

<b>Number:</b>	OH&S 18.29.1
<b>Revision Date:</b>	02/24/2014
<b>Safe Rules and Regulatory Lab/Shop Practices for Trades Students</b>	

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1. **PURPOSE**







1.1. In order to ensure the safety focus of the School of Trades and Technology, and that safe work practices is forefront of all activities.



2. **SCOPE**

2.1. These Rules and Regulations have a common thread of working conditions and standards reflecting the industrial environment which must be inherited by all Students and Staff.






3. **PRECAUTIONS**

**POTENTIAL HEALTH & SAFETY HAZARDS**

<b>HAZARD</b>		<b>TO PROTECT YOURSELF</b>
<b>PINCH POINTS</b> There are gears and exposed moving parts on machinery.		Use LOCK-OUT procedures when performing maintenance or conducting any work within 12" of an exposed pinch point. NEVER put your hands or feet near an exposed pinch point or gears!
<b>ELECTRICAL HAZARD</b>		Ensure that all electrical components are locked out according to TRU procedures before working on electrical equipment.
<b>EXPLOSIVE</b>		Make sure volatile chemicals are stored and handled correctly. Proper grounding must be used for all containers.
<b>HIGH SOUND LEVELS</b> Sound levels exceed 85 dB		<b>HEARING PROTECTION</b> is required when working in designated areas.
<b>EXPOSURE</b>		Understand the chemical(s) you are working in the vicinity of. Consult the MSDS and wear the appropriate PPE.
<b>FOOT INJURY</b>		Approved protective footwear is needed when there is the risk of foot injury due to slipping, uneven terrain, abrasion, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other recognizable hazard

<p><b>Fall from Height</b></p>		<p>Ensure:</p> <ul style="list-style-type: none"> <li>• lanyard is attached to anchor point</li> <li>• guardrails are in place</li> <li>• ladder has a level footing</li> <li>• you have a three-point contact while ascending, working or descending a ladder</li> <li>• inspect and document before use</li> </ul>
<p><b>COMPRESSED GASES</b></p>		<p>Do not</p> <ul style="list-style-type: none"> <li>• drop</li> <li>• keep near heat</li> </ul>

**4. PERSONAL PROTECTIVE EQUIPMENT**

	<p>Safety glasses must be worn at all times in work area!</p>
	<p>Respirator with HEPA filters must be worn when working with asbestos containing materials. Workers must be fit tested prior to performing any asbestos work.</p>
	<p>Work Boots must be worn at all times when working in an area where there is risk of serious foot injury due materials falling onto the foot.</p>
	<p>Work Gloves should be worn when there is a risk of hand injury during the course of work tasks.</p>
	<p>Hard hats must be wron when working in an environment where there is a risk of objects falling from above or where there is a high risk of striking your head on objects.</p>

## 5. SAFETY RULES AND REGULATORY PRACTICES

Students are required to comply with these rules at all times. Failure to do so may result in suspension or discharge.

1. CSA approved safety glasses (including prescription glasses) with side shields must be worn at all times within designated labs and shops when a risk of eye injury exists.
2. Long hair which, in the opinion of the Instructor would be hazardous must be covered with a hair net in the shops and labs.
3. CSA approved safety shoes or boots must be worn in designated areas and laced up at all times.
4. Students will not use a machine, piece of equipment or a work station without:
  - First obtaining instruction and,
  - Obtaining permission from the Instructor in charge.
5. Students must always use safety equipment provided.
6. Student will report absence of safety equipment and hazardous situations.
7. Students will not use any tools, equipment, or machinery in a dangerous manner.
8. Spills of any kind will be reported and cleaned up immediately, under the Instructor's supervision.
9. Students will not wear any jewelry or other items that, in the opinion of the Instructor, could be a safety hazard in the shop or lab.
10. Students will report any injury, however minor, to the Instructor. All injuries shall be recorded in the First Aid Log Book. Copies of the report will be sent to the Health and Safety Department.
11. Students shall not engage in any eating or drinking in lab/shop areas
12. All labs/shop areas shall be cleaned and tidied up at the end of each day.
13. Students will not engage in any lab/shop practical work during lunch or coffee breaks, except where specified "low/no risk" activities are allowed.
14. Students will wear appropriate safety attire at all times.
15. Students will not engage in practical work on campus property outside of instructional hours.

16. In addition to normal safe work practices monitoring by Instructors and Department Chairpersons, regular “Safety Tours” are performed by the TRU Safety Officer, accompanied by the instructor/chairperson of each lab/shop (where possible). In the event that a safe work practice is not being adhered to by a student, the following applies:

- The Safety Officer and Instructor/Chairperson review the safety deficiency with the student and requests that the student correct the action immediately. A note is made in the STT safety log including student name, date and class.
- If a second infraction occurs, the Safety Officer and Instructor/Chairperson will recommend to the Dean of Trades and Technology that the offending student be suspended from the lab/shop activity for one(1) and a second note made in the safety log.
- Upon the third infraction, the student is suspended from the lab/shop activities, meets with the Dean of Trades and Technology, and will not return to the lab/shop work without the Dean’s approval.

**6. SUMMARY OF CHANGES**

Revision #	Date	Change (include section #)	Issued By
1	02/24/2014	NEW	OHS Officer