

University of Guelph
SCHOOL OF ENGINEERING
Semester:

The Safety Committee requires that All students enrolled in ENGG*41x0 who need to work in a lab or who are doing field work must complete the shaded areas of this form and complete a **Project Outline and Lab Access Form**. Completed forms are to be submitted to John Whiteside in Room 1136 before any laboratory, field or shop work begins.

Lab Safety, WHIMIS, and Due Diligence courses must have been completed less than three years prior to access. Bio hazard and laser labs require additional training.

The Project Outline should adhere to the following format:

- 1) introduces and describes the work to be completed
- 2) lists the equipment to be used
- 3) lists any chemicals or bio-hazardous materials being used and includes MSDS sheets for the substances
- 4) identifies any dangers of the work to be completed
- 5) identifies what will be done to reduce the dangers of the work to be completed
- 6) includes steps to be taken in the case of an emergency
- 7) the outline needs to be signed by your advisor and the technician in charge of the lab
- 8) resubmit the Project Outline if protocols change

<u>Names (please print)</u>	<u>Signature</u>	<u>Swipe Card Number</u>
Student: _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Advisor: _____	_____	
Lab Technician: _____	_____	
Lab Room Number _____	Date: _____	