[Insert name of Department, School, Center or Institute]

**Experimental**

Safety Evaluation Report

(Template)

for

"Descriptive Name of Test System"

Document Number:

Last Updated:

MM/DD/YYYY

Contributor(s):

Names

# PURPOSE / SCOPE OF WORK

Here you can write a short narrative of the purpose of the project and the expected scope of work. Please add as many pictures as necessary to help clarify what you are working on and where things are to be located within the room and/or the building.

# HIA

## Ergonomic Hazards

Any Hazards?

## Chemical Hazards

Any Hazards?

## PHYSICAL HAZARDS

Any Hazards?

## PSYCHOLOGICAL AND ORGANIZATIONAL HAZARDS

Any Hazards?

## BIOLOGICAL HAZARDS

Any Hazards?

# PROJECT TIMELINE

A brief description or overview of the total time required to complete the project and elaborate on possible delays.

|  |  |  |
| --- | --- | --- |
| **Task** | **Timeframe** | **Deliverable** |
| Literature Review | X days | Provide list of pertinent journal articles related to the project. |
| Project Design | X days | CAD, Modeling, etc. |
| Materials Specification | X days | Specify materials required for project. |
| Purchase of Materials | X days | See technician for materials purchase. |
| Construction of Project | X days | Gantt charts are often helpful. |
| Project Testing | X days | Account for all personnel and equipment requirements. |
| Other tasks as needed | X days | Allow provisions for reporting, project modifications, analysis, etc. |

Here you can add additional notes (if needed).

# PERSONNEL AND PROJECT SITE PREPARATIONS

## Required Personnel Training (include everything)

|  |  |  |
| --- | --- | --- |
| **No.** | **Operator Training** | **Offered by:** |
| 1 | OSHA Laboratory Chemical Hygiene Training | EHS - Ohio University |
| 2 | Plan for Excellence, Safety, and Operation (PESO) |  |
| 3 | Shop and/or Laboratory Tool Usage Guidelines |  |
| 4 | Analytical Instruments Usage Guidelines |  |
| 5 |  |  |
| 6 |  |  |

## Required Safety Equipment (include everything)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Safety Equipment** | **Purpose** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

## Required Tools /Analytical Equipment (include everything)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Tools/Analytical Equipment** | **Purpose** | **Location** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

## Required Supplies (things not permanently attached to project)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Equipment/Supplies** | **Purpose** | **Qty.** | **Location** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

## Required Services (include electrical, gas, water, etc.)

|  |  |  |
| --- | --- | --- |
| **No.** | **Services** | **Purpose** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

## Required Procedures (as referenced within this document)

|  |  |  |
| --- | --- | --- |
| **No.** | **Procedures** **/** **Manual**s | **Server** **/** **Physical Location** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

## Required Operators and/or Technical Assistance

|  |  |  |
| --- | --- | --- |
| **No.** | **Operator**(**s**) | **Purpose** |
| 1 |  |  |
| 2 |  |  |

# OPERATION (provide step by step instructions for all aspects of operation, including calibration and set up, start up, monitoring, data collection, and shut down. Use pictures to show the operations whenever possible. Highlight all safety critical items.)

Here you can add a brief description of the system operation with a list of any subsystems.

## Descriptive Title for the Operation

You have total control of this section. As mentioned before, provide step by step instructions for all aspects of operation, including calibration and set up, start up, monitoring, data collection, and shut down. Use pictures to show the operations whenever possible. Highlight all safety critical items.

### Two

#### Three

##### Four

# PROJECT / SITE CLEANUP (provide step by step instructions for all aspects of test system shut down)

Here you need to describe the shutdown procedure for your systems or any component, as well as what needs to be done in order to leave the laboratory in good working conditions for other personnel using the facilities.

## One

### Two

#### Three

##### Four

# ESER PROJECT RESULTS

Here you should write the results of your test. You can add as many pictures, graphs, tables, etc. as necessary to help clarify the findings and to provide meaningful results as if you were presenting to the group.