- 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;
- 2.2.2Seek 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.

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 safetyt48648eseuch as: the exit, the fire extinguisher, the first aid kit, and the telephone.

Additional information on safety can be located at the www2.worksafebc.com site and others

For simple cuts or minor first aid, use the First Aid Kits available in each room. The University

Health Services may also be contacted at . All injuries to students should be reported to the instructor and/or technician. The **Expansion** Incident and Investigation Report mustI7.63 T0912 0 6W* n[()6]

- Displacement machinery (eg: Robot Arms, Links, Impact Testing, MTI machines, etc.)
- Air sucking and blowing fans and pumps (eg.: Air Lines, Wind Tunnels, etc.)
- Fluids pumping machinery (eg: Oil Pumps, Air Lines, Water Flume, hydraulic benches, etc.)
- Heat and gas producing equipment (eg: Diesel engine, HVAC Apparatuses, Heat Exchangers, etc.)
- Rotating machinery (eg: Lathes, Mills, Drills, Motors, etc.)
- 1. Plan your activities and discuss safety concerns as a group before running an experiment. If unsure of the correct operating procedure, request assistance from your instructor or the TA.
- 2. Read the lab manual thoroughly, and observe specific safety concerns mentioned.
- 3. In general, do

- 1. When handling electric wires, never use them as supports and never pull on live wires.
- 2. Report to the TA and/or Technical Staff (eg. Ian Fraser) and do not use equipment with frayed wires or cracked insulation and

by closing the doors and windows behind you as you leave. Do lock the doors. 6. Leave building using recommended exit with reasonable speed. 7. Assist individuals with mobility disabilities to an Emergency Evacuation Site. • Follow the instructions of your emergency coordinators (see Appendix A). use elevators for evacuation. re-enter the building until allowed to do so by the Fire Department. 8. Move to your Department's evacuation site. 9. Stand by to identify yourself and provide information to fire personnel. 1. When handling any chemicals, be sure to at least _____ wear eye protection and gloves. 2. After handling the chemical replace and secure the lid or cap and place it back in its _______ 3. Report any spill to the TA and/or Technical Staff, or follow these steps for • Tend to any injuries if safe to do so, call Campus Security at identify yourself to them. • Secure the area and close the door. Pull the fire alarm to evacuate the building. Direct people away from the spill area. and hold onto heavy furniture. Stay inside; move away from windows, shelves, heavy objects and furniture that may fall. Take cover under a table or a desk, or in a strong doorway

- 1. Duck, cover, and hold. Crouch low to the ground, protect head with your arms, seek cover (anticipate that doors may slam shut).
- 2. In halls, stairways or ot792 rep0 G[(5429q0.00000912 0 612 792 reW* nBT/F2 10.56 Tf1 0 0 1 200.45 251.93 Tm0

1. Assemble at

(extract

Safety Regulations and Hints

• Computers in Mechanical Engineering laboratories are loaded with licensed software. Unauthorized software is **software**

Used for MECH 330 Introduction to Mechanical Vibration, MECH 420 Robotics, and MECH 450F Sensors and Actuators. It contains electronic instrumentation, and electromechanical apparatus. Watch for:

- Electric shock.
- Rotating equipment.
- Lab support person; Ian Fraser, ELW A218, Tel: 7297, Email: ifraser@uvic.ca

This is a working area consisting of the M	Machine Shops in B111, and B103. Both rooms				
containing major power and tools, which can present a very real physical danger when no					
used properly. The Shop in B111 is for use ONLY by support staff.					
Room B103 is for use by students taking the Mech 200, 350, and 400, and some 499 courses					
but after taking a	, where he/she has shown proficiency in the				
use of the hand tools, shop machinery, and basic safety aspects.					
Protective eyewear					