



Remote Learning Lab-Based Assignments Information Advisory Updated August 2020

Background

The university is committed to providing all of our students with a high quality learning experience. With the majority of courses being delivered remotely, some instructors may require that you undertake certain activities in or around your place of residence as part of the learning experience. This may include taking home a kit from your faculty that contains samples or materials for you to examine, or going outside your place of residence to acquire commonly accessible plant material as part of an ecology course. Regardless of the activity, the university wants to ensure that you undertake the activity safely.

Risks

The health and safety of our students is a priority to the University of Alberta. It is important that you are aware that there are **risks, dangers and hazards** associated with participating in lab-based assignments at home, including the possibility of severe or fatal injury. The risks include, but are not limited to:

1. Injuries or illness resulting from failure to follow directions, instructions and guidelines provided by the instructor;
2. Injury or loss arising from slips, trips, or falls on steep, slippery or uneven terrain or from impact with obstructions;
3. The possibility of bodily injury from performing lab-based activity including broken bones, muscle strains and sprains, soft tissue injury such as cuts and abrasions, dental damage, concussion, or spinal injury;
4. Injury or loss arising from impact with motor vehicles, bicycles, or other motorized devices;
5. injury or loss arising from the use of tools, cutting instruments, cooking equipment and utensils, or other equipment used when undertaking an experiment;
6. Injury or loss from physical hazards such as noise, electricity, falls from heights, sharp objects, or moving equipment/machinery;
7. Injury or loss from ergonomic hazards such as manual or heavy lifting, computer use, static positions, or repetitive motion;
8. Injury or loss from chemical hazards such as inhalation, ingestion, skin exposure, or injection of toxic, corrosive, or other hazardous chemicals;
9. Injury or loss from chemical hazards such as flammable or oxidizing chemicals;
10. Injury or loss from psychosocial hazards including violence, harassment, bullying, or mental fatigue, stress, or other mental concerns from isolation;
11. illness resulting from exposure to weather conditions, including but not limited to cold, snow, ice, wind, hail, rain, sleet, fog, heat, sun, etc;
12. Potential exposure to infectious and communicable disease including COVID-19.

Insurance

1. As a registered student and while participating in your class work, you may be eligible to be deemed a Government of Alberta worker under the Workers' Compensation Act (Alberta). If you are injured in a work related accident, you may be able to claim workers' compensation benefits and cannot sue the University, your employer or any other employer or worker covered under the Workers' Compensation Act (Alberta). In every case, WCB Alberta will adjudicate all work-related and benefit entitlements based on the specific and unique circumstances of each case.
2. All accidents or incidents should be reported as soon as possible to your instructor, Workers' Compensation Alberta, and the University of Alberta. WCB is responsible for managing and adjusting all claims that qualify for student WCB coverage. Contact WCB at 780-498-3999 or 1-866-922-9221. The



University of Alberta's WCB account number for students is 316150/8. Additional information can be found on the [Insurance & Risk Assessment](#) website the [WCB website](#) or WCB Student [Coverage Fact Sheet](#)

3. You are responsible for all insurance coverage for your home, personal property and ensuring that you do not undertake any activity prohibited under a lease agreement. The University does not insure personal vehicles or property for either employees or students.

Hazard Assessment

Just like working in a lab, the first step in any lab-based activity is ensuring that you have conducted a hazard assessment. For the purposes of conducting lab-based assignments as part of your remote learning, the following hazard assessment tools are available. You must complete one of the hazard assessment templates.

Hazard Assessment Template

The remote learning [hazard assessment template](#) includes a short pre-assignment checklist and examples of hazards and controls that may be associated with a remote learning assignment. This template is to be filled out with the hazard information/controls applicable to the assignment and saved for future reference. **Under no circumstances should any experiment or task be undertaken that is not appropriate for the particular setting.**

In some cases, instructors may provide a lab-specific hazard assessment. If provided, please use this template.

Please note: The hazard assessment template is set as “view-only” so the original does not get changed. To obtain an editable copy for personal/course use, please go to “File” > “Make a Copy” and save to your own google drive, or go to “File” > “Download” > “Microsoft Excel” to download an editable excel version of the document. The template can also be printed and filled out by hand.

Lab Kits

In some instances, your instructor may have prepared lab kits that you can borrow from the Faculty. You can sign these kits out without charge through your faculty. When the kit is signed out, a positive indicator will be placed on your university account and a note added that there is an outstanding kit to return. This will notify administrative units on campus that you have signed out a kit. The positive indicator will still allow you to register, request grades, etc. In the event you do not return the kit, the indicator may be turned to negative. This would prevent you from getting grades, transcripts, course registration, etc.

Acknowledgement

Please ensure you have read and understood the following guidelines:

1. I will follow all health and safety guidelines set out by the University and its representatives related to undertaking lab-based assignments and related activities.
2. Students of the University of Alberta are subject to the University of Alberta's Code of Student Behaviour, and may be subject to professional codes of conduct and that I will conduct myself accordingly at all times.
3. I will participate safely and within my abilities. I hereby state and verify that I am physically and mentally fit to complete the lab-based assignment and I am in no way impaired due to lack of sleep or any type of intoxicating substance.
4. I will conduct the experiment in a location and space that will not cause harm to others, personal or third party property.
5. I will at all times wear the appropriate personal protection equipment, that may include eyewear, lab coat, gloves and footwear that will protect me from physical exposures that could arise from the experiment.

6. If I experience any injury, I will stop the activity immediately and seek medical attention as required and notify my instructor as soon as reasonable.
7. I understand that I have an obligation to respect the confidentiality of any sensitive information related to my online class and I agree that I will not record, share, or disclose any information without the prior written authorization from the University of Alberta. I understand that my obligation of confidentiality continues into perpetuity.
8. I will follow all requirements with respect to managing risks within an epidemic or pandemic when I leave my place or residence, including social distancing, wearing gloves/masks, etc.
9. I will follow provincial self-isolation guidelines and stay home and self-isolate if I feel ill.
10. Please continue to check the [U of A COVID-19 site](#) regularly for information on in-person activity approvals, safety guidelines and directives, and the current status of our community and campuses.
11. By participating in this activity, I agree to freely accept all associated risks, dangers and hazards. The Governors of the University of Alberta, their officers, employees, and volunteers are not responsible for any injury or loss of any kind sustained by me while undertaking the lab-based assignment.