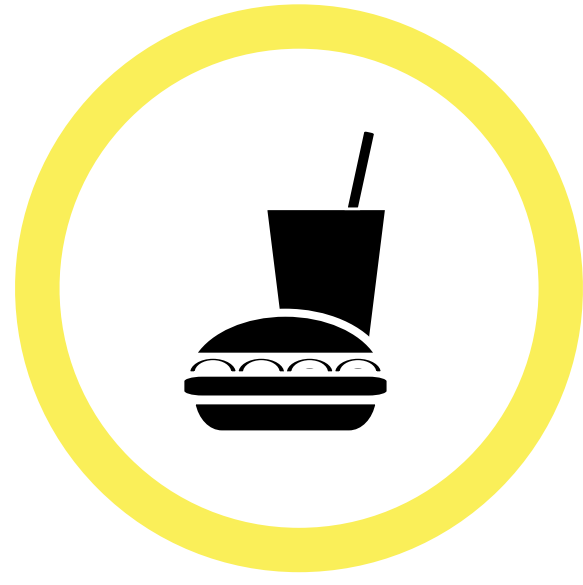




Surveillance cameras in use

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

- Research lab storage located behind green divider wall. Do not climb wall. Safety Data Sheets are in the door.
- The five computer pods are fully utilizing all power on those circuits. Do not plug in any other devices. Power for personal laptops, etc. is available on the exterior walls. Powering phones from USB ports on the computer is acceptable.



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.
- 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/event (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.
- 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

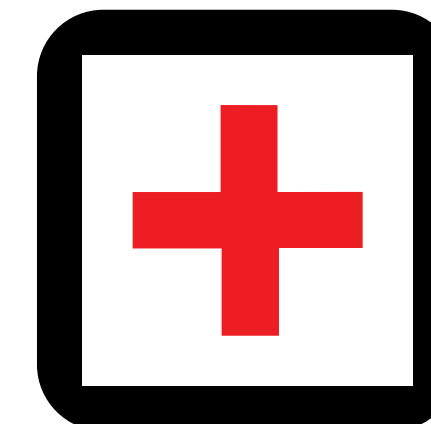
- 1) Emergency? Call 9-1-1
- 2) Call Campus Security: **604-822-2222**
- 3) Inform your supervisor & the Mech Department
Admin Office: 604-822-2781
safety@mech.ubc.ca
- 4) Check if reportable to www.CAIRS.ubc.ca

Student First Aid

- 1) Emergency? Call 9-1-1
- 2) Call Campus Security: **605-822-2222**.
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 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



First Aid Kit

Hallway; turn left when leaving room
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 or Kaiser lobby

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: Health Sciences Parkade