



McGill

Department of Civil Engineering

Visitors Working in Civil Engineering Labs

Visitors from outside the McGill University Department of Civil Engineering require advanced approval before performing any activities in laboratories containing or involving equipment, chemicals, or any activity which could potentially be hazardous. To obtain approval visitors must submit this request form, complete with all required signatures, to the Departmental Safety Coordinator prior to commencing work.

Prior to using any potentially hazardous equipment, apparatus, device, or material, visitors must also acquire training related to proper and safe usage. This training must be conducted by personnel appropriate to the equipment and area in question and must be confirmed through the submission of an 'Equipment Training Certification form. Any work involving potentially hazardous equipment or procedures requires at least two people to be in the laboratory at all times.

Visitors intending to use laboratory facilities outside of normal working hours must obtain separate approval for such activities by submitting a "Working in Laboratories After Hours" form. In such cases, visitors must be accompanied by McGill personnel at all times. After hours access 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.

Visitors found working in department laboratories without proper consent will be asked to leave the premises immediately.

Visitor Name:	Affiliation:	Laboratory (Room #):
Emergency Contact:	Training Received? YES NO Proper training must be received prior to any work. Training form must be completed and on file.	WHMIS Certified? YES NO All personnel working in McGill laboratories are required to hold valid WHMIS certification.
Brief Description of Work:		Type of Project: RESEARCH CONTRACT TEACHING
Equipment Being Used:	Start Date:	End Date:
Supervisor (McGill CE):	Signature:	Date:
Laboratory Manager:	Signature:	Date:
Department Chair (McGill CE):	Signature:	Date:

Signature of Visitor:	Date:
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NOTE: Any changes to the information supplied above will require reapproval.