

Subject	Document	Revised/New
Research Security	<p>A project holder of Tri-Agency grant(s), must comply with the following:</p> <p>National Security Guidelines for Research Partnerships (NSGRP) Policy on Sensitive Technology Research & Affiliations of Concern (STRAC) Research Security</p>	<p>New New New</p>
Freedom of Information and Protection of Privacy (FOIP)	<p>Freedom of Information and Privacy Act</p> <ul style="list-style-type: none"> o The Act: Amended to reflect changes to the regional health authority, removal of reference to a federation board o The Regulation: Expiry date amended to June 30, 2025 	Revised
<p>Corporate Card Program Handbook</p> <p>2.3 Cardholders</p> <p>4.2 Allowable and Restricted Purchases</p> <p>6.11 Transaction Disputes and Fraud</p>	<p>SCM Corp Card Program Handbook</p> <ul style="list-style-type: none"> o Cardholders have the responsibility to ensure that any items procured for the university follow the correct commodity pre-approval process when required. o PCard restricted – Laser and x-ray equipment o PCard restricted – incl explosives o T&E restricted o added all Haz Materials to match PCard restricted o As of Aug 1, 2024 cardholders have 15 days after the statement was received, instead of the previous 60 days from the transaction, to report invalid or fraudulent charges. If not reported within 15 days of the statement the department will be responsible for the charges o As of Aug 1, 2024 cardholders have 15 days after the statement was received, instead of the previous 60 days from the transaction, to report invalid or fraudulent charges. If not reported within 15 days of the statement the department will be responsible for the charges 	Revised
<p>Travel and Expense Reimbursement Handbook (Revised October 2024)</p> <p>3. Transportation</p> <p>7.3 Telephone, Cellular Phone, Computer Connections</p>	<p>Travel and Expense Reimbursement Handbook</p> <ul style="list-style-type: none"> o Removed: If University business travel is outside of Canada and travel arrangements have been made through UCalgary Travel (MARITIME), then the traveler is automatically registered in the University’s travel registry for international travel. If University travel is outside Canada and travel arrangements have not been made by UCalgary Travel (MARITIME), then the traveler must register their international travel with the University by submitting an International Travel Registration form to the University’s Risk Management department (available on the University’s Risk Management website). o Added: For University business outside of Canada, please visit https://www.ucalgary.ca/risk/risk-management-insurance/travel/required-authorizations-actions for information on travel requirements and to register your travel on the Risk Management and Insurance International Travel Registration System o Removed: Regular monthly telecommunications service for employees working from home (when pre-approved) are eligible expenses. Telephone and internet connection receipts for regular monthly service are to be supported with a detailed monthly billing statement showing the services provided and the breakdown of charges. 	Revised
<p>Occupational Health and Safety</p> <p>- Hazard Identification, Assessment, and Control Program</p>	<p>Hazard Identification, Assessment, and Control Standard</p> <p>Hazard Assessment Control Procedure Hazard Assessment Control Template Field Level Hazard Assessment Procedure Field Level Hazard Assessment Template HACF applicability Matrix</p>	<p>Revised Revised Revised Revised New</p>
<p>Occupational Health and Safety</p> <p>- First aid</p>	<p>First aid requirements First aid kit content</p>	<p>Revised Revised</p>
<p>Occupational Health and Safety</p> <p>- Contractor Management</p>	<p>Appendix B - Contractor Pre -Qualification Form Appendix H - Worksite Hazards Associated with University Infrastructure</p>	<p>Revised Revised</p>

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Occupational Health and Safety - Driver Safety	Driver and Vehicle Safety Standard Driving and vehicle Safety Standard Applicability Overview Journey Management Plan Guide Journey Management Plan Form UCSafety App Guideline Driver Safety Handbook	New New New New New Revised
Occupational Health and Safety - Field Safety	Field Safety Pre-Trip Plan now with journey management plan template added. Field Safety Standard applicability Matrix	Revised New
Occupational Health and Safety - Working Alone	Working Alone Standard applicability Matrix	New
Occupational Health and Safety - Work Refusal Procedure	Right to Refuse Dangerous Work	Revised
Occupational Health and Safety - Hot Work and Dust Program	Hot Work and Dust Program Hot Work Permit Dust Producing Work Permit Smudging, Incense and Pipe Ceremony Location permit Pre-approved smudging locations	Revised Revised New New n/a
Occupational Health and Safety - Workplace Inspection Procedure	Workplace Inspection Procedure	Revised
Radiation Safety Program - Radiation Safety and Procedure Manual	EHS-RAD-0017 Radiation Safety and Procedures Manual.pdf	Revised
Radiation Safety Program	Radiation Dosimetry X-ray User Application (2024-09-10) Radiation Worker Declaration of Pregnancy form on website	Revised New
Radiation Safety Program - New training added	Radioactive Materials Refresher Training	New
Radiation Safety Program - New license posted	Nuclear Substance and Radiation Devices Licenses	New
Laboratory Safety Program - Lab Check-Out Standard and Procedure	Lab Check-Out Standard and Procedure	Revised
Laboratory Safety Program - Autoclave Standard	Autoclave Standard	New
Laboratory Safety program - Annual Key Actions Explanation Guide - Laboratory Self-Inspection Checklist & Explanation Guide - Annual Key Actions Instructions - Removed: o Laboratory Self Inspection Explanation Guide, o Workshop Inspection Checklist with References o Laboratory/Workshop Self Inspection Instructions	Annual Key Actions Explanation Guide Laboratory Self-Inspection Checklist & Explanation Guide (Voluntary) Annual Key Actions Instructions	New Revised New
Laboratory Safety Program - Chemical Reconciliation Instructions	Chemical Reconciliation Instructions	Revised
Laboratory Safety Program - Guidelines for Working Alone, after-Hours and Unattended Operations in Labs - Replacing: o After Hours Operation Policy o Unattended Operations Policy o Unattended Operations Guidelines o Working Alone Policy.	Guidelines for Working Alone, after-Hours and Unattended Operations in Labs	New
Laboratory Safety Program - Introduction and Orientation and Training Record	Laboratory Safety Manual Introduction Laboratory Health and Safety Orientation and Training Record	Revised Revised

Subject	Document	Revised/New
Laboratory Safety Program - Corrosive, Oxidizing and Toxic standards with revised versions	Corrosive Materials Standard Oxidizing Materials Standard Toxic Materials Standard	Revised Revised Revised
Laboratory Safety/Biosafety Program - Biohazard Transfer Procedure (Recipient-Importer) and Biohazard Transfer Procedure (Supplier-Exporter) updated procedures and forms	Biohazard Transfer Procedure (Recipient-Importer) Biohazard Transfer Procedure (Supplier-Exporter)	Revised Revised