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| CAES-074  08/04/2016  Rev. 00 | **CAES SAFETY EDUCATION CERTIFICATE** | Page 1 of 1 |

Purpose - Voluntary CAES Safety Certificate awarded upon completion of a graduate research project at CAES. To achieve this, the student is required to sign up and commit to leading the work control/management process. It requires commitment from the Principal Investigator (PI)/Professor and the Lab Lead to act as mentors and advisors. It includes:

a) Develop the Project Plan paperwork including, work scope, hazard analysis, and execution controls etc. Must be the Point of Contact for the project approval process; demonstrate active leadership through communication with the relevant Subject Matter Experts, Laboratory Lead and the CAES Safety Officer.

Work scope \_\_\_\_\_\_\_\_ Hazard Analysis \_\_\_\_\_\_\_\_ Controls \_\_\_\_\_\_\_\_\_ (Mentor Initials)

b) Deliver a preliminary presentation on the proposed work to the CAES Safety Team to kick off the process for approval. That meeting can be scheduled anytime or occur during the regular safety committee weekly meeting.

c) Deliver weekly status reports to the Lab Lead and the CAES Safety Officer once approval is received and the work begins. Include any schedule issues/details that might affect quality or impact safety in the facility.

d) Identify and attend a CAES seminar focused on industrial safety, subject to availability and Mentor approval.

Title/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mentor Initials \_\_\_\_\_\_\_\_\_\_

e) During the project period of performance, present to CAES leadership (Director, Associate Directors, Chief Operations Officer) on a safety related lessons learned event. The Mentor/Professor can advise/direct subject.

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mentor Initials \_\_\_\_\_\_\_\_\_\_

f) Upon completion of the project, present conclusions on lab operations and safety/lessons learned, perceptions to the lab lead, PI, mentors, COO and safety committee members. Audience based on availability.

Review conducted by CAES Safety Committee with input from PI/Professor. The CAES Safety Officer makes recommendation to CAES Associate Directors and the Director. Student Informed of Decision by PI/Professor.

Signatures:

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| Student |  |  |
| PI/Professor |  | Mentor |
| CAES Safety Officer Approval |  | Certificate Approved (Yes/No) |

