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**Trades and Apprenticeship Safety**

Policy Number:	E-1.15
Category:	Education
Effective Date:	October 11, 2019
Approval Process:	Administrative Policies
Approval Date:	October 11, 2019
Date Last Reviewed:	New

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**POLICY**

Northern Lights College is committed to safety and will promote safety in all its trades and apprenticeship programs in accordance with all applicable legislation and practices.

**PURPOSE**

Northern Lights College is committed to ensuring that safety and safe work practices are at the forefront of trades education. As such, the College has a responsibility to provide and enforce designated lab and shop working conditions that reflect a safety-conscious industrial environment, to ensure that students remain safe. Therefore, a student may be removed temporarily, or permanently, from a shop or program, depending on the severity and/or frequency of the safety infraction.

**SCOPE**

EMPLOYEES: Staff / Faculty / Administration

STUDENTS: Current students

**PROCEDURE**

In order to facilitate the policy, the following will be used as, but not limited to, general expectations. NLC reserves the right to manage as required.

**SAFETY**

- 1) Mandatory safety attire (PPE-Personal Protective Equipment) will be listed in shop rules along with dress codes as they may differ from shop to shop;
- 2) Safety equipment will be used and maintained at all times;
- 3) No one will work on shop floors without a safety passport;
- 4) Disruptive behavior, as defined and laid out in the Student Non-Academic Code of Conduct A-5.04, will not be tolerated and may result in suspension or removal from the program;
- 5) All incidents that cause injury or damage must be reported via the incident reporting forms as soon as is reasonably possible/ injuries per first aid requirements.

## **TOOLING**

- 1) Tooling is for its intended purpose only.

## **SHOP CLEANLINESS**

- 1) All shops will have a cleaning schedule posted that includes a daily, weekly and monthly list of tasks. Lists may vary based on the complexity of a task;
- 2) Eating or drinking in the lab/shop areas is prohibited;
- 3) Students will not engage in any lab/shop/practical work, outside normal instructional hours without permission and supervision of an instructor;
- 4) Safe work practice monitoring will be conducted by instructors and department chairs.

## **IMPAIRMENT**

No one will work on shop floors while impaired. Doing so will result in immediate removal from the shop floor and may result in removal from college program(s).

## **ATTENDANCE**

- 1) Attendance requirements will be indicated in course outlines. Requirements may vary from course to course due to regulatory requirement variations and outcome-based learning objectives.
- 2) Poor grades as a result of poor attendance will be managed in accordance with academic monitoring policy and within the evaluation policy guidelines E-1.02 and E-1.07.
- 3) *In all cases, I.E. sports, illness, bereavement, it is the responsibility of the student to ensure they have not missed material from the course in the case of absence. Communication with the instructor is mandatory.*

## **DEFINITIONS**

Safety passport: The Record of Training received on the equipment.

## **STAKEHOLDERS**

Dean of Trades and Apprenticeship  
Associate Dean of Trades  
Trades Faculty

## **RELATED POLICIES AND REFERENCES**

Academic Monitoring E-1.02  
Student Evaluation E-1.07  
Academic Code of Conduct A-5.04  
Student Appeals E-2.10  
Student Rights and Responsibilities E-4.05

**History**

<b>Created/Revised/Reviewed</b>	<b>Date</b>	<b>Author</b>	<b>Approved By</b>
Created	October 2019	Ass. Dean of AME	College Policy Committee

**Next Scheduled Review Date**

October 2024