

Department of Electrical & Computer Engineering

LAB SAFETY ORIENTATION, TRAINING, & ACCESS RECORD



USER DETAILS:

Last Name: _____
 First Name: _____
 Email: _____

Supervisor: _____
 Role: _____
 ID number: _____

SPACE ACCESS DETAILS

Keys Required for the following rooms:

Card access required for the following floors:

ECERF	<input type="checkbox"/> 1 st Floor	<input type="checkbox"/> 5 th Floor	OneCard barcode: _____
	<input type="checkbox"/> 3 rd Floor	<input type="checkbox"/> 6 th Floor	
	<input type="checkbox"/> 4 th Floor	<input type="checkbox"/> 7 th Floor	

Access start date: _____

Access end: _____

LAB SPECIFIC ORIENTATION:

A Lab Orientation covers general safety information for working in the lab, it should include a discussion about the lab's working alone policies, PPE requirements, locations of safety equipment, and safe operating procedures for the lab.

	Date Completed	Lab Coordinator Initial
Lab-specific safety orientation		

LAB SPECIFIC SAFETY TRAINING REQUIRED FOR ACCESS (EHS COURSES):

- None Required
- The following are required prior to gaining key access to the lab (*Certificates should be kept on file in the lab)

Course / Training	Date Completed	Lab Coordinator Initial

SIGNATURES

I understand that other training may be required for working in the lab, the training captured on this form is the minimum required for access. My signature below indicates that I understand and will follow the Lab Policies and the PPE Requirements.

User Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Bring the completed form and your key deposit to ECE reception on the 11th Floor of Donadeo Innovation Center for Engineering. The reception team will provide you with a key or activate the card swipe access.

Bring this form back to the lab. This sheet is to be kept as a Training Log by the Lab Safety Coordinator, in the Laboratory Space, as long as the Student will be using the laboratory.