General Orientation to Safety in Mechanical Engineering

Presented by:
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Assistant Professor & Chair of Safety Committee
Seminar Outline

• Policies
  – Province, U of A, and Department

• Procedures
  – Contacts and Resources
  – Training
  – Working Alone & Hazard Assessment
  – Personal Protective Equipment (PPE), Transport of Dangerous Goods (TDG)
  – Laboratory Conduct
Safety Policy
Provincial Legislation

• Occupational Health and Safety (OH&S) Act, Code and Regulation – Government of AB

• Website: Employment Alberta
  – [http://work.alberta.ca/searchaarc/](http://work.alberta.ca/searchaarc/)
  – OH&S Act Outlines responsibilities:
    • Worker
    • Employer
Provincial Legislation

• Highlights from OH&S Act:
  – Basic Responsibilities
    • Employer
      – Insure Health and Safety of Workers
      – Workers Aware of Responsibilities and Duties (Act, Code, and Regulation)
    • Worker
      – Insure Health and Safety of Self and Co-workers
      – Co-operate with Employer to Protect Health and Safety
Provincial Legislation

• Specifics (OH&S Act)
  – Refusal of Unsafe Work (Imminent Danger)
    • Responsibility of Workers
    • Duty to Report to Employer
  – Orientation and Training
    • Orientation to Work Site (Supervisor)
    • Training (WHMIS, PPE)
    • Emergencies (Reaction and Reporting)
Provincial Legislation

• Reporting
  – ALWAYS Report Incidents
  – Worker Compensation Board (WCB)
    • Incidents Reported **WITHIN 72 HOURS**
    • An ‘incident’ is defined as an injury that required professional medical attention.
University Policy

• University policy set by Environmental Health and Safety
  – See website: www.ehs.ualberta.ca

• Guided by Provincial Regulations, Acts, and Codes
Department Policy

– Safety Concerns Addressed by Department Council Through Safety Committee Members (which has 2 grad students)

– All Graduate Students Attend Introductory Safety Seminar
Safety Procedures
Contacts

- People: Best Safety Resource
- Know Your Lab Mates
- Know Your Department Safety Representatives
Contacts

• Department of Mechanical Engineering Safety Committee
  Cagri Ayranci 492-2791 (Committee Chair)
  Tuula Hilvo 492-3639 (Shop Rep)
  Roger Marchand 492-3639 (Shop Rep)
  John Doucette 492-0909 (Department Chair)
  Kajsa Duke 492-4710
  Albert Vette 492-1534
+ 2 graduate students
Safety Committee

• Please Contact Committee for:
  – Information
  – Reporting an Incident (Shop or me)
  – Ordering Safety Equipment (Tuula Hilvo or Shop Staff)
Safety Resources
Safety Resources

FOR ALL EMERGENCIES
CALL 911

safety

Everyone working in a lab needs the following training:
1. WHMIS Training
   - WHMIS training is offered by the University and consists of an online quiz.
2. Department General Safety Orientation
   - The Department of Mechanical Engineering offers a general orientation to safety. This seminar is required for all students who have access to the Mechanical Engineering Building or NINT building. Seminars are offered in September. Please contact Carol Averard if you missed this seminar.
3. Lab-Specific Safety Orientation
   - Lab-specific safety training/orientation is offered by the principal investigator (PI) of the research project or his/her designate. This orientation should cover general safety information, locations of safety equipment, and safe operating procedures for the lab. Once this orientation is complete, the PI (or designate) along with the student should sign off on a form to document this training.
Emergencies

• For ALL Emergencies (on Campus) Call:

911

(9-911 will work as well)
Emergency Procedures

• Mechanical Engineering Procedure
  – Medical: Life Threatening (911); Serious but Mobile (Health Centre or Hospital); Minor (1st Aid Kit)
  – Fire: Activate Alarm While Exiting; Close Doors; Evacuate Building; Call 911; Meet Fire Department at Main Entrance
Emergency Procedures

• Mechanical Engineering Procedure
  – Chemical Spill:
    • MINOR – Attend to Person; Get Help; If Possible, Use Spill Mix; Contact Tuula (492-3639) for Proper Disposal
    • MAJOR – Call 911
Emergency Procedures

- NINT Procedure
  - SAME as Mechanical Engineering
  - Call 911
Incident Reporting

• Mechanical Engineering Procedure
  – ALL Incidents (Including Workplace Violence)
  – ALL Incidents Reported and Documented
    • Download Incident & Investigation Report (EHS or MEC E Website)
    • Or see Cagri Ayranci
Training & Seminars

• General Orientation to Safety
  – This seminar

• Training
  – WHMIS trainings
  – Shop trainings
  – Lab safety
  – Chemical safety

• Lab-Specific Training
  – Given by your supervisor
  – Introduction to Lab (and Special Features)
Training: WHMIS

- Workplace Hazardous Materials Information System (WHMIS)
  - Mandatory for ALL Students and Staff
  - WHMIS training is required to get lab key
  - Purpose: Outlines Safety Principles for Handling Controlled Substances
Training: WHMIS

• On-line Training
    (Link on MecE Safety Website)

• Basic Elements:
  1. Proper Labels
  2. Current Material Safety Data Sheets (MSDS)
     a. Readily Available to ALL Workers
     b. Updated Every 3 Years OR
     c. Computer with Printer Available in Lab
Training: Shop Tools

- Machinists and Technicians Available for Training
  - Basic Tools
  - Arrange Training with Roger Marchand (Shop Supervisor)
  492-3639

Roger Marchand
Basic Lab Safety Elements

1. Chemical Inventory
2. Material Safety Data Sheets (MSDS)
3. Hazard Assessment
4. Working Alone Protocol
5. Chemical Spill Kit
6. 1st Aid Kit
Working Alone

• Definition: Working Without Readily Available Assistance
• Avoid Working Alone IF Possible
• Notify People of Your Intentions
• Customized Procedure for Each Lab Developed by Your Supervisor
Hazard Assessment

• Hazard Assessments Needed for Each Lab (done by your supervisor)

• Steps:
  – Review Work Activities
  – Identify Hazard (Probability and Severity)
  – Control Hazards
    • Elimination
    • Substitution
    • Engineering Controls
    • Administrative Controls
    • Personal Protective Equipment (PPE)
  – Safe Operating Procedures (SOP)
Hazardous Materials

• Chemical Inventories Needed for All Labs
  – Specify Contact and Chemical Information
  – Aides Emergency Personnel
  – Download Form from Mec E Safety Website
Personal Protective Equipment (PPE)

- Required by OH&S Code
- Many Different Types
  - Gloves
  - Aprons
  - Eyewear
  - Respiratory
- Fit testing at EHS
Transportation of Dangerous Goods (TDG)

• Receiving Dangerous Goods, e.g., Chemicals
  – Need TDG Training and Certification
  – Receive ALL Chemicals Through Shop
  – Ship ALL Chemicals Through Shop (Proper Forms and Procedures)
1st AID, etc.

• Some Shop and Office Staff Trained in 1st Aid (1st Aid and CPR)
  – Room 1-19 & 4-9

• Know Locations of:
  – 1st Aid Kit
  – Eye Wash Stations
  – Showers
  – Fire Alarm
Storage

• Store Materials Properly
  – Flammable Storage Cabinet
  – Acids Cabinet
  – Contact Tuula
Syringes and Sharps

• Proper Disposal
  – Order Container from Fisher Scientific
  – Broken Glass in Shop (Yellow Container)

• Don’t Recap
  Disposable Syringes

• Don’t Leave
  Syringes Unattended
Chemical Disposal

• Limit Use of Chemicals
• Purchase Smallest Quantity Practical
• See MSDS for Handling and Disposal
• Contact EHS for Pick Up
In Your Lab

- Housekeeping Rules
  - General Cleanliness
  - Avoid Clutter
  - No Gloves or Lab Coats Outside Lab
  - Label Containers (so others know if substance is hazardous)
  - Report Unsafe Conditions to Supervisor or Safety Committee Member
To get your keys!!!

NEW THIS YEAR:

– WHMIS
– General Safety Orientation Quiz: (questions from this presentation – can be found on the web page)
  https://websrv.mece.ualberta.ca/intranet/index.php/exam/exam/display_exam/1

• Supervisors need to initial the forms
• Bring the forms to MECE front desk (& $50 deposit) and ask for keys.
• Please note, if the prof does not do lab work, then he/she can write a note saying it is not applicable and student can get the keys (or can exclude the student from some parts of the requirements).
Questions?

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