

AOE DEPARTMENT SAFETY REVIEW FORM FOR **EXPERIMENTAL WORKSPACES**

Before experimental activities can begin in any room in the Department of Aerospace and Ocean Engineering, and **at least once per year** thereafter, a copy of this form must be completed, signed and submitted by the responsible faculty/staff member (usually the principal investigator). Completed forms should be submitted to the AOE Assistant Department Head for Facilities (Michael Philen) and should also be made available to other faculty/staff with relevant expertise, or with direct involvement in the space. Any advice resulting from this interaction should be copied to the Assistant Department Head, as well as being transmitted back to the responsible faculty/staff member. Once the responsible faculty/staff member is satisfied that all safety concerns have been met the final version of the form should be signed and submitted and a copy prominently displayed on the door to the space and on the department safety website. The responsible faculty/staff member may then authorize experimental activities.

Date of form: 4/15/2023

Form expires (no more than 1 year after form date): 4/15/2024

Name and location of workspace; Electronics Lab for Engineering, Surge 118A

Faculty/staff member responsible for Experimental Workspace and its safety; John P Burleson

Office Address; Surge 118A

Phone; 231-4430

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GENERAL SAFETY REVIEW

1. *The workspace houses the following potentially hazardous experimental rigs. An 'Experimental Rig Safety Form' has been completed, posted, and is current for each of these.*

2. *An evaluation of the above experimental workspace has been performed and the following safety risks have been identified, in addition to those associated with the above facilities (append details where necessary)*

3. *The following actions have been taken to minimize those risks (append details where necessary)*

4. *All users of this workspace have been registered and are listed on the EHS training website at <https://www.ehss.vt.edu/training/>. Click on **My EHS Profile** to view training history and required training. Users have taken all appropriate safety training courses from Environmental Health and Safety. Their training is current and is recorded on the EHS website, under the workspace name
The appropriate safety courses are (list here):*

HAZARD COMMUNICATION PLAN

1. A Chemical Hygiene Plan (CHP) is required for this work space. (The responsible faculty/staff member is required to contact EHS to make this determination before answering this question)

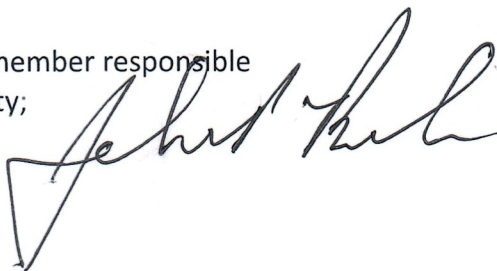
No . Continue to step 2

Yes . Sign below to certify that a current and complete Chemical Hygiene Plan has been completed for this space
Provide the location of the CHP in the workspace

2. In signing below I am acknowledging that I am responsible for managing the Hazard Communication Plan for this workspace, specifically, it is my responsibility to ensure:

- a) that all workspace users (include students, staff, other faculty) understand and follow this plan through Scheduled HazCom training, all necessary EHS training, and disciplinary action.
- b) that a hazardous chemical inventory is compiled and maintained, using the EHS Safety Management System at <https://www.chss.vt.edu/>. Click on the **Safety Management System** on left border. A list of hazardous chemicals, downloaded from that site, is appended to the paper copy of this form to be posted on the door to the space. Note that consumer products intended for household use, and used in a manner consistent with that intent need not be listed.
- c) that all containers of classified hazardous chemicals associated with or stored in the workspace are clearly and prominently labeled, in English, with the original manufacturers label. If that label is not available then a label based on information from the Safety Data Sheet (product name, danger/warning indication, pictogram...) that clearly communicates the hazard to the user will be used.
- d) that procedures are reviewed at least annually, on or about the expiration/renewal date of this form.
- e) that Safety Data Sheets (SDS) are available for all chemicals in the attached list are available to lab users a (give location)
- f) that EHS has been consulted on all other training requirements, and these training requirements have been met and are properly recorded on the EHS training website.
- g) that meetings to communicate health hazards associated with the use of all hazardous chemicals and the use of proper PPE will be held
 - o with all new workspace users before they begin work,
 - o with all workspace users when a new chemical or other hazard is added to the workspace (and at least annually)
- h) that all HazCom information and training of employees will at a minimum meet the requirements of OSHA 29 CFR 1910.1200(h), see below .

Signature of faculty/staff member responsible
for workspace and its safety;



Date; 8/30/2023