

School of Engineering

Student Project Form and Hazard Assessment

All engineering students and student groups and/or organization involved in student-led design, research and/or testing projects that involve unique health and safety issues or concerns should complete this form and submit it to the School of Engineering Safety Coordinator for review.

Completed forms can be submitted electronically by e-mail to Stephanie McChesney at smcchesney1@udayton.edu. Hard copies can be dropped off in Kettering Labs Suite 201.

PROJECT NAME AND TEAM INFORMATION

PROJECT NAME : _____

PROJECT TEAM MEMBERS:

NAME	E-MAIL ADDRESS	STATUS (UG or GRAD)
1.		
2.		
3.		
4.		
5.		
6.		

Faculty advisor(s): _____

If you are working with a client or outside organization, please specify here: _____

Please identify one group member as your safety officer. The safety officer will be responsible for communications with the SOE Safety Coordinator and will be the emergency contact.

Name

Cell Phone Number

PROJECT DESCRIPTION

Please provide a brief descriptions of your project below:

PROJECT LOCATION

Please specify locations where design, building, and testing will occur.

TOOLS AND MACHINES

List the tools and machines you may use:

MATERIALS

Will you be working with any potentially hazardous materials? YES NO

Note: hazardous materials will have a DANGER or WARNING statement located on the label or on product information pages. Student teams are required to access Safety Data Sheets for all potentially hazardous materials.

List all potentially hazardous materials and chemicals (include name and manufacturer):

Attach Safety Data Sheets for all materials listed above.

Will you be working with biological materials? YES NO

If yes, please specify:

HAZARD ASSESSMENT

Based on the information provided in the previous two sections, please identify all hazards that may be encountered during your project: *Check all that apply*

Biological Hazards

Human Tissues/Wastes _____	Soil _____
Animal Tissues/Wastes _____	Waste Water _____
Microorganisms/Bacteria _____	

Chemical Hazards

Corrosive _____	Flammable _____
Oxidizer _____	Poison/Toxic _____
Reactive _____	Radiation _____

Mechanical Hazards

Hand Tools _____	Hand-held Power Tools _____
Band Saw _____	Drill – Press _____
Robotics _____	

Energy Hazards

Lasers _____
Welding _____
High Pressure _____

Soldering _____
High Temperature _____
High Voltage _____

Other

Hydraulic or pneumatic _____
Loud or continuous noise _____
Vapor, gasses or smoke _____
Driving UD vehicle _____

WASTE DISPOSAL

Will you need to dispose of any solid, liquid and/or hazardous waste? YES NO

If yes, specify _____

FORM COMPLETED BY: _____ DATE: _____

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SAFETY PLEDGE

By signing below, I acknowledge that I have reviewed the Safety Pledge (included on the next page) and agree to follow all safety instructions and guideline.

NAME (Print)	SIGNATURE	DATE
1.		
2.		
3.		
4.		
5.		
6.		

SAFETY PLEDGE

I understand that safety is both an engineering practice and a culture that values the quality of life of all people. I will contribute to the School of Engineering's safety culture by observing all safety policies and practices and by encouraging others, as well. In addition, I agree to the following:

GENERAL SAFETY

- ✓ I will NEVER work alone in the lab and/or around hazards
- ✓ I will immediately report any dangerous conditions to my instructor
- ✓ I will immediately notify my instructor and/or call 911 (from a land line phone) or 937-229-2121 from my cell phone, in an emergency
- ✓ I will evacuate the building during a fire alarm, take shelter in the basement during a tornado or severe weather warning, and shelter in place, when advised by campus police

PERSONAL PROTECTIVE EQUIPMENT

- ✓ I understand that the risks of eye injuries are real and preventable with proper protection
- ✓ I will wear safety glasses at all times when I or others in the lab are working with tools, machinery or other hazards
- ✓ I will wear safety goggles and/or face shield when working with any liquids (hazardous and nonhazardous) that may splash in my face or eyes
- ✓ I will NEVER wear sandals, flip/flops or open toed shoes when working in the lab or around hazards

TOOL SAFETY

- ✓ I will complete the School of Engineering Tool Safety Training before I use any tools and/or power tools
- ✓ I will always use appropriate tools that are in good working conditions and will immediately notify my instructor or lab manager when tools are broken
- ✓ I will wear long pants and the appropriate footwear when using cutting and/or welding tools
- ✓ I will properly secure materials (with clamps) when using cutting and/or drilling tools

LAB CLEANLINESS AND EQUIPMENT STORAGE

- ✓ I understand that a clean, organized lab is a safe lab
- ✓ I will clean up after myself and place all tools and equipment back in their designated storage spaces in good condition
- ✓ I will keep my project materials in the designated storage area
- ✓ I will store all flammable and/or hazardous materials in a flammable or other designated storage cabinets

WORKING AT OFF-CAMPUS LOCATIONS

- ✓ I will attend and fully participate in all safety training provided at off-campus facilities
- ✓ I will adhere to all safety policies and practices required at off-campus facilities

SPECIAL AUTHORIZATION AND TRAINING

- ✓ I will get prior authorization before I order or obtain any hazardous or potentially hazardous chemical or materials (including, but not limited to, oils, gasoline, degreasers, paint, lubricants, epoxy)
- ✓ I will get additional training, as required, before working with or using welding equipment, lasers, compressed gases, biohazards, toxic chemicals, and/or respirators