ECE Policy: 
Safety and Professionalism in Undergraduate Laboratories

(Updated September 8th 2015)

Purpose

To establish a clear set of expectations and rules for the ECE undergraduate laboratories and machine shops, as well as a procedure for dealing with infractions. This policy will assist in developing a culture of safety and professional behavior within the department.

Summary

1. All course instructors, staff and teaching assistants in ECE will be expected to embrace and emphasize the importance of safety and professional behavior in the undergraduate labs and participate in the support of this policy.
2. Instructors of courses that have a significant laboratory component will ensure proper training and messaging of this policy to the students and work with ECE staff toward its enforcement.
3. Infractions against laboratory rules may result in significant penalties that include loss of access to departmental facilities and/or a reduction in grades. This penalty may be up to 5% and will apply against the final course grade.
4. Infractions will be reported by the main laboratory contact (staff member of the Engineering Services group) to an RT queue set up for this purpose.
5. The department will maintain an internal list of severity of penalty for specific infractions.
6. Recurring or serious infractions will be dealt with through a faculty committee set up for this purpose and making recommendations to the Head of Department.

Scope

This policy will apply to all undergraduate laboratories and machine shops, including the following spaces:

- MCLD 112, 130, 148, 155A
- MCLD 303/309, 306, 322, 348, 358
- MCLD 402, 410, 448, 458
- Note that some spaces (e.g., MCLD 130 & 402) may include additional rules, as posted in lab.

Note: In cases where students are found in non-compliance of the signage in a given space, and where there is no clear association of the student’s presence with a particular course, the academic (marks) penalty will not apply but instead be replaced by a specific access restriction for a prescribed amount of time, depending on the severity of the infraction.
ECE Laboratory Rules

1. Do not allow unauthorized access to restricted spaces (e.g., do not prop open doors; do not allow others who may not have privileges to enter).
2. Do not have food or drinks in the lab (food and/or drink is allowed is stored in backpack and not consumed while in the lab at any time).
3. Wear appropriate personal protective equipment (PPE). Required PPE for various spaces listed here:
   a. Safety glasses & steel-toed foot protection (Canadian Standards Association approved work shoes; or steel-toed slip-over covers available for use in the shop), in the following spaces:
      i. MCLD 148 (Main machine shop)
      ii. MCLD 155A (Thunder Lab: student hand-tools machine shop)
      iii. All other areas of the machine shop
   b. Safety glasses, in the following spaces (i.e. undergraduate electronics labs):
      i. MCLD 112
      ii. MCLD 303/309, 306, 322
      iii. MCLD 402, 410, 448, 458

   NOTE: Rule 3.b. can be suspended temporarily by the instructor when students are performing non-technical work in scheduled laboratory sessions. This would include cases such as lectures/presentations in lab or purely computer-based work.
4. Do not abuse or damage equipment. Only use equipment for which you are authorized and trained, and only for the equipment’s specified purpose.
5. Clean up workspace before leaving.
6. Do not engage in horseplay and/or sabotage.
Responsibilities

1. Lab Engineering Supervisor (Member of the Engineering Services group):
   1.1. Make safety and professional standards accessible to all through appropriate signage and training.
   1.2. Work with course instructors, TAs and students to enforce the standards.
   1.3. For applicable courses, present lab safety at the beginning of each term (decide with the course instructors whether this would be appropriate during the lecture, lab, or both).
   1.4. Apply consistent enforcement of policies.
   1.5. Use the RT system to report infractions; the ticket would allow notification of the offender, all associated instructors, and all lab supervisors who should be aware of the restricted access. The RT systems will also maintain log (of infractions and offenders) to assist in identifying repeat offenders and in assessing whether any policy changes are required.
   1.6. When reporting infractions, the report should include the student’s name, student number, the time/date of the infraction, the type of infraction and any relevant notes.

2. Course instructors responsible for courses with laboratory components:
   2.1. Emphasize for students and TAs the importance of following lab standards. Allot time at the beginning of the term for the lab supervisor to discuss lab safety.
   2.2. Support and work with the Lab Engineering Supervisor to address concerns about standards.
   2.3. During visits to labs to observe student progress, be mindful to ensure standards are followed; report any infractions to the Lab Supervisor.
   2.4. Incorporate in the course syllabus information about ECE’s safety policies, rules and penalties for infractions.

3. Teaching Assistants:
   3.1. Support and work with the Lab Engineering Supervisor to address concerns about standards.
   3.2. Be mindful to ensure standards are followed; report any infractions to the Supervisor.

4. Students:
   4.1. Follow all laboratory rules and encourage peers to do so as well.
   4.2. If an infraction you have committed is reported, a message will be sent to your e-mail on file with UBC explaining the penalty you have incurred.