

Specific Notes and Rules for Benedict Lab Mining & Materials Engineering (12)

U003/U003A/U003B – U112 – U210/U210A/U210B/U210C
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1. SAFETY FIRST! No one works alone in the laboratory. No excuses, no exceptions.
2. You are required to have your own PPE (Personal Protective Equipment). These may include, but are not limited to, safety glasses, safety toe boots, lab coats, and specialty gloves. Speak with your direct supervisor about obtaining PPE.
3. Safety glasses are to be worn at all times and places. Only the conference table and office area are exempt. The same goes for food and drink.
4. Working after hours (other than M-F/8-5) is not permitted without permission from Kiko.
5. Housekeeping is your responsibility. This includes not blocking fire extinguishers, fire blankets, eye wash stations, and exits. Be aware of creating tripping hazards (e.g., using extension cords).
6. If you do not maintain a safe and clean working environment, you will be stripped of your access privileges.
7. Respect others and their projects while in the laboratory. If needed, coordinate with other personnel working in the same area. If unsure, ASK, do not assume. Please label your work area.
8. Supplies needed for your research are your responsibility.
9. If you don't know someone working in the lab or just walking through the lab, take charge and ask them who they are and what business they have being there. If it is someone who belongs, then you've met a new colleague. If not, tell Kiko.
10. DO NOT PROP THE DOORS OPEN. All doors must remain locked at all times. You have swipe access for entry. No one should be in the lab without proper access.
11. If there is an emergency, call 911. You are located in located in building number 12, room U112. Again “Benedict Lab” (Building 12) M&M U112.
12. If it is not an emergency and you need help (e.g., using the crane) call either Kiko (906.231.0456) or Rob (906.370.3654).

Employee Name (Print) _____

M# _____

MTU email: _____

Employee Signature _____

Date _____

Lab Supervisor Signature _____

Date _____

Your signature acknowledges that the above topics have been communicated to you and understood by you.

Original to file, copy to student

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