

# AOE DEPARTMENT SAFETY REVIEW FORM FOR **EXPERIMENTAL RIGS**

In the context of this form 'rig' refers to any potentially hazardous piece of equipment whose safe operation requires more detailed instructions and procedures than can be included in the Experimental Workspace Safety Review form for the area in which the rig is housed. Examples include a wind tunnel, laser system, high pressure tank, material testing machine, rotating system.

Before any such rig in the Department of Aerospace and Ocean Engineering is brought into operation, and **at least once per year** thereafter, a copy of this form must be completed, signed and submitted by the responsible faculty/staff member (usually the principal investigator). When an existing rig undergoes modifications which could affect its safety, a new copy of this form must be submitted by the responsible faculty/staff member at that time, and before it is operated again.

Completed forms should be submitted to the AOE Assistant Department Head for Facilities (Michael Philen) and should also be made available to other faculty/staff with relevant expertise, or with direct involvement in the rig or space where it is housed. Any advice resulting from this interaction should be copied to the Assistant Department Head, as well as being transmitted back to the responsible faculty/staff member. Once the responsible faculty/staff member is satisfied that all safety concerns have been met the final version of the form should be signed and submitted and a copy displayed in a prominent position on or adjacent to the rig and on the department safety website. The responsible faculty/staff member may then authorize its operation. Under no circumstances may a rig be operated without a completed, current copy of this form prominently displayed.

Date of form:  Form expires (no more than 1 year after form date):

Name of Rig

Location of rig  Location

Name of the EHSS SMS Workspace:

Link to the SMS Workspace:

Faculty/staff member responsible for the rig and its safety

Office Address	Phone	Email
<input type="text" value="620 McBryde Hall"/>	<input type="text" value="540-231-9428"/>	<input type="text" value="cmgilbert@vt.edu"/>

*1. An evaluation of the above rig has been performed and the following safety risks have been identified (append details where necessary):*

The water tank presents a drowning risk and electrocution risk.

*2. The following actions have been taken to minimize those risks (append details where necessary):*

Entry to the tank is prohibited unless trained. Tank shall be kept a safe distance from electrical panels. Electrical components that need to be installed near the tank or rig must be installed when the tank is empty.

3. A safe operating procedure has been developed (attach the procedure to this form). This includes protective equipment to be worn, whether users may operate the rig alone and, if necessary, precautions to be taken by others working in the same laboratory. The procedure is in a form suitable for posting on the rig.

4. Check one and include a list: ☒ The rig may only be operated by the following individuals.

☒ The rig may only be operated under the supervision of the following individuals.

Christine Gilbert

Ben Darden

Olivia Roach

5. The above individuals are all registered on the EHS training website at [https://secure.hosting.vt.edu/www.ehss.vt.edu/training/training\\_report.php](https://secure.hosting.vt.edu/www.ehss.vt.edu/training/training_report.php) and have taken all appropriate safety training courses. Their training is current and is recorded on the EHS website, under the above workspace name. The appropriate safety courses are (list here):

1. Electrical Awareness
2. General Laboratory Safety
3. HAZCOM RTK
4. Portable Fire Extinguishers
5. Lockout/Tagout Awareness
6. Personal Protective Equipment (PPE) Awareness
7. Laser Safety
8. Confined Space Awareness
9. Hand and Power Tool Safety
10. Ladder Safety
11. Tow Tank Training (Canvas)
12. Vertical Planar Motion Mechanism Training (Canvas)

Signature of faculty/staff member responsible

for the rig and its safety



Date 08/16/2025