
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Feedback on your work term

• Please let us know if you have any problems or issues during your work term.
• We want to work out any problems – sooner rather than later.
For any concerns/questions/suggestions, please don’t hesitate to contact us:

Dana Giasson          phone #7565          student@triumf.ca
Marcello Pavan       phone #7525          marcello@triumf.ca

Thank you
Merci

www.triumf.ca
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@TRIUMFLab