

# SAFETY ORIENTATION FOR

## SHILEY HALL LABORATORIES

I Print full name: \_\_\_\_\_ have been instructed on the purpose and use of the safety equipment and procedures (listed below) for Shiley Hall room \_\_\_\_\_ (room number).

I understand that the warnings, precautions, and instructions discussed in this orientation cannot cover all possible conditions and situations that may occur. The user must understand that common sense and caution are factors, which cannot be built into this orientation, but must be supplied by the user. No one works alone outside of normal business hours 8:30AM to 4:30PM

Proper shop etiquette must be followed at all times:

- No food or drink in the labs or shop
- No use of chemicals or dust producing processes without faculty and staff permission.
- Keep assigned space as tidy as possible – and do not “untidy” other areas
- Do not allow assigned space to “grow” without further permission
- It’s important that faculty know where equipment is when they need it so before removing something from a laboratory, instructor permission must first be received along with appropriate training. You must sign for the item (there is a sign out sheet in each laboratory). If there is no sign out sheet, contact the instructor.
- There must be a clear note in your work area with the names and contact information for all team members, the instructor’s name and course number, and the date the work will be completed.
- If you break or lose something, inform the appropriate faculty or staff
- If tools are worn out or damaged, inform the appropriate faculty or staff
- Absolutely NO WORKING ALONE and do not allow non-approved students in the area (all students must have Allen’s permission).
- When completed using the labs for projects, all materials not belonging to the School must be removed.

Safety equipment:

- Fire extinguisher \_\_\_\_\_ *Initials*
- Emergency power shutoff switch(s) \_\_\_\_\_ *Initials*
- Eye wash station \_\_\_\_\_ *Initials*
- Fire alarm pull station and evacuation route(s) \_\_\_\_\_ *Initials*
- First aid kit \_\_\_\_\_ *Initials*
- Hazardous equipment and further training needed \_\_\_\_\_ *Initials*
- Exhaust hood vent \_\_\_\_\_ *Initials*
- Personal protective equipment location and use \_\_\_\_\_ *Initials*
- Emergency phone and phone numbers \_\_\_\_\_ *Initials*

By signing below you agree that you have been instructed and understand all of the above and will follow all warnings and safety rules. You also agree that you will not grant access to unauthorized persons, but refer them to the responsible technician. Access to this room is based upon your compliance with the above and can be removed at any time.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Version 1.3                      Year of graduation: \_\_\_\_\_      School ID# \_\_\_\_\_

5/2013                      Professor requesting access: \_\_\_\_\_