

August 24, 2011

Instructions to Shop Supervisors for Use of Project Safety Review Form

Dear Shop Supervisor,

The attached form, Yale Undergraduate Project Safety Review Form, is intended to provide you with the information you would need to understand the intended use of the object(s) that an undergraduate may be requesting permission to fabricate in your shop. You should retain this form as part of your shop use records.

This form has been developed in consultation with faculty advisors and a number of shop supervisors. It is our hope that it will enable us to identify the small number of projects that may require some additional safety oversight without placing an undue burden on those whose research poses minimal risk or who have already taken appropriate measures to identify and mitigate risks. If you or your colleagues have suggestions about ways in which this form or our processes for gathering this information can be improved, please let us know.

If you have any concerns about the appropriateness of the project, its supervision, the potential hazards, or hazard mitigation plans, you should defer granting permission until additional information is forthcoming or until additional review can be carried out through Environmental Health and Safety. A copy of the form for any project that carries substantial risk should be provided to Environmental Health and Safety, even if appropriate mitigations are described.

For substantive independent projects that are being carried out by students or student groups outside of approved courses or faculty-directed research, the cognizant Deans should be contacted and provided with a copy of the form to be sure that appropriate approvals have been sought and granted for the proposed activities.

For undergraduate students and student groups conducting projects in the sciences and engineering, notification should be provided to William Segraves, Associate Dean for Science Education, and Vincent Wilczynski, Deputy Dean of Engineering.

For undergraduate students and student groups conducting projects in the Arts, including but not limited to architecture, music, theater, and visual art, notification should be provided to Susan Cahan, Associate Dean for the Arts.

Thank you very much. Best regards,



Peter A. Reinhardt
Director, Environmental Health & Safety