

# St. Clair College of Applied Arts & Technology

## Lab and Shop Use - Safety Rules and Practices

- School of Apprenticeship and Trades – Construction & Service Sectors
- School of Apprenticeship and Trades – Industrial & Transportation Sectors
- School of Engineering Technologies
- School of Media, Art and Design
- School of Community Studies
- School of Academic Studies, Chatham-Kent

### Introduction

St. Clair College has established and will enforce a number of safety rules and practices for the safety of student trainees, to comply with the *“Ontario Occupational Health & Safety Act”*. Students are required to comply with the following rules at all times when on College premises and failure to do so may result in disciplinary action, including suspension and/or expulsion.

These *“Safety Rules and Practices”* have within them a common theme of working conditions and standards reflecting the working environment.

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### SAFETY RULES AND PRACTICES

- 1) Your personal safety and the safety of others is paramount. All Students must comply with the *“Occupational Health and Safety Act”* and College Policies and Procedures.
- 2) The College will provide supports and services to all students with disabilities. The student is responsible to meet with a counsellor in Accessibility Services to discuss their functional limitations and accommodation needs and provide Accessibility Services with supporting documentation. Students are encouraged to meet with a counsellor prior to the start of a semester to provide information and arrange accommodations. You should seek support through the Student Services Office should you feel your personal circumstances may adversely affect your safety or the safety of others.
- 3) If a Faculty member believes that your behaviour is causing concern for your safety or the safety of others, you will be requested to leave the lab or shop and meet with them outside of class. This may prompt a referral to the Chair, Student Services, Health and Safety or Student Code Administrator as appropriate to the circumstances.
- 4) All injuries must be reported to the Instructor immediately at the time of the accident or as soon as possible after the accident.
- 5) MSDS are available for reference for all approved hazardous materials used in the lab. Removing chemicals from labs and shops or bringing unauthorized chemicals into labs and shops is prohibited.

- 6) Any chemical spill must be reported and cleaned up safely and immediately.
  - a) All chemical protocols must be followed when mixing or applying chemicals and required personal protective equipment must be worn (clothing, respirators, rubber gloves, etc.)
  - b) Appropriate cleaning protocols must be followed for each chemical used.
  
- 7) Personal protective equipment (PPE) must be used at all times in designated areas including classrooms, shops, and labs. The requirement to wear PPE is mandatory whenever the lab or shop is in session, where it is posted as mandatory at all times, or at the instruction of the Lab or Shop Instructor.
  - a) *Trades, Construction and Engineering Labs and Shops*
    - i) CSA approved safety glasses with side shields must be worn. Additional eye protection, (example-goggles, face shields), must be worn when deemed necessary by the Instructor and or the Department Chair.
    - ii) CSA approved safety footwear must be worn and laced up at all times.
    - iii) CSA approved safety headgear must be worn during construction activity or when deemed necessary by the Instructor or Department Chair.
    - iv) Approved safety gloves must be worn when deemed necessary by the Instructor and/or the Department Chair (example - welding, heat treatment, etc.).
    - v) No gloves are to be worn around moving machinery.
    - vi) The length of hair, which could be a safety hazard, as per the opinion of the Instructor, must be covered with the appropriate hair net or hat in the shops and labs.
  
  - b) *Esthetician Labs*
    - i) Closed toe shoes must be worn at all times.
    - ii) Gloves and safety glasses are required for various applications and must be worn as instructed.
    - iii) Lab coats/scrubs must be worn while in the lab.
  
  - c) *Hairstyling Lab*
    - i) Closed toe shoes must be worn at all times
    - ii) Gloves are required for various applications and must be worn as instructed.
    - iii) Lab coats/smocks must be worn while in the lab.
  
  - d) *Culinary and Hospitality Labs*
    - i) Shoes must be closed heel and toe and have non-slip soles.
    - ii) Double breasted chef's jacket with an apron must be worn while in the kitchens
    - iii) Linen pill box hats must be worn while in the kitchens
      - (1) Hats must cover hair. If hair cannot be adequately covered with the hat, additional hair restraints must be worn.
  
  - e) *Horticulture*
    - i) Follow the 10 Rules for Chemical Safety attached for pesticide use.
    - ii) CSA approved safety boots must be worn.
    - iii) CSA approved safety glasses or face shields must be worn as instructed.
    - iv) Hearing protection must be worn as instructed.

- f) Welding
  - i) Welding jackets must be worn and buttoned up in the Welding Shop and other areas where welding operations occur.
  - ii) Appropriate welding gloves must be worn.
  - iii) Welding helmets must be worn while ARC or MIG welding. Welding goggles must be worn for cutting operations or oxy-acetylene welding operations.
  - iv) CSA Approved Safety boots (ankle high or higher) must be worn and laced at all times.
  
- g) *Chemical Technology Labs*
  - i) Lab coats must be worn at all times in the Chemistry Labs.
  - ii) CSA Approved safety goggles must be worn at all times when using caustic chemicals or other chemicals when requested by the instructor. CSA approved safety glasses with side shields must be worn at all times when handling all other chemicals.
  - iii) Appropriate gloves must be used at all times while handling chemicals.
  - iv) Dispensing must be done under fume hoods as directed by the instructor.
  - v) Closed toe shoes must be worn.
  - vi) Any other safety rules discussed and reviewed for any particular lab or experiment must be followed.
  
- h) *Fashion Design Technician Program*
  - i) Close toe shoes must be worn at all times in sewing and pattern labs
  - ii) CSA approved safety glasses with side shields must be worn at all times when operating the sewing machines
  
- i) *Power line Technician Program*
- j) The Power line program has an extensive set up safety rules, all of which will be reviewed with you by your Faculty and signed off on separately from these rules.

8) Dress code for shop and lab areas:

- a) No sleeveless shirts, bare midribs or shorts are permitted in shop or lab areas.
- b) If shirts with slogans are worn, the slogans must not be disrespectful or distasteful to fellow classmates or faculty
  
- c) No neck ties or neck gear (scarves, necklaces) are to be worn in the shop.
- d) Long shirtsleeves may be rolled up above the elbow. (except where necessary)
- e) No jewelry and clothing, which could cause injury, is to be worn in the shop.
  - i) Which includes necklaces, rings, watches, dangling earrings and any jewelry that, in the opinion of the Instructor, could be a safety hazard in the shops and labs;
  - ii) No shirts with questionable slogans or bare midribs are permitted in the shops and labs;
  - iii) Jogging and sweat pants are not permitted in any shops and labs (specifically, clothing made of synthetic materials such as rayon, nylon, spandex are not permitted, denim and heavy cotton are acceptable);

- 9) Personal Electronics
  - a) Ear phones or ear buds, for the purpose of listening to personal electronic devices are not permitted in any lab or shop.
  - b) Music shall not be played in labs or shops.
  - c) Electronic devices may be used for lab/shop use (i.e. taking pictures of projects) only at the express permission of the Instructor present or unless as part of a Lab and Field Placement Academic Accommodation Plan.
- 10) Students will not use any equipment including machinery, tools, work stations, etc. without:
  - a) First obtaining instruction and training of the equipment;
  - b) The use of proper personal protective equipment;
  - c) Signing off on these Lab/Shop Safety Rules and Practices;
  - d) Obtaining permission from the Instructor; and,
  - e) The proper safety shields, guards, etc. in place. Students will report the absence of safety equipment and hazardous conditions to the Instructor. No student shall remove a guard or protective device from any equipment.
- 11) Students are required to inspect all equipment including machinery, tools, work stations, etc. to ensure that no previous damage was incurred. The student will:
  - a) Report any damage, intentional or otherwise, to the Instructor and/or to the Department Chair;
  - b) Not attempt to correct or operate any damaged, misaligned or unknown equipment, including "tagged-off" equipment;
  - c) Not use any tools, equipment, or machinery in a dangerous manner;
  - d) Not engage in horseplay in any shop and lab; and,
  - e) Report all spills of any kind and will clean the spill immediately.
- 12) Where appropriate, approved lock-out/ tag-out procedures must be followed with the direct supervision of the Instructor. All electrical disconnect switches must have at least 3 ½ feet of clear space in front of them.
- 13) Compressed air must only be used for approved or assigned purposes, and will not be used for cleaning equipment, individuals or clothing.
- 14) Cigarette lighters are not permitted in any welding area or area where "hot-work" is being performed.
- 15) Students are not permitted in any lab or shop without the Instructor or Technologist present or without the permission of the Instructor or Department Chair.
- 16) Students will not handle any equipment or materials in an unsafe manner.
  - a) Non-compliance with personal protective equipment and general safety rules will result in disciplinary action. On the first offence, the student will be removed from the lab or shop. Subsequent offences will be brought to the Department Chair for disciplinary action.
  - b) Misuse and abuse of equipment will result in specific disciplinary action taken against the student.

- 17) Professional behavior and attitude in the shop and labs are an integral part of the expected student performance. This includes treating others with respect, obeying all safe work practices outlined herein and taught by the Instructor, housekeeping, clean up and general work habits.
- 18) Food and beverages are not permitted in any lab or shop, other than the Culinary Labs.
- 19) Backpacks and jackets are not permitted in labs or shops unless there is a designated area available for them. Designated areas will be defined by the Faculty at the beginning of class. If there is no designated area in the class, students will have to rent lockers to stow their belongings. Students who place backpacks and jackets on the floor, in aisle ways, on countertops near equipment or that are stored in any other unsafe manner will be asked to remove them from the class.
- 20) Children under 16 years of age are not permitted in any lab or shop unless they are under the direct supervision of a qualified Instructor and permission has been granted by the Department Chair. In such instances, children will be required to have appropriate, properly fitted PPE as specified for the lab or shop and be directly supervised at all times.

Waseem Habash  
Vice President, Academic

**Revision Date:** August 23, 2016

**Revision Date:** September 1, 2017 (OHS Department)

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### **ACKNOWLEDGEMENT FORM**

I, the undersigned student, having in my possession and having read the “St. Clair College Lab and Shop Use Safety Rules and Practices”, agree to abide by the said terms.

Furthermore, a Faculty Member of St. Clair College has explained the procedures, rules and operational practices to me and I understand their meaning and the consequences of contravening any of the set standards.

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Student Name (please print)

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Student Number

\_\_\_\_\_

Student Signature (please sign)

\_\_\_\_\_

Date