

Appendix B

General Shop Information

Shop personnel:

1. The shop supervisor is **williamCromar**
2. Contact information is wrc11@psu.edu 267-670-1945
3. Additional contact names and information (If Applicable):

Emergencies:

1. Call 911
2. Location of the shop phone/s (if available) are as follows: **Located at Monitor Desk near hallway entry to Rydal 002**

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: **1 at counter near laser cutter, 1 near hallway entry to Rydal 002**
2. First aid kit/s: **Large kit located at Monitor Desk near hallway entry to Rydal 002**
3. Emergency shutdown: **Bright yellow power strips mounted on walls in shop areas**
4. Eyewash/Shower: **NA**

Documentation and Reporting Requirements:

Non-employee (Student)

In the event of emergencies and/or injury, an “Incident Form” must be completed **AND** a PSU Human Resources Representative must be contacted. See PSU Policy SY03 Emergencies Involving Students.

Employee

Follow employee reporting protocol as found in PSU Policy SY04 Employee Accidents – Reporting and Investigation.

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