

## **Student Projects**

**Policy:** A hazard analysis shall be completed for each student project. Students shall complete a hazard analysis for the proposed project to identify hazards; evaluate the potential risks connected with the identified hazards and determine appropriate ways to eliminate hazard and/or control the risks. This shall be done during the early planning stages of the project and continually re-evaluated with the implementation of new procedures, tools, equipment, processes, materials, chemicals, etc. This policy applies projects where work is conducted without the immediate and direct supervision by University faculty or staff.

### **Additional Information:**

- As an essential part of conducting an effective hazard analysis, students are encouraged to consult safety resources such as:
  - a. Departmental safety liaisons, laboratory facilities managers
  - b. Michigan Tech's office of Environmental Health and Safety
  - c. Safety officers associated with sponsoring organizations
  - d. OSHA regulations, NIOSH recommendations
  - e. Safety Publications from professional organizations.
  - f. Operating and instruction manuals for equipment and tools used for the project.
  - g. Safety Data Sheets for chemicals and other materials used for the project.
  - h. Michigan Tech *Student Project Hazard Identification Checklist* or other project appropriate hazard analysis tool.
- Using information compiled during the hazard analysis process, students shall identify the most appropriate methods to eliminate or control the hazards associated with their project and apply these methods to minimize the risk for accident, personal injury, property damage, or harm to the environment. These methods may include but are not limited to: revising the work plan; eliminating the hazard or substitution with a less hazardous material; utilizing engineering controls; completing hazard-specific training; applying safe work practices; requiring the use of personal protective equipment; developing safe operating procedures, emergency response procedures and procedures for collection and disposal of hazardous materials.
- Documentation of the completed hazard analysis including methods that will be employed to minimize risks shall be submitted for review by the advisor and department safety personnel. Others having knowledge and background necessary to evaluate the project may be consulted as needed.

### **Supervision of Student Projects:**

Advisors of student projects shall, as needed, enlist the help and support of departmental or other University systems and personnel with knowledge and expertise to achieve the following:

- Oversee the hazard analysis process for evaluating the health, safety, and environmental hazards associated with the project and ensure that appropriate methods are used to mitigate risks connected with these hazards.
- Ensure that students have completed appropriate safety training before starting work on the project. Annual refresher training may be required. Advisors should be familiar with the safety training being taken by students.
- Ensure that budgets, project goals and work plans are developed with safety and environmental concerns as primary considerations.

- Provide or arrange for safe workspaces necessary for completion of the project.
- Maintain documentation submitted by project teams and signed by the advisor and appropriate department safety personnel (e.g., safety liaison, safety officer, chemical hygiene officer). Documents shall include a hazard identification form, and required records or procedures identified during the hazard identification analysis. Copies of these documents shall be available and maintained by the advisor, the department or other appropriate administrative unit as required by departmental policy. Copies of these records shall be maintained for a minimum of three years following completion of the project.

**Student Participation:**

Students working on projects shall:

- Participate in ongoing hazard analysis of the project
- Read and understand those sections of the University and department safety manuals that apply to the project.
- Complete all safety training as determined by the hazard analysis and other training as required by the department.
- Commit to following safe work practices and procedures, including never working alone with potentially hazardous materials, tools or equipment.
- Share the responsibility for safety with other members of the project team.
- Report all incidents, injuries, near misses, and safety concerns to the project advisor.

Providing a safe learning environment for our students is of paramount importance and lack of compliance with this policy may result in temporary suspension of the project until safety concerns are addressed.