

August 24, 2011

Dear Directors of Undergraduate Studies,

Please find attached a copy of a new form, Yale Undergraduate Project Safety Review Form that students and their faculty advisors will be asked to complete before the student undertakes significant work in one of Yale's machine, woodworking, glass or electronics shops. The purpose of the form is to ensure that students and their mentors have entered into substantive discussion about the potential hazards associated with the projects they are undertaking, and to provide information about the overall project plan to the shop supervisors. While the form does not include a uniform requirement for formal consultation in advance with the shop supervisor, we urge faculty members and students who will be undertaking projects that may place special demands on the shop to work with the shop supervisor during the initial development of the project plan.

This form has been developed in consultation with faculty advisors and 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.

We would appreciate your passing this information along to students who may be undertaking significant shop work during the coming semester and to faculty members who are likely to be advising these students.

Thank you very much,

Best Regards



Peter A. Reinhardt

Director, Environmental Health & Safety