

FACULTY OF SKILLED TRADES AND APPRENTICESHIP

WORKING PROCEDURES

**SAFETY RULES AND
REGULATORY SHOP PRACTICES**

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INTRODUCTION

Over a period of time, Mohawk College has found it necessary to establish and to enforce a number of rules for the safety of trainees, as well as providing a means of ensuring that both the college and trainee personal property comply with applicable legislation.

Trainees are required to comply with the following rules at all times when on College premises and failure to do so may result in suspension or discharge.

The “Working Procedures, Safety Rules and Regulatory Shop Practices” have, within them, a common thread of working conditions and standards reflecting the industrial environment.

Any trainee who knowingly suffers any physical disability or ailment that may in any way adversely affect his/her or other trainees’ safety, must report to Accessible Learning Services in order to have their condition assessed.

Provisions of the Occupational Health and Safety Act and regulations applying to the work shall be deemed to be the minimum acceptable standards.

SAFETY RULES

Trainees will comply with Regulations and intent of the Occupational Health and Safety Act.

CSA approved safety glasses (including prescription glasses) with side shields must be worn at all times within the shops and laboratories.

Long hair, which in the opinion of the instructor would be hazardous, must be tied back while in the shops.

No ties or neck gear (e.g. scarves) are to be worn in the shop. This includes:

Necklaces, unless worn under a garment, Rings, Watches, Any jewelry or other item that, in the opinion of the instructor could be a safety hazard in the shop. Safety gloves must be worn when deemed necessary by the department and/or the instructor.

CSA approved safety shoes or boots must be worn in designated areas and laced up at all times.

Additional eye protection, i.e. goggles, face shields, must be worn when deemed necessary by the Department and/or the instructor.

Trainees will not use a machine, or piece(s) of equipment, or work station without:
First obtaining instruction and obtaining permission from faculty member in charge

Trainees will use safety equipment provided.

Trainees will report the absence of safety equipment and hazardous situations.

Trainees will not remove or bypass safety equipment.

All machines must be checked by the trainee prior to use, to ensure that no previous damage was incurred.

SAFETY RULES continued ...

Any damage, however incurred, must be reported by the trainee to the instructor.

Trainees will not attempt to correct or operate any damaged or misaligned equipment without the instructor's permission.

Trainees will not use any tools, equipment, or machinery in a dangerous manner.

Trainees will not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Any spills of any kind will be reported by the trainee and cleaned up immediately under the supervision of the faculty member.

Trainees will not handle equipment or material in an unsafe manner.

Noncompliance with personal safety wear and general safety rules will result in disciplinary action at the discretion of the instructor. Subsequent non-compliance will result in a suspension which could lead to termination.

Misuse and abuse of equipment will result in specific disciplinary action taken against the trainee or trainees responsible.

Any trainee who is injured at the College during 'Work Experience' must report to the instructor and ensure that the accident report form is completed. The instructor is expected to follow the Accident and First Aid Procedures as outlined in the Policies and Procedures Manual.

FACULTY WORKING PROCEDURES FOR SHOP FACILITIES

During orientation, prior to entering a technical skill course or program, a copy of the enclosed working procedures, safety rules and regulatory practices shall be given and explained to the trainee by the faculty member. The waiver form is to be signed, witnessed and dated by the instructor and placed in the trainees file in Student Services.

Prior to actual shop training, at the beginning of the appropriate technical instruction, each trainee must take a Safety Course, e.g. Welding Safety and complete a corresponding safety test.

Safety will be taught throughout the course as an integral part of total training. It should be noted that safety procedures on specific machines can only be learned as part of the machine's set up and operations. Hence, following safety instruction will be a component of a student's competency evaluation.

Safety procedures specific to a particular shop will be explained by the instructor in direct control of the trainee.

Each faculty member involved in these technical courses and programs will keep a copy of attached workshop procedures available for ready reference and will ensure their application at all times.