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**Appendix B**

**General Shop Information**

**Shop personnel**:

1. The shop supervisor is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Contact information is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Additional contact names and information (If Applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergencies**:

1. Call 911
2. Location of the shop phone/s (if available) are as follows:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Injury**:

Life threatening (large cut, uncontrollable bleeding, amputation, head injury, etc) call 911.

Non-Life Threatening (small cut, burn, scrape, contusion, etc.)

Non-Employee – report to student health services for medical treatment.

Employee – report to Occupational Medicine for medical treatment.

**Emergency Equipment Location**:

1. Fire extinguisher/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. First aid kit/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Emergency shutdown \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Eyewash/Shower\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documentation and Reporting Requirements**:

*Non-employee (Student)*

In the event of emergencies and/or injury, an “Incident Form” must be completed (<http://guru.psu.edu/formpublic/8-05IncidentFormFRM3.pdf>) **AND** a PSU Human Resources Representative must be contacted.

*Employee*

Follow employee reporting protocol as found in PSU Policy SY04 EMPLOYEE ACCIDENTS - REPORTING AND INVESTIGATION (<http://guru.psu.edu/policies/SY04.html>).

**Additional shop or work area requirements, information or training can be added if necessary**