

## Step 1 – Hazard Clearance

The equipment and area for which work is being requested must be cleaned and have all hazardous materials removed in such a manner that it is safe for non-lab workers to perform their tasks.

It is the responsibility of the Principal Investigator or Lab Designate to ensure that all cleaning and hazard abatement is completed and that it is performed by Lab Staff who are knowledgeable with the hazards and the area.

Building	Requestor Name
Room #	Contact #
Item or Equipment to be Serviced	Description of Problem / Service Requested
1	
2	
3	

*Principal Investigator or Lab Designate: I have inspected and verified that item(s) listed above are free of obstructions as well as hazardous products or contamination.*

Print Name	Signature	Date

## Step 2 – EHSO Sign Off

Send the signed form to EHSO ([EHSO@umanitoba.ca](mailto:EHSO@umanitoba.ca)) to book an on-site inspection and obtain their sign off that the equipment or area has been cleared of hazards.

Print Name	Signature	Date

## Step 3 – Work Request

When Step 2 has been completed and signed off, submit a work request to the appropriate department (i.e., Physical Plant or IST) or external contractor. Include this form with your request for any UM departments.

*Work Order or IT Help Desk Only – ensure corresponding work order or ticket number is recorded below prior to issuing work order/ticket.*

**Related Work Order/Ticket #** \_\_\_\_\_

## Step 4 – On-site Meeting Prior to Work

The Principal Investigator or Lab Designate completing Section 1 above must meet with the non-lab worker to discuss the requested work and clearance of hazards before work proceeds.

*Physical Plant Worker / Contractor: I have discussed the requested work and clearance of hazards with the Principal Investigator or Lab Designate and feel comfortable proceeding with the work.*

Print Name	Signature	Date