

Design Studio Safety

Revised: February 2018

Information for Design Studio Safety and Important Contacts

This document is for users of the IBEHS Design Studio in ETB-533/534.

This document provides important information for the healthy and safe operation of equipment in the Design Studio instructional and work spaces. This document is required reading for all Design Studio supervisors, faculty mentors, instructors, researchers, staff, and students working in or managing activities in the Design Studio. It is expected that revisions and updates to this document will be done continually.

General Health and Safety Principles

Good practice requires that every worker and supervisor observe the following:

1. Food and beverages are only permitted in designated areas, away from computers, 3D printers, and other electronic equipment, and only in containers that can be sealed.
2. Equipment and Tools should only be used for their designed purpose.
3. The Laboratory Technician should be informed of any unsafe condition.
4. The location and correct use of all available safety equipment should be known.
5. Potential hazards and appropriate safety precautions should be determined and sufficiency of existing safety equipment should be confirmed before beginning new operations.
6. Proper waste disposal procedures should be followed.

Location of Safety Equipment

Fire Extinguisher <ol style="list-style-type: none">1. Directly across the hallway, outside Design Studio, beside the North Elevator2. Other end of Hallway, located near South Elevator	First Aid Kit <ol style="list-style-type: none">1. With Leela Pilli in ETB 534/A2. With Jessica Anderson in ETB 102
Automated External Defibrillator (AED) <ol style="list-style-type: none">1. In the hall way close to the North entrance of the building (ETB)	

Who to Contact

Emergency Medical / Security: On McMaster University campus, call Security at extension 88 or 905-522-4135 from a cell phone.

Non-Emergency Accident or Incident: Immediately inform the Lab Technician or Supervisor on duty.

University Security (Enquiries / Non-Emergency): Dial 24281 on a McMaster phone or dial 905-525-9140 ext. 24281 from a cell phone.

Facility Services (Physical Plant): For problems with heat, ventilation, fire extinguishers, or immediate repairs dial 24740 on a McMaster phone or dial 905-525-9140 ext. 24740 from a cell phone.

Environmental & Occupational Health Support Services (EOHSS): For health and safety questions dial 24352 on a McMaster phone or dial 905-525-9140 ext. 24352 from a cell phone.

Case of a Fire

When calling Emergency Contact to report a fire, give name, exact location, and building. This is Building 56, Engineering Technology Building, and this room is ETB 533/534.

1. Immediately vacate the building via the nearest exit route. Do not use elevators!
2. Everyone is responsible for knowing the location of the nearest fire extinguisher, the fire alarm, and the nearest fire escape.
3. The safety of all people in the vicinity of a fire is of foremost importance. But do not endanger yourself!
4. In the event of a fire in your work area shout “*Fire!*” and pull the nearest fire alarm.
5. Do not attempt to extinguish a fire unless you are confident it can be done in a prompt and safe manner utilizing a hand-held fire extinguisher. Use the appropriate fire extinguisher for the specific type of fire. Most labs are equipped with Class A, B, and C extinguishers. Do not attempt to extinguish Class D fires which involve combustible metals such as magnesium, titanium, sodium, potassium, zirconium, lithium, and any other finely divided metals which are oxidizable. Use a fire sand bucket for Class D fires.
6. Do not attempt to fight a major fire on your own.
7. If possible, make sure the room is evacuated; close but do not lock the door and safely exit the building.

Clothing on Fire

Do not use a fire extinguisher on people

1. Stop, Drop and Roll
3. Wrap with fire blanket (if available) to smother flame (a coat or other nonflammable fiber may be used if blanket is unavailable). Do not wrap a standing person; rather, lay the victim down to extinguish the fire. The blanket should be removed once the fire is out to disperse the heat.

Equipment Failure or Hazard

Failure of equipment may be indicative of a safety hazard - You must report all incidents.

Should you observe excessive heat, excessive noise, damage, and/or abnormal behavior of the lab equipment:

1. Unplug the equipment from wall power socket if possible.
2. Immediately inform the Lab Technician or your supervisor of the problem.
3. Discontinue use of the equipment.
4. Wait for further instructions.
5. The Lab Technician or supervisor must file an incident report.

Protocol For Safe Practice In The Design Studio

Leave equipment in a safe state for the next person - if you're not sure, ask!

In general, leave equipment in a safe state when you finish with it. When in doubt, consult the Lab Technician.

Defined Roles

Supervisor	The faculty or staff supervising the instructional laboratory or design studio activity.	
IBEHS Laboratory Technician	Leela Pilli – ETB-534/A	pillil@mcmaster.ca
IBEHS Instructional Coordinator	Sinah Lee – MDCL-3511	leesk2@mcmaster.ca
Course Instructor	Please contact your specific course instructor directly.	