



16. Equipment Repair

BACKGROUND

On occasion, equipment within the lab must be maintained or repaired by an outside contractor. It is the intent of UBC to provide a safe, healthy and secure environment for all members of its faculty, staff, students and visitors. It is the responsibility of contractors to ensure that project work is performed in a safe manner and that it is in compliance with British Columbia Occupational Health and Safety regulations, any other applicable provincial and/or federal laws and/or regulations, and any UBC policies, and procedures.

BEFORE STARTING EQUIPMENT REPAIR

Contractors should perform the following tasks prior to working on campus:

- Train, supervise and direct their employees to be mindful of the safety of UBC's students, faculty, employees, neighbours and property
- Read and review the UBC Okanagan Contractors' Safety and Orientation Manual (found on the Health, Safety and Environment webpage under [general safety](#)).
- Contact Facilities Management prior to arriving on campus to ensure that the right checks, procedures and permits are in place.
- Be familiar with all current legislation pertaining to the work and will be responsible to follow and enforce such legislation.
- Refer to the UBC Technical Guidelines for additional information on the type of materials allowed and the UBC building standards.

EQUIPMENT MAINTENANCE

In this laboratory, the following pieces of equipment are maintained by specific individuals, and organizations. *Please fill in other equipment as necessary.*

Equipment	On Campus Contact	Off Campus Contact
Fume hoods	Health, Safety & Environment	
Biological Safety Cabinets	Health, Safety & Environment	HEPA
Emergency Showers	Facilities	
Eye Wash Station		
Yearly testing	Facilities	
Weekly testing	Lab Users	
Flooring (yearly waxing)	Facilities	

Users of all equipment should inspect equipment frequently to ensure that it is functioning normally.



Other pieces of equipment are laboratory specific and should be managed by the Principle Investigator and lab users. When having equipment serviced, facilities should be notified to ensure that a special permit is not required.

For further information on the safety of contractors (such as repair men), please visit the Health, Safety and Environment General Safety Programs at www.ubc.ca/okanagan/HSE/safety/general.html

LAB ORIENTATION FOR NON-UBC CONTRACTORS AND WORKERS

There are 2 types of lab orientations that should be made available to contractors visiting labs on the Okanagan campus:

1. **Orientation for Supervised Work** – a basic orientation to the lab, its hazards and safety features that is used when the contractor/visitor will be continuously supervised by a competent lab user. Supervision must be as a physical presence.
2. **Orientation for Unsupervised Work** – a more in-depth orientation for contractors/visitors when they are not continuously supervised by a competent lab user. Usually, this type of Orientation is reserved for situations where a contractor is spending several days in a lab for a partial renovation or major repair.

Orientation for Supervised Work

- During supervised work in the laboratory, the contractor should go through the orientation for visitors (document 2 of this section).
- No hazardous materials should be handled or open in the lab whilst the visitor is present in the laboratory.

Orientation for Unsupervised Work

- If contractors must be in the laboratory for extended periods of time, or at regular intervals, it is prudent to provide a more in-depth explanation of hazards within this laboratory. At a minimum, this orientation should include the following:
 - All of section II of this book
 - Section III: document 2 (Lab orientation)
 - Review of WHMIS classifications and hazards as they relate to your lab (see section IV, document 1)
- During unsupervised work, all materials, glassware and equipment must be secure and no unattended operations are permitted. Bench tops should be cleared of all material and chemicals put into flammable cupboards, refrigerators, or storage areas.

LAB ORIENTATION FOR UBC CONTRACTORS AND WORKERS

All facilities workers complete hazard training to enter laboratories under emergency situations. This program ensures that facility workers are able to recognize potential hazards in a laboratory and protect themselves appropriately. Additionally, training also instructs facilities workers in the importance of



intellectual property, ethics in the laboratory and the importance of our research facilities and achievements.

In order to assist these trained facility workers to recognize the hazards in the laboratory, please ensure that all the materials in the lab are clearly labelled and that any ongoing experimentation is clearly labelled with important information. While this labelling may include different instructions depending on the experiment, the unattended operations guidelines (section 5 of this document) should be provided as a *minimum*.