This readme doc can be used as a guideline to prepare lab layout and hazard location document using the template.

1. Make a lab layout using some software and save it as an image file. Insert it in the ‘Room floor plan’ box.
2. Ensure that you include (in the floor plan)
   1. ALL windows and doors
   2. Location of wet benches, fume hoods, laser assembly, chemical storage, High-Voltage equipment, compressed cylinders and biological hazards
   3. Location of lab telephone and fire extinguishers and preferably light switches
3. Make use of the personal protective equipment table to specify protective gear like ‘Nitrile gloves’, ‘Laser safety glasses -xyz wavelength’ etc. Please be specific with the type of protective gear.
4. Use the ‘Description of Lab Hazards’ column to indicate hazardous substances. Reference symbols have been provided with this template document. Next to the symbol, specify the hazard as accurately as feasible. Eg: Laser- Class 4; Compressed cylinder-Silane ; Acids - HF acid etc.
5. Sign and post the sheet outside your lab.
6. Prepare a new document once in 6 months or every time you make major changes such as shifting of equipment or addition of hazards in your lab. If nothing changes, initial the document so that we all know it is current

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Institute Safety Committee