THE UNIVERSITY OF BRITISH COLUMBIA

Mechanical Engineering

KAIS 1160

Undergraduate Multi-Use Lab

Fred Kaiser Building, North Wing - 2332 Main Mall (@ Applied Science Lane)

No Food or Drink in Lab

Unless exception authorized and posted by Lab Technician or Facilities Staff. Drink rack available in the hallway.

Water Bottles Depend on Task

Water bottles with lids are permitted if all lab activities are compatible. Check with your supervisor.

Wash Hands

It is a best practice to wash your hands before leaving a lab.

Lab Hazards

- This is a multi-use lab. Only use equipment you have been trained on.
- Only lab technicians with training may move compressed gas cylinders.
- Clean up spills and prevent slip hazards.

Lab Rules

- It is everyone's responsibility to create a safe workspace. Hold each other accountable, and report concerns to your supervisor.
- **Assess risk** each time you enter a workplace, before each task, and periodically while you work.
  - Ask your supervisor for help assessing risk. (Students: your supervisor is the TA or Instructor for the course you are taking).
  - Communicate risks to others in the space, including requirements for PPE (Personal Protective Equipment).
- You must have appropriate training to use any equipment.
  - Work within your abilities and seek help where required.
- Use safety equipment appropriately, and wear PPE when required.
- Do not block aisles, egress routes, or health and safety equipment access.
- All accidents, incidents, and near misses must be reported immediately to your instructor, the Department, and CAIRS.
  - See "Emergency Procedures" below.

Conduct Expectations

- Treat this space, and everyone and everything within it, with respect.
  - *The UBC Respectful Environment Statement applies at all times.*
- Do not take or borrow things that do not belong to you.
- Do not misuse, abuse, destroy, or relocate UBC property.
- Share the space. Be aware of other lab and building users.
- Do not prop open doors or let others into the room or building.
- Clean up after yourself, and leave the room better than you found it.
  - Return equipment and components to where they belong.
  - Put any waste into the appropriate bin. Wipe the bench and sweep the floor as required.

Working Alone Procedures

Students

- No student access to this space outside of scheduled course activities.

Workers

- Working alone is restricted to low-risk activities.
- During business hours or scheduled classes, a supervisor or co-worker must be aware of your location.
- Outside of business hours, working alone and specific procedures must be approved by your supervisor.

EMERGENCY PROCEDURES

in the event of an emergency, call

9-1-1

Police | Fire | Ambulance | Natural Gas Leak

Security Issues

1) Emergency? Call 9-1-1
2) Call Campus Security: **604-822-2222**
3) Inform your supervisor & the Mech Department Admin Office: 604-822-2781 safety@mech.ubc.ca
4) Check if reportable to www.CAIRS.ubc.ca

Student First Aid

1) Emergency? Call 9-1-1
2) Call APSC First Aid: **778-918-6970.** Available Monday - Friday, 8:30 - 4:30 OR visit UBC Student Health Services (hospital) OR self-administer first aid
3) Inform your instructor & the Mech Department Admin Office: 604-822-2781 safety@mech.ubc.ca
4) Report to www.CAIRS.ubc.ca

Staff First Aid

1) Emergency? Call 9-1-1
2) **AND** call APSC First Aid: **778-918-6970** Available Monday - Friday, 8:30 - 4:30

   Outside APSC First Aid hours: Call Campus First Aid: **604-822-4444**
3) Inform your supervisor & the Mech Department Admin Office: 604-822-2781 safety@mech.ubc.ca
4) Report to www.CAIRS.ubc.ca

Mech Contacts & Resources

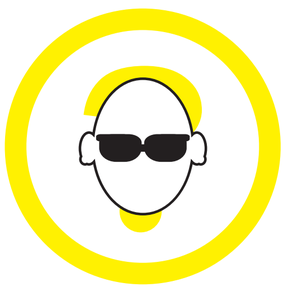
- Staff Contacts
  - Lab Technician: Erik Wilson KAIS 1190 | 604.827.5658 | erik@mech.ubc.ca
  - Safety & Facilities Assistant: Monica Clarkson CEME 2054 | 604.822.3738 | monica@mech.ubc.ca
  - Manager, Facilities & Technical Administration: Jennifer Pelletier CEME 2054 | 604.827.4090 | jennifer@mech.ubc.ca
- Safety Website: **safety.mech.ubc.ca**
- Facilities Website: **technicalservices.mech.ubc.ca**
- Lab Calendar: http://technicalservices.mech.ubc.ca/facilities/lab-calendars
- Shipping and Receiving: Mech is not equipped to send or receive dangerous goods. All shipping and receiving should be done through ECE Stores. http://technicalservices.mech.ubc.ca/shipping-receiving/

Other Helpful Resources

- Risk Management Services (RMS): 604.822.2029 **rms.ubc.ca**
- RMS Biological, Radiation & Chemical Safety: 604.822.4353
- RMS Emergency Management: 604.822.1237
- UBC Equity & Inclusion: 604.822.6563
- UBC Counselling Services: 604.822.3811
- UBC Student Health: 604.822.7011
- AMS Sexual Assault Support Centre: 604.827.5180
- AMS SafeWalk: 604.822.5355
- RCMP Non-Emergency line: 604.224.1322

Find your Worker Representative at **safetycommittees.ubc.ca**

Mech workers are represented on the Faculty of Applied Science Joint Occupational Health & Safety Committee (JOHSC)



Eye Protection may be needed

Consult with your supervisor.

If any activity requires eye protection, everyone in the lab during that time must wear eye protection.

Students are encouraged to bring their own eye protection. Additional eye protection is located to the right of this poster, beside the door.

Closed-toe footwear or protective clothing may be needed

Consult with your supervisor.

If any activity requires closed-toe footwear or protective clothing, everyone within 6m must have closed-toe footwear or protective clothing.

Users must provide their own footwear and long pants. Lab coats are available on the coat stand.

Hearing protection may be needed

Consult with your supervisor.

If it is too loud to hold a conversation at normal volume, use hearing protection.

Ear plugs are available from the dispenser to the right of this poster, beside the door.

Gloves may be needed

Consult with your supervisor.

Gloves will be provided for course activities when they are required.

Workers requiring gloves should consult their supervisor.

Stepladder available

If required, a stepladder can be borrowed from the machine shop.

First Aid Kit

In KAIS 1180, beside north door, near engine test cell

In addition to incident reporting (see "Emergency Procedures"), report usage of first aid kits to facilities@mech.ubc.ca so they can be re-stocked

Nearest AED

Kaiser lobby, near elevator

Eyewash Station

In KAIS 1180, beside north door, near engine test cell

Drench hose in machine shop

Spill Kit

In KAIS 1180, beside north door, near engine test cell

Contact lab technician for assistance

Fire Safety

Always evacuate if bell rings
- Evacuate on both solid and intermittent patterns

Muster station: Main Mall @ Cairn