



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

Chemicals are 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.



Lab Hazards

- Orange pipes are natural gas. If you smell gas, evacuate and call 9-1-1.
- Green pipes are building compressed air. No blow-off guns; building air exceeds 110 psi.
- This is a multi-use lab. Only use equipment you have been trained on. Orange and blue lines indicate user groups.
 - There are three flammables cabinets, plus other chemical storage. MSDS information is available at each cabinet.
 - LiPo batteries are present in team cabinets (as marked). Class D fire extinguisher is available.
- Do not walk past the upstream or downstream ends of the Boundary Layer Wind Tunnel when it is in operation.
- Dust near transformers can cause arcing.
- Clean up spills and prevent slip hazards.
- Due to lab layout and presence of roll-up doors, users need to be particularly aware of site security.



Lab Rules

Mech Student Group users are subject to additional rules specific to their group. In case of discrepancy, Mech Student Group users should follow the most restrictive of: approved team safety plan, Engineering Student Team Council standard, Aerolab 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.
 - 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.
 - Equipment must be secured when not in use.
- Use safety equipment appropriately, and wear PPE when required.
- Do not block aisles, egress routes, or health and safety equipment access (green/white striped tape).
- No volatiles, spray painting, or similar to be used inside the building.**
- Follow user procedures for introducing new chemicals to the space.**
- Follow working alone procedures, 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. **Label everything.**
- Do not misuse, abuse, destroy, or relocate UBC property.
- Share the space. Be aware of other lab and building users. **Storage must be approved in writing by facilities@mech.ubc.ca.**
- 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.



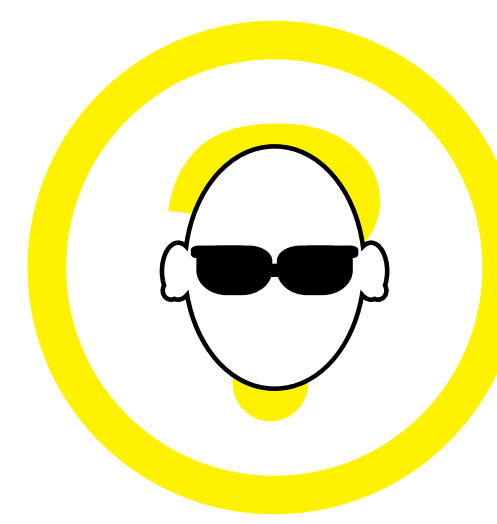
Working Alone Procedures

Students

- Course activities: no working alone.
- Mech Student Group activities: follow the approved procedure for your group.
- Research activities: follow the worker procedure.

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.



Eye Protection may be needed

Consult with your supervisor.
If any activity requires eye protection, everyone within 6m requires eye protection.
Each user group has eye protection available. Consult your supervisor.



Closed-toe footwear and protective clothing are usually required

Consult with your supervisor. Most activities in this lab require closed-toe footwear and full-length leg coverings.

Exceptions include public tours where the lab is pre-cleared for visitors.

Users must provide their own footwear and full-length leg coverings.



Steel-toe footwear may be needed

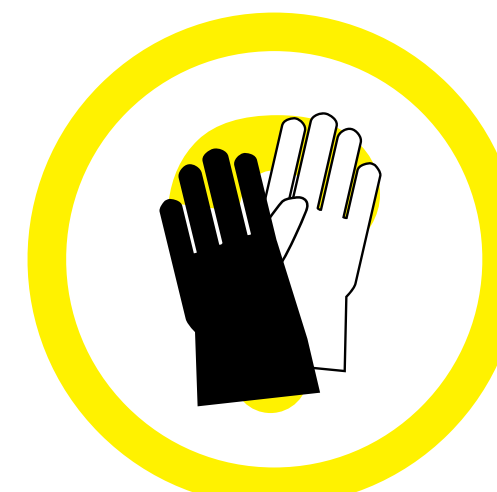
Consult with your supervisor.
If any activity requires steel-toe footwear, everyone within 6m must have steel-toe footwear.

Students are encouraged to wear their own steel-toe footwear if it will be required. Steel-toe shoe covers are available in the "Teams PPE" cabinet beside the PWT.



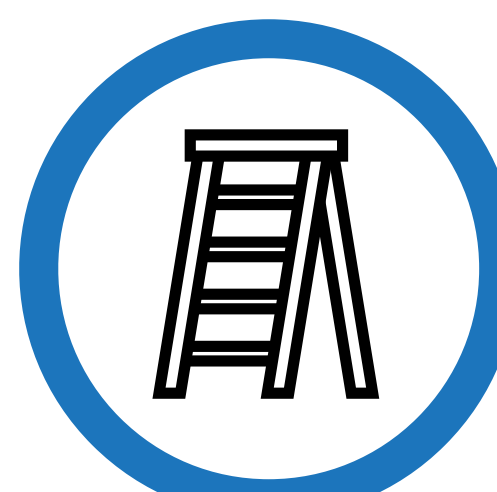
Hearing protection may be needed

Consult with your supervisor.
If it is too loud to hold a conversation at normal volume, use hearing protection.
Each user group has hearing protection available. Consult your supervisor.



Gloves may be needed

Consult with your supervisor.
Each user group has both nitrile and work gloves available. Consult your supervisor.



Stepladder available

Some user groups have stepladders.
If required, a stepladder can be borrowed from the machine shop during scheduled open hours.

EMERGENCY PROCEDURES

in the event of an emergency, call

9-1-1

Police | Fire | Ambulance | Natural Gas Leak

Security Issues

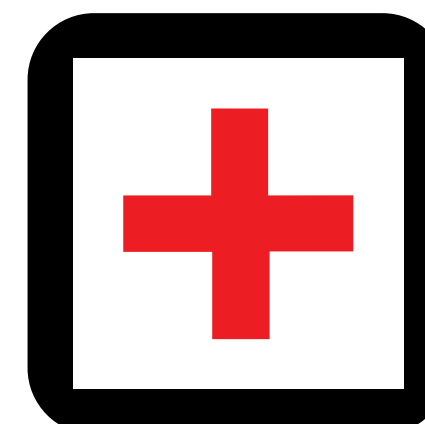
- Emergency? Call 9-1-1
- Call Campus Security: **604-822-2222**
- Inform your supervisor & the Mech Department
Admin Office: 604-822-2781
safety@mech.ubc.ca
- Check if reportable to www.CAIRS.ubc.ca

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

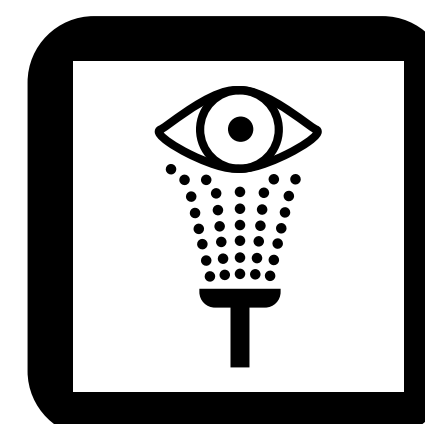
Beside the north door and beside the BLWT control platform.

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

CEME lobby, near elevator



Eyewash Station

Beside sink
Additional station: building lobby



Spill Kit

Beside sink
Some groups have additional supplies



Fire Safety

Always evacuate if bell rings

- Evacuate on both solid and intermittent patterns

 Muster station: east side of East Mall (@ Health Sciences Parkade)

Mech Contacts & Resources

- Staff Contacts
 - Lab Technician: Erik Wilson
KAIS 1190 | 604.827.5658 | erik@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)