



# McGill

## Department of Civil Engineering

### Working in Laboratories After Hours

“After hours” means between 5:00 pm and 8:30 am on normal working days, and all Saturdays, Sundays, public holidays and during any other period when the administrative offices of the university are closed. This policy applies to Departmental laboratories containing or involving equipment, chemicals, or any activity which could potentially be hazardous. There will be limited access to these laboratories after hours. Laboratory doors should not be kept unlocked/propped open during this period.

Students using these laboratories after hours must obtain approval from their academic supervisor, as well as from the laboratory manager, as shown by their signatures below. All completed forms must be submitted to the Departmental Safety Coordinator prior to commencing work.

For work involving potentially hazardous equipment or procedures (as determined by Academic Supervisor or Laboratory Manager), there must be at least two people in the laboratory at all times. If a companion is not deemed necessary, the student should maintain contact with someone working on the same floor. If this is not possible, the student must inform Campus Security (x3000) of their presence in the laboratory, including arrival and departure times.

Any student found working “after hours” without proper consent (via this form) may face disciplinary action.

Student Name:	Student ID:	Laboratory (Room #):	
WHMIS Certified?  YES      NO  All personnel working in McGill laboratories are required to hold valid WHMIS certification.	Training Received?  YES      NO  Proper training must be received prior to any work. Training form must be completed and on file.	Companion Needed?  YES      NO  To be determined by Academic Supervisor and Laboratory Manager.	
Brief Description of Project:			
Equipment Being Used:	Start Date:	End Date:	
Companion:	Signature:	Date:	
Academic Supervisor:	Signature:	Date:	
Laboratory Manager:	Signature:	Date:	
Signature of Student:			Date:

NOTE: Any changes to the information supplied above will require reapproval.