

Work Place Permit (WPP)

The WPP is compulsory for students, employed students and guests (students and employees) working in the laboratories in the Pontoppidanstræde area. Violation of the safety rules will lead to immediate dismissal from the laboratories and withdrawal of the work place permit.

Procedure overview:

1. WPP to be filled in by the project group including description of test set-up and experimental procedures.
2. WPP must be approved (signed) by the supervisor and the lab. responsible for access.
3. When the set-up is established the WPP must be approved for experimental work.
4. The WPP must be visible at the laboratory set-up.
5. Before project examination, the lab responsible must approve the laboratory workspace in terms of tidiness and returned equipment.

Project title:

Semester and group no.:

Group room:

Supervisor:

Student name	AAU student / guest ID	E-mail	Safety instructions				Signature
			General	High voltage	Hydraulic	Gas & liquid	
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Admission for the laboratory period: Start: End:

Laboratory building: room: lab. table:

Dispensation: Yes No

Approved for laboratory access: (but no experimental work)
 To be completed by the supervisor and affiliated laboratory personnel before students have admittance to the workplace.

Date
Supervisor
Date
Laboratory personnel

Approved for experimental work:
 To be completed by the supervisor and affiliated laboratory personnel before experimental work is performed.

Date
Supervisor
Date
Laboratory personnel

Description of the experimental work/procedure in the project:

- Short description of the experimental work.
- Diagram of the experimental set-up, listing applied equipment and components (can be attached to the WPP).
- Information about the level of physical quantities, e.g. voltage, current, velocity, pressure, flow, power, stored energy.
- Information about protective measures, e.g. shielding and grounding.

The description must be updated regularly according to progress in the project.

Summary of applied equipment:

- Equipment with voltage above $V_{AC} > 25\text{ V}$ or $V_{DC} > 60\text{ V}$
- | | | | |
|---|--------------------------|------------------------|--------------------------|
| Rotating electric machines | <input type="checkbox"/> | Combustion engines | <input type="checkbox"/> |
| Equipment with voltage above 1000 V | <input type="checkbox"/> | Pressure/flow-systems | <input type="checkbox"/> |
| Equipment with current above 1 A | <input type="checkbox"/> | Laser (specify class*) | <input type="checkbox"/> |
| Battery / Large capacitors (discharging*) | <input type="checkbox"/> | Gas Systems* | <input type="checkbox"/> |

*: Special requirements concerning handling:

Danger level for applied equipment and substances: (battery type, gas type, combustibles, toxic, corrosive, etc.)

Danger factor(s):	Description of the substance(s)

Material/Product Safety Data Sheet. (MSDS/PSDS) for dangerous components must be attached to the WPP.

Demands to technical arrangements:

Cupboard	<input type="checkbox"/>	Point exhaust	<input type="checkbox"/>
Special fire precautions	<input type="checkbox"/>	Aseptic work	<input type="checkbox"/>
Others	<input type="checkbox"/>	<input type="text"/>	

Check-list: Relevant safety rules and instructions (read and understood)

Safety rules	<input type="checkbox"/>	Instructions of all applied substances	<input type="checkbox"/>
Safety rules for special laboratories	<input type="checkbox"/>	Instructions in handling of waste	<input type="checkbox"/>
Instructions in handling safety equipment	<input type="checkbox"/>		
Instructions / User Manual for all applied instruments	<input type="checkbox"/>		

Check-list: Knowledge of safety equipment & first aid equipment:

Fire fighting equipment	<input type="checkbox"/>	First aid kit & eye bath	<input type="checkbox"/>
Emergency stop (elec., gas, etc.)	<input type="checkbox"/>	Emergency shower	<input type="checkbox"/>
Screening	<input type="checkbox"/>	Running water	<input type="checkbox"/>
Heart defibrillator	<input type="checkbox"/>	Other: <input type="text"/>	<input type="checkbox"/>

Demands to personal protective equipment:

Safety glasses	<input type="checkbox"/>	Face shielding	<input type="checkbox"/>
Helmet	<input type="checkbox"/>	Hearing protector	<input type="checkbox"/>
Safety footwear	<input type="checkbox"/>		
Respirator	<input type="checkbox"/>	Filter class:	<input type="text"/>
Gloves	<input type="checkbox"/>	Type:	<input type="text"/>
Others	<input type="checkbox"/>	Description:	<input type="text"/>

Preliminary finish report: (To be completed before project examination)

Equipment returned Cleaning up Handling of waste

Set-up and equipment agreement:

Students' signatures:

_____	_____	_____	_____
Date	Student	Date	Student

Preliminary finished report accepted:

_____	_____
Date	Laboratory personnel

Work Place Permit (one page carbon-copy for lab. personnel)

Project title:

Semester and group no.:

Group room:

Supervisor:

Student name	AAU student / guest ID	E-mail	Safety instructions			
			General	High voltage	Hydraulic	Gas & liquid
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Admission for the laboratory period: Start: End:

Laboratory building: room: lab. table:

No Dispensation: Yes

Summary of applied equipment: Equipment with voltage above $V_{AC} > 25\text{ V}$ or $V_{DC} > 60\text{ V}$, Rotating electric machines , Combustion engines , Equipment with voltage above 1000 V , Pressure/flow-systems , Equipment with current above 1 A , Laser (specify class*) , Battery / Large capacitors Gas Systems

Danger level for applied equipment and substances

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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Demands to technical arrangements: Cupboard , Point exhaust , Special fire precautions , Aseptic work , Others

Check-list: Relevant safety rules and instructions: Safety rules , Instructions of all applied substances , Safety rules for special laboratories , Instructions in handling of waste , Instructions in handling safety equipment , Instructions / User Manual

Check-list: Knowledge of safety equipment & first aid equipment: Fire fighting equipment , First aid kit & eye bath , Emergency stop (elec., gas, etc.) , Emergency shower , Screening , Running water , Heart defibrillator , Other:

Demands to personal protective equipment: Safety glasses , Face shielding , Helmet , Hearing protector , Safety footwear

Respirator Filter class:

Gloves Type:

Others Description: