



### No Food or Drink in Lab

Storage inside a closed backpack is permissible, but no access is allowed inside the lab.



### No Water Bottles in Lab

Storage inside a closed backpack is permissible, but no access is allowed inside the lab.



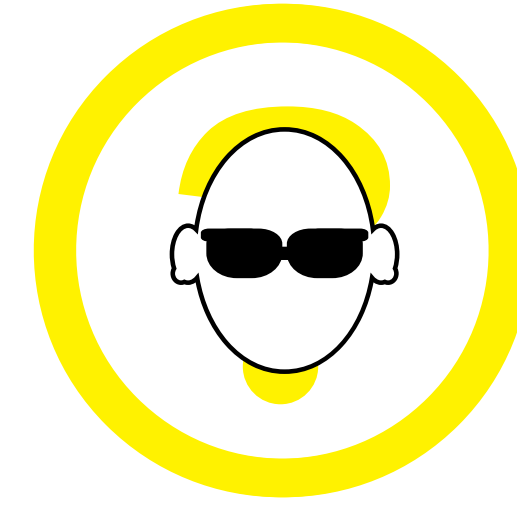
### Wash Hands

It is a best practice to wash your hands after leaving the 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

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 available in KAIS 1210.



### 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 Hazards

- Be aware of pinch point hazards on the conveyer belts. Follow your supervisors instructions on safe operating procedures.



## 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 or egress routes.
- 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.
- 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.



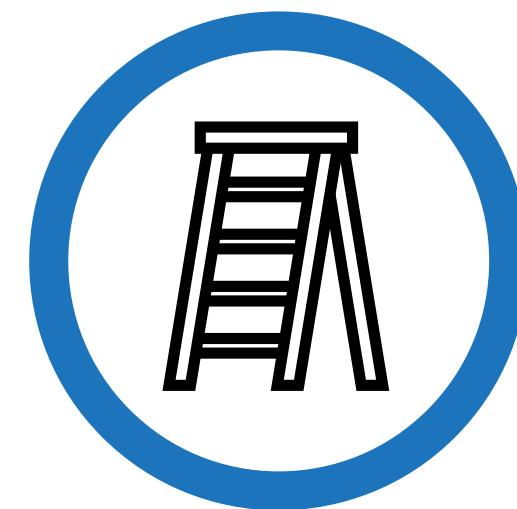
## Working Alone Procedures

### 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.



### 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

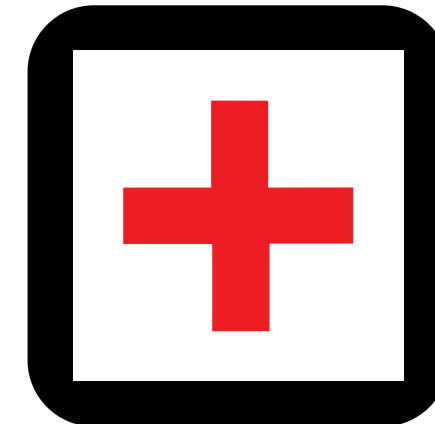
- Emergency? Call 9-1-1
- Call Campus Security: **604-822-2222**
- Inform your supervisor & the Mech Department  
Admin Office: 604-822-2781  
safety@mech.ubc.ca
- Check if reportable to www.CAIRS.ubc.ca

### 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

In KAIS 1210, beside the door

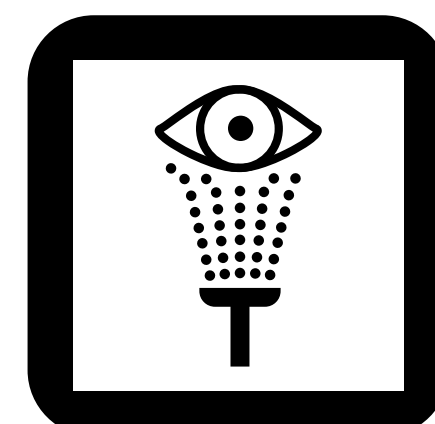
In addition to incident reporting (see "Emergency Procedures"), report usage of first aid kits to facilities@mech.ubc.ca so they can be re-stocked



## AED

### Nearest AED

Kaiser lobby, near elevator



### Eyewash Station

In KAIS 1210, 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](http://safety.mech.ubc.ca)
- Facilities Website: [technicalservices.mech.ubc.ca](http://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](http://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](http://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