



# Welcome to the Automotive Centre of Excellence

## Site Orientation for ACE Clients

# Agenda

- \* Safety
- \* Communication
- \* Security & Badge assignment
- \* Facilities

# Safety

- \* Working Safely at ACE
- \* Alarm Tones
- \* Evacuation Procedure
- \* In Case of Fire
- \* MSDS sheets: Provision & Location
- \* Eyewash & Shower Stations
- \* Defibrillator and First Aid Kits

# Safety At ACE

- \* It is mandatory to comply with all applicable safety legislation.
- \* ACE has a “Respectful Workplace” policy
- \* Please report unsafe work conditions immediately to ACE staff.

# Safety At ACE (cont'd)

## \* Protective clothing

- \* It is mandatory to wear safety shoes with toe protection when outside of the main aisles and offices at ACE.
- \* If needed ear plugs and safety glasses are available through ACE staff.

## \* Equipment

- \* Any faulty equipment must be immediately reported to ACE staff. Discontinue use until made safe.
- \* A tie off must be used for activities performed 8 feet above ground. (eg. climbing a ladder)

# Safety At ACE (cont'd)

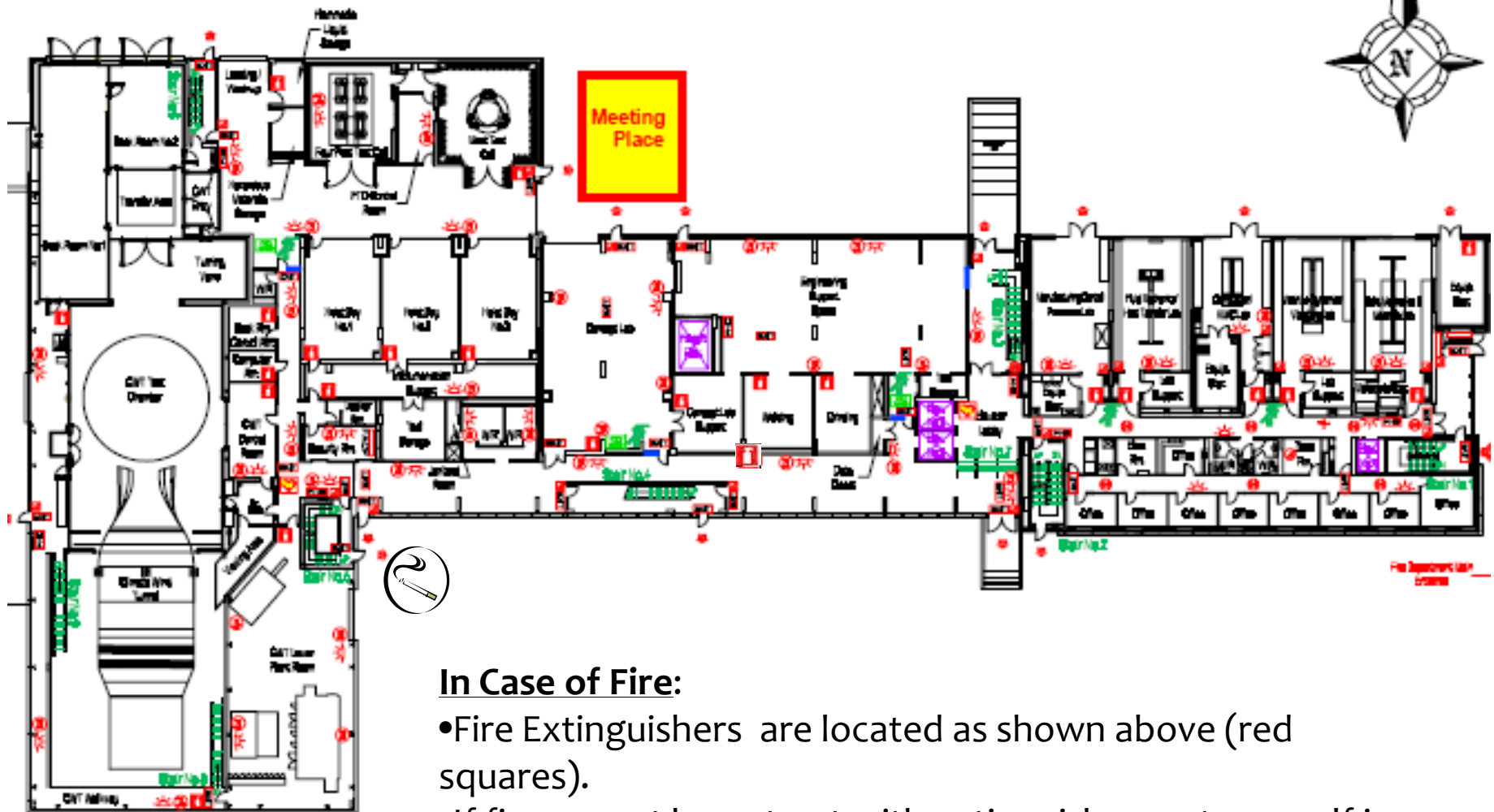
## Building Alarm

### \* Alarm Tones

- \* Slow Ringing: Raise awareness, wait for announcement
- \* Continuous Ringing: Evacuate

### \* Evacuation Procedure

- \* Proceed immediately to the designated meeting place on the ACE driveway outside the Concept Lab/Prototype Bay, north side of building.
- \* Avoid using the exit into the fenced-in vehicle compound.



**In Case of Fire:**

- Fire Extinguishers are located as shown above (red squares).
- If fire cannot be put out with extinguisher, put yourself in a place of safety and immediately call Campus Security at 2400 or (905)721-3211 and inform ACE security guard.

# Safety At ACE (cont'd)

## In-Chamber Alarms

### \* Toxic Gas Alarms

- \* The wind tunnel and climate chambers are outfitted with toxic gas detectors (CO,CO<sub>2</sub>,H<sub>2</sub>,NO<sub>x</sub>, and HC)
- \* The first level of alarm is “warning” level. The yellow light inside the chamber will flash, pause, flash, pause etc. A horn will also sound.
- \* At the second level, the yellow light will flash continuously.
- \* If the alarm sounds, exit the chamber immediately and contact ACE Staff.
- \* Even if the horn stops sounding, do not enter the room until the problem has been remedied and the yellow light stops flashing.
- \* Portable gas detectors are also available for your use.



# Safety At ACE (cont'd)

## In-Chamber Alarms

### \* Flame Detection System

- \* The fire alarms in the chambers are activated by flame detection. A horn will sound and a red strobe will flash if activated. If you cannot put out the fire with an extinguisher, put yourself in a place of safety and immediately call ext. 2400.

# Safety At ACE (cont'd)

- \* Eyewash/Shower Locations
- \* Defibrillator & First Aid Kits
  - \* Defibrillator & First Aid Kit outside CWT Control Room
  - \* First Aid Kit in lobby by machine shop entrance and on 5<sup>th</sup> floor

# Safety At ACE (cont'd)

## \* MSDS

- \* You must send ACE Admin a copy of the MSDS sheet for any product you are bringing in the ACE building, 3 days in advance
- \* ACE Security Desk has a MSDS book (Master Copy)
- \* Must have WHMIS training before handling controlled substances

# Safety At ACE (cont'd)

## \* Use of Vehicle Hoist

- \* must be qualified
- \* ACE Technical Support Co-ordinator can assist with training

## \* Spill Kits

- \* These are located in the main aisle of the test area

## \* In Extreme Temperatures

- \* Use the buddy system: check in with your partner every 15 minutes. Walkie-talkies are available.

## \* When Solar Lights In use:

- \* Use the sunglasses provided for eye protection.
- \* Wear protective clothing (hat / long sleeves)

# Communications

- \* Staff:

- \* Randy Burnet 5707 Engineering Support, Electrical
- \* Warren Karlson 5705 Engineering Support, Mechanical
- \* Kevin Carlucci 5702 Technical Support Coordinator
- \* Pierre Hinse 5703 Engineering Support
- \* Tyson Carvalho 5708 Customer Support Technician
- \* Mary Thompson 5701 Administrative Coordinator
- \* John Komar 5711 Director-Engineering & Ops

- \* Telephones

- \* Internal telephones are located just inside the Core Research Facility (CRF) entrance and outside the ACE security office
- \* Outside lines are available on the control room phones

- \* Internet

- \* A wireless network called “Operations” is in the mezzanine
- \* Land line internet is available on the mezzanine and in the control rooms and hoist bays.

# Security

- \* Badges will be issued based on room bookings
  - \* Access to:
    - \* Your control room
    - \* ACE entrance
    - \* The secure vehicle lot
    - \* A hoist bay if applicable
  - \* *NOTE: There must be an ACE staff member present in the building at all times.*
- \* All clients must sign in and out every day.
- \* When we are in full operation, camera restrictions will come into effect.
- \* Note: ACE Test/support hours are 8:00am-4:00pm

# Facilities

- \* 3 Hoteling desks are available on the 2<sup>nd</sup> floor Operations office (mezzanine)
- \* Smoking area
  - \* Outside, opposite ACE security desk
- \* Parking is in Founders Lot 2/3
- \* Food:
  - \* Restaurants: in the arena & the student centre
  - \* Cafeteria in Business/IT Building
  - \* Tim Horton's, Quizno's Subs
  - \* Subway and Lunch Box at Campus Corners
  - \* Coffee is \$1 in the Mezzanine Kitchen