UVic Occupational Health And Safety Policy # 3250 states:

2.2 Students Shall:

- 2.2.1 Comply with the University's safety policies and procedures, and departmental regulations associated with all of their University-related activities;
- 2.2.2 Seek guidance from their instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance in their University-related activities;
- 2.2.3 Attend safety training programs and meetings as instructed;
- 2.2.4 immediately report to their instructor or supervisor any accident, near accident, hazardous practice or condition with respect to their University-related activities; and
- 2.2.5 Comply with the health and safety policies and procedures of other institutions when they are engaged in University-related activities in these other institutions.

1. GENERAL

Familiarize yourself with the location of the exits, fire extinguishers, emergency shower station, and handicapped refuge areas on each floor that you use. Read this booklet and study the red and white maps/ signs on each floor of the building, as well as the maps in the Appendix of this booklet. After entering the lab for the first session, locate the basic safety utilities such as: the exit, the fire extinguis0 0 0.c 45 0 0 45 0 0 Tm / F4.0 1 Tf (e)] Tm / JET (Q) 2(e)1 (t) 4 (i)0 () (p) -2 (ed -22 () -

• DO NOT re-

9. PERSONAL CLOTHING AND ACCESSORIES

(extract from WorkSafe BC)

(a) the clothing of the worker must fit closely about the body,

(b) dangling neckwear, bracelets, wristwatches, rings or similar articles must not be worn, except for medical alert bracelets which may be worn with transparent bands that hold the bracelets snugly to the skin, and

(c) cranial and facial hair must be confined, or worn at a length which will prevent it from being

snagged or caught in the work process.

(d) Open-toed shoes and sandals must not be worn in the facility.

10. HARASSMENT

UVic Occupational Health And Safety Policy # 3250 states:

2.1 The University of Victoria does not condone har assment and seeks to prevent har assment of all members of the University community.

2.2 Harassment is defined as the abusive, unfair, or demeaning treatment of a person or group of persons that has the effect or purpose of unreasonably interfering with a person's or group's status or performance or creating a hostile or intimidating working or educational environment when:

a. such treatment abuses the power that one person holds over another or misuses authority; or

b. such treatment has the effect or purpose of offending or demeaning a person or group of persons on the basis of race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexual orientation, or conviction for a criminal charge.

If a situation arises that person becomes a victim of verbal or physical harassment

MECHANISM LABORATORY - ELW A229

Used for MECH 335 Theory of Mechanisms, and MECH 485 Mechanism and Manipulator Synthesis courses. It contains electronic instrumentation, a variable speed multi-link mechanism, and a opened auto transmission. The link mechanism is dangerous when in motion, should be operated only by a trained TA. Watch for:

- Getting caught in the link mechanism. Stay away from the link when it is operating.
- Getting pinched by the transmission. Do not examine gears or shift mechanisms if anyone is close to the gear shifter.
- Lab support person; Art Makosinski, EOW 553, tel 6041. Email: art@me.uvic.ca

MECHATRONICS / MEMS LABORATORY - ELW A243

Used for MECH 466, Micro-electro-mechanical Systems, and ENGR 466 - Integrated Mechatronics and Embedded Systems Project. It contains electronic instrumentation, and electro-mechanical apparatus. Watch for:

- Electric shock.
- Rotating equipment.

DESIGN FACILITY - ELW B103/B111

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APPENDIX A

EMERGENCY COORDINATORS AND EVACUATION SITES

Floor Emergency Coordinator for 5th floor EOW : Dorothy Burrows, or a designated alternative Office: EOW 548 Local: 8900

Floor Emergency Coordinator for ELW 1st floor : Minh Ly Office: ELW A 214, local: 8893

Floor Emergency Coordinator for ELW 1st floor : Rodney Katz Office: ELW B111, local: 8667