



Undergraduate Instrumentation Lab

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



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 in Lab

Drink rack available in hallway outside the lab. Storage inside a closed backpack is permissible, but no access is allowed inside the lab.



No Water Bottles in Lab

Drink rack available in hallway outside the lab. Storage inside a closed backpack is permissible, but no access is allowed inside the lab.



Wash Hands Before Leaving the Lab

Leaded solder may have been used in this lab.



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.



Eye Protection may be needed

Eye protection is mandatory if soldering or cutting leads.

If someone is soldering or cutting leads, eye protection is required for all directly adjacent benches (beside and across).

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



Lab Hazards

- Soldering fumes can cause irritation to nose, throat, and respiratory organs.
 - Ensure the room ventilation system is turned on and the fan speed is set to four bars before starting soldering.
 - White Mitsubishi Electric Lossnay panel to the right of door.
 - Heat recovery can be set to "on" or "off" based on outside temperature.
 - Use good soldering technique; do not lean directly over where you are soldering.
 - Solder fume extractors are available for long periods of soldering or those with existing respiratory conditions
- Dust near transformers can cause arcing.
- 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).
- Clean work only in this space.**
- No reserving benches. Put away your work if you are leaving for an extended break. Log off computers.**
- 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.
- 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 bench 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.
 - Return equipment and components to where they belong.
 - Put any waste into the appropriate bin. Wipe the bench and sweep the floor as required.



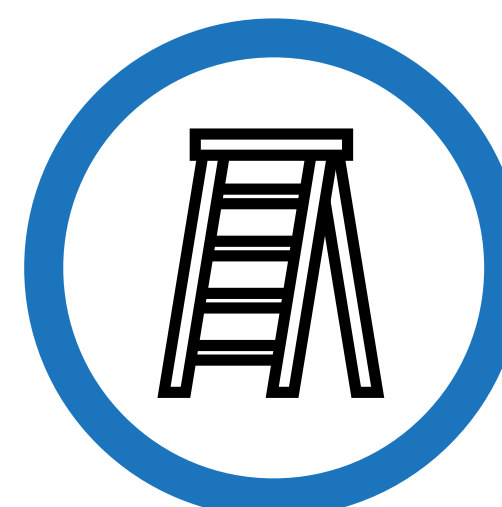
Working Alone Procedures

Students

- 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.



Stepladder available

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

EMERGENCY PROCEDURES

in the event of an emergency, call

9-1-1

Police | Fire | Ambulance | Natural Gas Leak

Security Issues

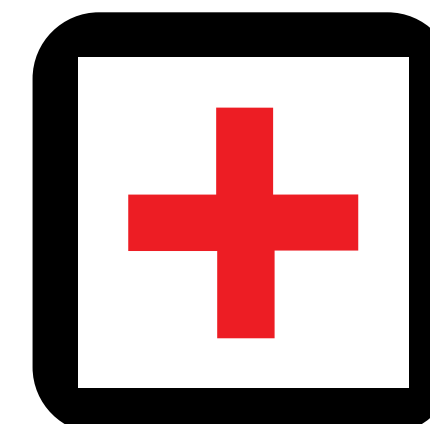
- Emergency? Call 9-1-1
- Call Campus Security: **604-822-2222**
- Inform your supervisor & the Mech Department
Admin Office: 604-822-2781
safety@mech.ubc.ca
- Check if reportable to www.CAIRS.ubc.ca

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

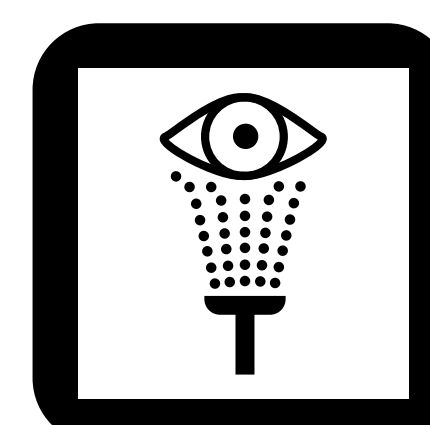
To the left of this poster, beside the door.

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

Beside the sink at the front of the room

Mech Contacts & Resources

- Staff Contacts
 - Program Support Electrical Engineer: Sean Buxton
KAIS 1220 | 604.827.3477 | sean@mech.ubc.ca
 - Facilities & Safety Team
CEME 2054 | 604.822.3738 | safety@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)



Fire Safety

- Always evacuate if bell rings
 - Evacuate on both solid and intermittent patterns
- Muster station: Main Mall @ Cairn