

4D I Off-Campus Activity Information Sheet and Risk Assessment

OFF-CAMPUS ACTIVITY INFORMATION SHEET AND RISK ASSESSMENT

NAME OF FREE LAB	
Instructor	
Instructor's contact no. during Free Lab	
Participating students	

PROJECT LOCATION *(select one)*

- In Medjuck Building / Front Lawn
- Dalhousie Campus
- Other

LEGAL ARRANGEMENTS

Off-campus events may require a Certificate of Insurance: submit Form 4C to the Dean's Office several weeks before the event. Design-Build Projects may require a Letter of Understanding (LOU): see Form 4E for a sample. Check all that apply, provide details.

- Is Certificate of Insurance in place?
- Is LOU in place & copied to the Dean's Office?

FINANCIAL ARRANGEMENTS

The Project Leader is responsible for approving all expenditures, ensuring they conform to University policies and stay within budget. The School Office must be notified of expected deliveries to the Medjuck Building, so they can be properly directed. Check all that apply. Provide details.

<input type="checkbox"/> Does the project have outside funding?	
<input type="checkbox"/> If grant-funded, who has signing authority?	
<input type="checkbox"/> Where will supplies be delivered?	

TRAVEL ARRANGEMENTS

See Section 2.3: Procedures for Travelling Safely. Check all that apply. Provide details.

<input type="checkbox"/> Are there field trips?	
<input type="checkbox"/> Is there guest travel or honoraria?	
<input type="checkbox"/> Does the activity require flight booking?	
<input type="checkbox"/> Does the activity require vehicle rental?	

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PROJECT DESCRIPTION

PERMITS / REGULATORY ISSUES

Check all that apply. Provide details.

<input type="checkbox"/> Are Dal or city clearances required?	
<input type="checkbox"/> Is engineering required?	
<input type="checkbox"/> Is a building or other permit required?	
<input type="checkbox"/> Has project been reviewed for fire safety?	

FACILITIES REQUIRED

*Please discuss your technical needs and anticipated use of shop facilities in advance with the Shop Technicians. Instructors are responsible for arranging room bookings, please note that major noise and certain kinds of work are prohibited in classroom spaces. **Check all that apply. Provide dates and details.***

<input type="checkbox"/> Classrooms	
<input type="checkbox"/> Use of Wood Shop	
<input type="checkbox"/> Use of CAD Shop	
<input type="checkbox"/> Use of Photo Lab	
<input type="checkbox"/> Special shop needs (welding, machining, etc)	

WORKPLACE RISK ASSESSMENT

*Design-Build Free Labs bring an additional responsibility for the competent supervision of potentially hazardous construction activity. For more information, see Section 2.2: Procedures for Free Labs and Design-Build Activities. Here, you are asked to identify the potential hazards involved in the project, and explain the steps taken to reduce risk. **Check all that apply. Provide details.***

Out-of-Shop Use of Tools and Equipment

<input type="checkbox"/> Portable power tools	
<input type="checkbox"/> Ladders or scaffolding at height > 3m	
<input type="checkbox"/> Other special equipment or machinery	

Supervision of Work

<input type="checkbox"/> Who is designated construction supervisor?	
<input type="checkbox"/> Will First Aid be on site?	
<input type="checkbox"/> Are sub-contractors involved?	

Clean-Up

Date of Project Removal	
Plans for Demolition and/or Recycling	