**Safety Procedures Flow Chart**
*(created by F. Peacock, 12/81, modified 7/16)*

**New Person**
Lab Orientation
Donna Cackley

**Safety orientation**
Web Info/book
Bob Brown

**Right to Know (RTK)**
On-Line Test
Results to: Bob Brown
Sign off sheet: in shop

**Safety Incident**
Report to Shop. Has to be reported & discussed at the next Herrick Safety Committee

**Annual RTK Review**
September
On-Line Test
Results to: Bob Brown
Sign off sheet: in shop

**Experiment**
Safety Check
Minimum: 1 Shop, 2 Faculty, Researcher

**Experimental Change/ New Hazard Information**
Assess if another Safety Check is needed
Shop Personnel

**Required PPE**
Personal Protective Equipment Training
Any Shop Person

**Fail**
Test

**First determine with the Shop whether a safety check is required.**
Schedule at least a week in advance. Read Safety Test Instructions and fill form header in with correct level information prior to Safety Check
Prepare a very detailed and comprehensive start-up, operation, and close-down CHECK LIST & review with advisor and shop personnel prior to test. Also collect relevant Material Data Sheets