



Lab and Shop Use-Safety Rules and Practices

- School of Skilled Trades
- School of Engineering Technologies
- School of Media, Art, and Design
- School of Community Studies
- School of Academic Studies, Chatham-Kent
- School of Health Sciences

INTRODUCTION

St Clair College has established and will enforce safety rules and practices for the safety of student trainees to comply with the ‘*Ontario Occupational Health & Safety Act.*’ Students are required to always comply with the following rules when on the 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.

SAFETY RULES AND PRACTICES

Your safety and the safety of others are paramount. All students must comply with the “*Occupational Health and Safety Act*” and College Policies and Procedures.

- 1) The College will provide support and services to all students with disabilities. The student is responsible for meeting with a counselor in Accessibility Services to discuss their functional limitations and accommodation needs to provide Accessibility Services with supporting documentation. Students are encouraged to meet with a counselor before the start of a semester to provide information and arrange accommodations. You should seek support through the Student Services Office if you feel your circumstances may adversely affect your safety or the safety of others.
- 2) If a faculty member, technologist, or technician 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 College Resolutions Officer as appropriate to the circumstances.
- 3) All inquiries must be reported to the instructor immediately at the time of an incident/accident or as soon as possible afterward.



- 4) Safety Data Sheets (SDS) 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 are prohibited.
- 5) 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 (PPE) must be worn (clothing, respirators, rubber gloves, etc.).
 - B. Appropriate cleaning protocols must be followed for each chemical used.
- 6) Personal protective equipment (PPE) must be worn in designated areas, including classrooms, shops, and labs where it is posted as mandatory or at any other time as per the instructions of the lab, shop instructor, or technologist.
- 7) There are designated areas in trades, construction, labs, and shops where safety footwear and other lab-specific personal protective equipment (PPE) are not required, including identified pedestrian walkways. These spaces have been assessed as minimal risk. Safety glasses are required in these areas. We strongly encourage all staff, students, contractors, and visitors to wear personal protective equipment (PPE) in the event they are required to leave the designated areas.
 - A. Trades, Construction, and Engineering Labs and Shops
 - i. CSA-approved clear safety glasses with side shields must be worn. Additional eye protection (example-goggles, face shields) must be worn when deemed necessary by the instructor, technologist, and/or department chair.
 - ii. CSA-approved safety footwear must be always worn and laced up, if applicable.
 - iii. CSA-approved hard hats must be worn while in the construction labs at all times (CCIP and any other construction lab course).
 - 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. Depending on the length of hair which could be a safety hazard, the instructor will determine and advise if a hat or hair net must be worn.
 - B. Esthetician and Medical Esthetics Practitioner Program Labs
 - 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 a lab (i.e., when applying chemical treatment).



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 where appropriate (i.e., when applying a chemical treatment).

D. Culinary and Hospitality Labs

- i. Shoes must be closed heel/toe and have non-slip soles.
- ii. Double-breasted chef's jacket with an apron must be worn while in the kitchens.
- iii. Linen pillbox hats must be worn while in the kitchens.
 - I. Hats must cover hair. If hair cannot be adequately covered with the hat, additional hair restraints must be worn.
- iv. Gloves are not to be worn if using power tools for ice carvings.
- v. Additional grooming requirements for hospitality labs must also be adhered to.

E. Horticulture

- i. Follow the 10 Rules for Chemical Safety. The faculty will hand out additional forms as required.

10 Rules for Chemical Safety – Landscape-Horticulture

The following rules apply to a wide range of products including, but not limited to fertilizers, insecticides, miticides, fungicides, herbicides, plant growth regulators, disinfectants/sanitizing agents, and biologicals.

1. Know the location and use of the first aid kit, eye-wash station, fire extinguishers, safety data sheets (SDS), showers, telephone, and building exits.
2. Always carefully read and follow all product label instructions. Pesticide labels are legal documents.
3. Target specific pest or control issues, identify the target(s), sensitive organisms, or plants. Consider this as an essential part of the application plan.
4. Confirm with teaching faculty/technicians/technologists all products being used as well as their correct application rates. All products are to be used only under direct supervision.
5. Always research, confirm and use, all personal protective equipment (PPE) in keeping with the requirements of the specific product and staff instructions.
6. Properly post all areas that have been treated, according to the requirements of the specific product.
7. Complete a thorough clean-up of all working surfaces, mixing and application equipment, and personal protective equipment (PPE).
8. Using soap and water, always wash well after an application. Shower facilities may be used as necessary.
9. Record all pesticide and plant growth regulator product applications in the spray logbook. Use the standard format provided.
10. Observe and obey any re-entry intervals (REI), ventilation requirements, and post-application handling precautions.



- ii. CSA-approved safety footwear 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 when welding operations occur. Appropriate welding gloves must be worn when welding operations occur.
- ii. Welding helmets must be worn while ARC, MIG, and TIG welding. Welding goggles must be worn while cutting operations or oxy-acetylene welding operations occur.
- iii. Welding-specific personal protective equipment (PPE) must be worn while inside the designated area inside the welding curtain/screen.
- iv. CSA-approved safety footwear and safety glasses must be worn where it is posted.

G. Chemical Laboratory Technology Program

- 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.
- iii. CSA-approved safety glasses with side shields must be worn at all times when handling all chemicals.
- iv. Appropriate gloves must be used at all times while handling chemicals.
- v. Dispensing must be done under fume hoods as directed by the instructor.
- vi. Closed-toe shoes must be worn.
- vii. Any other safety rules discussed and reviewed for any particular lab or experiment, must be followed.

H. Fashion Design Technician Program

- i. Closed-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. National Powerline Technician Program

- i. The Powerline program has an extensive set of safety rules, all of which will be reviewed with you by your faculty and signed off on separately from these rules.
- ii. CSA-approved hard hats, safety boots, safety glasses, and gloves must be worn while in the National Powerline Training Centre and/or Training Field.
- iii. Students who are specifically trained in confined space entry and rescue, must follow the Ministry of Labour Confined Spaces guidelines when entering and exiting the inground vault in the National Powerline



Training Field. The administration must ensure that all faculty/instructors supervising this operation, must have the necessary training and equipment for confined space rescue.

J. Automotive Building

- i.* CSA-approved safety shoes and glasses with side shields must be worn in designated areas where posted as mandatory at all times.

K. Woodworking Labs

- i.* CSA-approved safety shoes and glasses with side shields must be worn in designated areas where posted as mandatory at all times.

L. Power Engineering

- i.* CSA-approved safety shoes and glasses with side shields must be worn in designated areas where posted as mandatory at all times.
- ii.* Hearing protection is required when equipment is in operation.

M. FCEM

- i.* CSA-approved footwear and glasses with side shields must be worn in designated areas where posted as mandatory at all times.

8) Dress code for shop and lab areas:

- A. No sleeveless shirts, bare midriffs, 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 classmates or faculty.
- C. No neckties or neck gear (scarves, necklaces) should be worn in the shop.
- D. Long-sleeved shirts 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 midriffs are permitted in the shops and labs.
 - iii.* Jogging and sweatpants are not permitted in any shops or 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. Earphones or earbuds, for purpose of listening to personal electronic devices, are not permitted in any labs or shops.
- 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, workstations, etc. without:
- A. First obtaining instruction and training of the equipment.
 - B. The use of proper personal protective equipment (PPE).
 - C. Signing off on these lab/shop safety rules and practices.
 - D. It is the responsibility of the instructor as well as the student to sign off on the Standard Operating Procedure (SOP) before the use of equipment. The instructor is responsible for keeping records.
 - E. Obtaining permission from the instructor; and,
 - F. 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, workstations, 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. No 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.
 - E. Report all spills of any kind and will clean the spills immediately.
 - F. Maintain a high level of housekeeping in your work areas.
- 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 lab.
- 15) Students are not permitted in any lab or shop without the instructor or technologist present or without the permission of the department chair/manager.
- 16) Students will not handle any equipment or materials in an unsafe manner.
- A. Non-compliance with personal protective equipment (PPE) and general safety rules will result in disciplinary action. The student will be removed from the lab or shop on the first offence. 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 behaviour 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, cleanup, and general work habits. Code of Student Rights and Responsibilities will be enforced at all times.
- 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 a designated area is available. 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 personal protective equipment (PPE) as specified for the lab or shop and be directly supervised at all times.
- 21) The Occupational Health and Safety Act in Ontario is intended to keep all workers and students safe in any environment that can potentially expose an individual to harm. The laws in Canada are explicit in that the safety of every person is paramount and all rules related to the health and safety take precedence. St Clair College respects the fact some students may adorn jewelry or clothing that reflects their religious beliefs or memorializes a value that is held. However, any item that interferes with safety must be removed or replaced with an approved article that meets safety requirements in the lab or on the shop floor.

Michael Silvaggi

Vice President, Academic and Registrar



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 **face to face prior to my entry into a lab and/or shop**, and I understand their meaning and the consequences of contravening any of the set standards.

Student Name (please print)

Student Number

Student Signature (please sign)

Date

Faculty Member (please sign)

Date