

**Department of Civil & Environmental Engineering (CEE) Site-Specific Safety Orientation & Training for
Student Project Teams, Volunteers and Teaching Assistants (TA)**

Project Name: _____

Prior to completing this site safety orientation and training, all persons planning to work in 1201, 1205 or 1223 Bainer Hall must have successfully completed the [Hazard Communication course](#). Completion of this training is required prior to personnel being granted unescorted access to shop spaces.

I, _____ confirm receipt of training on the listed topics on
(print name, trainee)

_____ from _____. All of my questions
(date) (print name, trainer)
regarding

this material have been answered. Topics have been initialed, or marked with an "X" where not applicable.

(signature, trainee)

(signature, trainer)

Initial	Topic	Action
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EMERGENCY PROCEDURES

Fire Alarm Pull Station:	Show location(s) and proper activation.
Eye Wash / Safety Showers:	Show location(s) and proper operation.
Spill Procedures	Show location of spill kit(s), SafetyNet #13 and describe procedures.
First Aid Kits:	Location(s) and description of contents. If injured, report it to supervisor immediately or call 911 in emergency.
Phone:	Location(s), dialing instructions, '911' dialing instructions,
Emergency Response Guide:	Location(s) of flipchart guide, discuss scenario actions
Emergency Action Plan:	Review Emergency Action Plan . Demonstrate both paths to Emergency Assembly Area

ENGINEERING CONTROLS

Chemical Storage Location(s):	Location(s) and segregation rules, volume limits (>10 gallons requires flammable storage cabinet).
Compressed Gas Cylinders:	Storage locations, regulators, transport, safety considerations
Sharps Containers:	Locations (1205 & 1223 Bainer Hall), purpose: place used razor blades, nails & other metals sharps in this container, not in the trash.

ADMINISTRATIVE CONTROLS

Safety Data Sheets (SDSs):	Demonstrate electronic access and describe shop repository of hard copy SDSs, if applicable.
Concrete Management (BMP 18)	Review Best Management Practices (BMP) #18 for working with concrete.

PERSONAL PROTECTIVE EQUIPMENT

Eye Protection:	Provide at no cost pair(s) of safety eyewear. Glasses must fit appropriately, be comfortable to wear, and stay securely in place. Where goggles must be worn provide pair(s) of fitted chemical splash goggles. When a face shield is required, demonstrate proper use, care and storage. Welding hoods with appropriate filter lens are required when welding.
Gloves:	Location(s), provide knowledge and resources to select correct type. Instruct proper procedure to don and doff. Work gloves are recommended for handling sheet metal and sharp tools. Do NOT wear gloves when operating rotating machinery.
Respiratory Protection:	Use N95 minimum particulate filters whenever producing dust or welding. Organic vapor filter respirators must be used with most VOCs. The campus has a required fitting program (free)

OTHER

Department IIPP:	Location and review: Injury & Illness Prevention Plan (IIPP)
Hazardous Waste:	Overview of hazardous waste procedures.
Specialized Equipment:	Students must receive additional training to use the table saw, Tinius Olsen machines, concrete mixers, circular saw, etc.

SHOP RULES & ETIQUETTE

- Do not work in the shop alone, especially using machinery or welding.
- All work areas and work surfaces must be cleaned after use, sweep the floors, put away tools, and dispose of trash.
- Extension cords are temporary and must be coiled up and hung on pegs after each work session.
- Full length pants (or equivalent) and closed toe/heel shoe attire must be worn at all times by all workers who are occupying or entering a shop/technical area. The area of skin between the pants and shoe should not be exposed.
- Loose clothing and jewelry cannot be worn while operating machinery or power hand tools. Long hair must be tied back or covered with a cap.
- Guests must be escorted at all times and adhere to all shop policies including wearing proper attire and protective equipment.
- Prevent back injuries: use appropriate lifting devices like pallet jacks, hand trucks, and pry bars to lift and move heavy objects. Contact shop staff personnel for forklift assistance.
- All containers (beaker, flask, wash bottle, etc.) that are not empty must be **clearly labeled for contents & hazards (e.g. flammable, corrosive, toxic, etc.)** This includes water, liquid soap, and all chemicals.
- Each project group must name a Safety Contact (SC). The SC is responsible for: confirming each participant received this training, reminding others to properly manage chemicals and helping to ensure that all safety policies are being followed.
- All project participants must sign the Waiver of Liability before working on the project.
- No participant shall work under the influence of alcohol or drugs, or when fatigued.
- I agree to the Shop Rules & Etiquette points contained herein and will adhere to these rules. Failure to follow these may result in loss of shop access and privileges.

(signature, trainee)

(date)