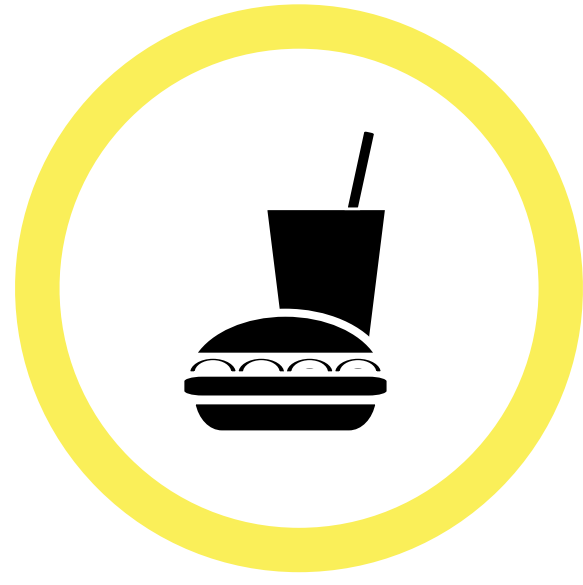




Surveillance cameras in use

Cameras are not actively monitored; footage may be used by the RCMP or Campus Security in the course of investigations of theft, unauthorized entry, harassment, or other anti-social behaviours.



No Food or Drink near Computers

Drinks must be kept in the area marked by orange lines.



Be Security-Aware

Door to remain closed unless faculty or staff are supervising. All users authorized to work without faculty/staff supervision have UBCcard access.



Lab Hazards

- Cell phones may not be reliable in this area. A VOIP phone is available on the instructor desk for use in the event of an emergency.
 - UBC phones are set for on-campus, 5-digit calling; dial "9" to dial a regular, 10-digit number.
 - To reach emergency services, you must dial **9-9-1-1**.



Lab Rules

- It is everyone's responsibility to create a safe workspace. Hold each other accountable, and report concerns to your supervisor.
- Do not block aisles, egress routes, or health and safety equipment access.
- Follow working alone procedures (below), and any other policies or procedures posted in the lab.
- 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. Priority for the accessible desk goes to those who need it.
- 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.

Computer Lab Rules

- If the lab is reserved for a course (see calendar), you must leave the lab. In certain circumstances, an instructor may permit you to stay in the lab during a course activity, but such permission should be considered an exception to the general rule.
- You must log off your computer when you leave the lab.
 - You may lock your computer for no more than fifteen minutes if taking a brief break.
- You are responsible for all usage of your Mech account. Do not share your account with others.
- Computers and hardware are alarmed; do not move / unplug hardware.
- Store files on your network drive. Do not store files on the local drive.
- Report hardware / software / account problems to: www.apsc.ubc.ca/ithelp; report general lab issues to facilities@mech.ubc.ca.

Account Setup

- Having problems logging in? Ensure you have set up your account - instructions at technicalservices.ubc.ca.



Working Alone Procedures

Students

- Working alone is discouraged in this space. Bring a lab partner, project group member, or other classmate.
- If you must work alone:
 - Assess risk! Only very-low-risk work is permitted when working alone.
 - Someone must know where you are and agree to help monitor your safety:
 - You must check in with this person every hour, and check out when you leave the building;
 - If you miss a check-in, they must attempt to reach you. If they cannot contact you, they must call Campus Security at 604-822-2222 with your name, last known location, and general description.

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

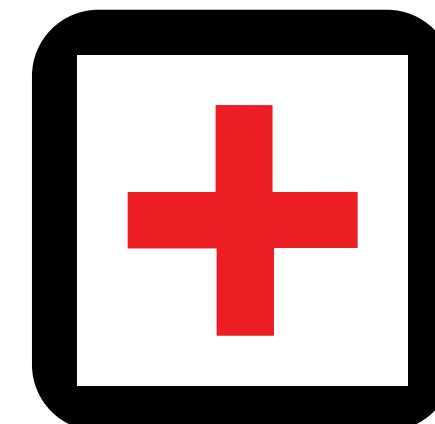
- Emergency? Call 9-1-1
- Call Campus Security: **604-822-2222**
- Inform your supervisor & the Mech Department
Admin Office: 604-822-2781
safety@mech.ubc.ca
- Check if reportable to www.CAIRS.ubc.ca

Student First Aid

- Emergency? Call 9-1-1
- Call Campus Security: **605-822-2222**.
OR visit UBC Student Health Services (hospital)
OR self-administer first aid
- Inform your instructor & the Mech Department
Admin Office: **604-822-2781**
safety@mech.ubc.ca
- Report to www.CAIRS.ubc.ca

Staff First Aid

- Emergency? Call 9-1-1
- AND** call Campus First Aid: **604-822-4444**
- Inform your supervisor & the Mech Department
Admin Office: **604-822-2781**
safety@mech.ubc.ca
- Report to www.CAIRS.ubc.ca



First Aid Kit

Above the instructor desk.
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

At the Computer Science main office, ICICS 201

Mech Contacts & Resources

- Staff Contacts
 - Facilities & Safety Team
CEME 2054 | 604.822.3738 | safety@mech.ubc.ca
 - APSC IT Help Form:
apsc.ubc.ca/ithelp
- 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)



Fire Safety

Always evacuate if bell rings

- Evacuate on both solid and intermittent patterns

 Muster station: Main Mall @ front entrance