**CAMJ Students Mandatory Safety Training and Exit Check List**

**Part I. New Students**

Welcome to CAMJ. Safety is the utmost important issue in the lab. Following are the list of items you required to be completed prior to start your hands on work:

1. In addition to the safety training required by the school (including MME Safety Protocols, WHMIS training, Lab safety training and MME safety training), you are required to read following documents (Appendix A):
2. Laboratory Safety in Metallography – Hydrofluoric Acid Exposure (ASM)
3. Laboratory Safety in Metallography – General (ASM)
4. Occupational Safety and Health Guideline for Acetic Acid (CDC)
5. No open toe shoes in the Lab. No shorts if perform acid etching – prefer 100% cotton cloth in addition to the lab coat, gloves, other necessary personal protective equipment. Notice the compatibility of gloves listed in item (1)-ii.
6. Mandatory training by your group leader – each group will handle their own for how to perform metallurgical sample preparation, , etch, separate storage of acid, waste, solvent, etc. including laboratory, equipment operation and maintaining. It is recommend to complete the essential training within 2 weeks. The group leader require to sign off the training record (and dated accordingly).
7. Read relevant standard operating procedure (SOP) and material safety datasheet (MSDS) before you use equipment or chemicals.

**Part II. Departure from CAMJ**

Congratulations! You finally are heading to the real world. Before your departure (recommend at least 1 week prior to your departure), you require to fill the check list in Appendix B – Student decommission check list. You need to go through with the check list with your group leader to ensure the completion of transfer of both knowledge and assets.

 (July 30, 2015)

Appendix A – see files in the folder

Appendix B – see check list in the folder