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## REQUIRED SIGNAGE

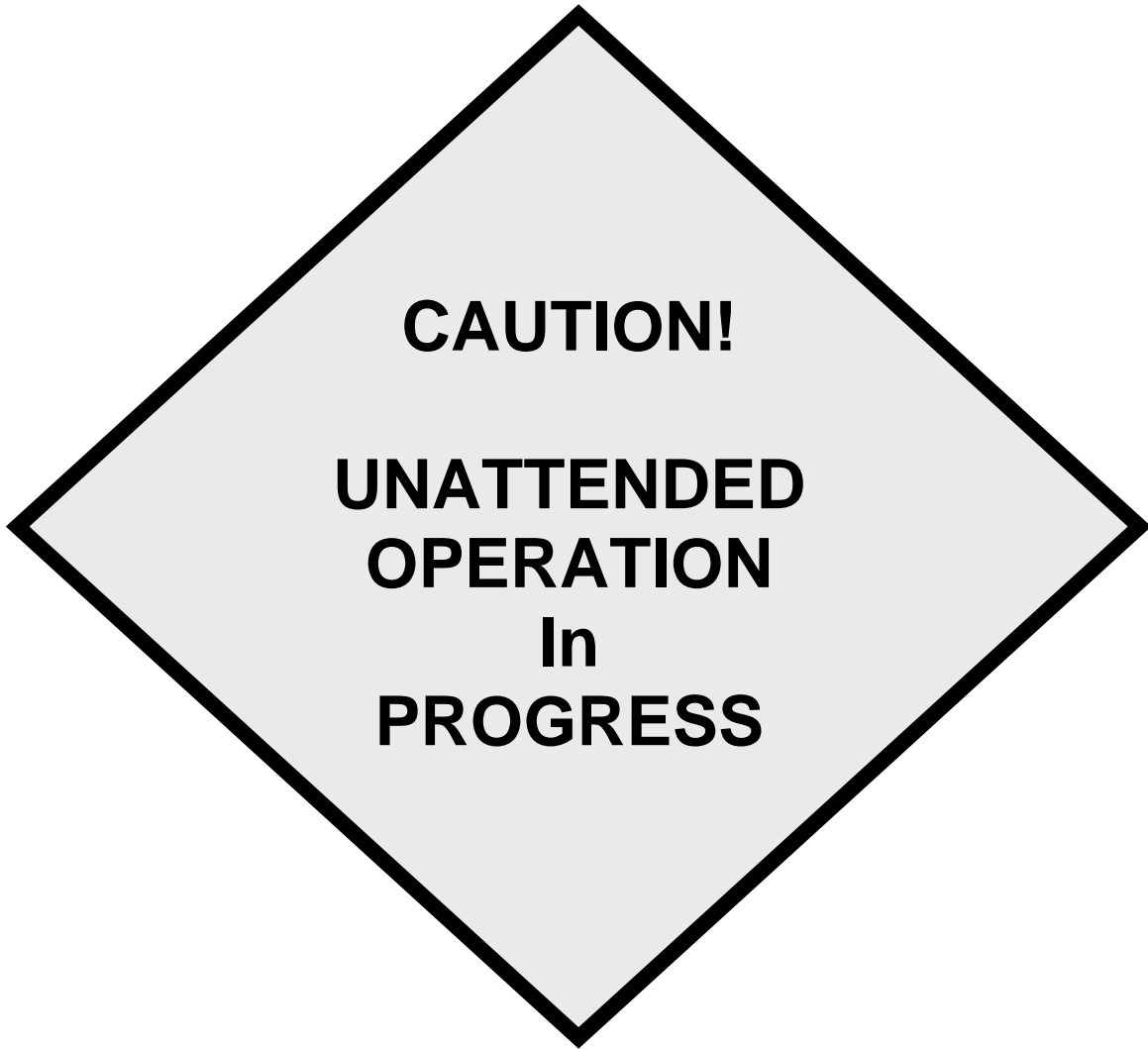
All faculty, staff, and students who leave operating equipment, experiments or procedures unattended must provide adequate information about the operations in case of emergency. A telephone number and location of where the individual can be contacted must also be available.

## PURPOSE

An Unattended Operations Information Sign must be posted, at eye level, on or near the apparatus in the laboratory where any equipment, experiment, process or operation is left unattended and could pose a potential risk to health, safety or security of personnel or property (Figure 1). Examples of where signage should be placed include: if the apparatus is in the fumehood-post the information on the glass sash, if the apparatus is on a bench-post the information at the end of the bench at eye level; if the apparatus is a very large piece of equipment-post the information on a stand 2-3 metres away from the apparatus.

**Users must post applicable information, including Emergency Shut-Down instructions and an Unattended Operations Sign when leaving a laboratory operation unattended.**

Figure 1: Unattended Operation DOOR Sign



**Unattended Operation**

Description:  
Start Time:  
Estimated Completion Time:

**Person Responsible for Operation:**

Name:  
Telephone:  
Location:  
(Specify building, floor, room, cafeteria, library, home, etc.)

**Principal Investigator**

Name:  
Telephone: