

GENERAL LAB SAFETY & OPERATION PROTOCOLS FOR STUDENTS

UBC OKANAGAN SCHOOL OF ENGINEERING

July 25 2019



SAFETY IS EVERYONE'S RESPONSIBILITY

- Safety in the lab begins with the people in charge
 - Course instructor
 - Teaching assistants
 - Technical support staff
- Students are required to follow the instructions of the people in charge
- Students must always follow the safety rules. There are no exceptions
- It is a violation of UBC's Student Code of Conduct to not abide by the policies and rules in place



STUDENT RESPONSIBILITIES

- Students bring their own and wear their personal protective equipment, PPE, at all times. The PPE requirements are listed in the lab manual
- Students must wear appropriate clothing for the labs (typically long pants with no skin showing and close toed shoes)
- Students must arrive on time for their labs
- Students must come prepared for their labs
- Horseplay in the lab is not acceptable

- UBC does not tolerate the failure to follow safety requirements in the lab

- Should a student choose not to follow the requirements, they may not participate in the lab and will be asked to leave



GETTING TO KNOW THE LAB

Students must know the location of all emergency equipment:

- Fire extinguisher
- First aid kit
- Eyewash station and shower (if applicable)



Emergency contact numbers (security, first aid, fire, ambulance etc.) are posted next to the lab phone in each room

Student must know what to do in the event of a fire alarm

- Exit routes and muster stations

EMERGENCY CONTACT NUMBERS

All emergencies

(first aid, fire, ambulance, spills, security, etc.)

Lab phone: **7-8111**

Cell phone: **250-807-8111**

Or **911**

Security (non-emergencies)

Lab phone: **7-9236**

Cell phone: **250-807-9236**



EMERGENCY CONTACTS

When calling for emergencies:

- Know your location
 - Room number (ex. EME 2220)
 - Building address (1137 Alumni Avenue, Kelowna BC, V1V1V7)
- Details of situation
 - Provide as much accurate information to dispatch as possible
- Wait for assistance to arrive (if it is safe to stay)
- Always report incidents to the TA
 - Even a small cut to the hand, the TA needs to know



EMERGENCY EXITS

- If you hear an alarm, immediately stop and to turn off the equipment
- Immediately evacuate the lab, do not take time to gather belongings
- KNOW THE EVACUATION ROUTE AND LOCATION OF MUSTER STATION
- Ensure you meet your TA at the muster station



FINALLY...

- Be aware of your surroundings
- Be aware of what others are doing
- Know what to do in case of an emergency





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