

RULES AND ACCEPTED PRACTICES FOR:
MACHINE SHOP and CONSTRUCTION SHOP
PLUMBING SHOP
WELDING SHOP

We always treat our shops as job site's/plants and expect all students and staff members to act accordingly by following OSHA guidelines.

- You will not be permitted into class without proper PPE – safety glasses and green patch (CSA approved) boots (minimum 6”) must be worn at all times while in the shop. **NO EXCEPTIONS.**
- Safety glasses must be CSA approved and may only have clear lenses.
- Pants shall be worn with a belt at hip level at all times.
- No sleeveless shirts, shorts, jogging pants, flammable/synthetic fibres may be worn – you will not be permitted into the shop.
- Loose clothing, rings, dangling jewelry, and long hair should not be worn or should be tied in a manner in which would prevent these items from getting caught in or by materials, equipment and/or tools being used in the work areas.
- No ear buds, cell phones or other personal devices in the shop. ○ Cell phones may be kept on your person, but you are required to leave the shop to use it.
- Alcohol and drug use **will NOT be tolerated**. Any student suspected to be under the influence will immediately be removed from the shop area.
- No food or drinks are allowed in the shop with the exception of bottled water in a container with a resealable top – no soft drinks, aluminum cans or coffee cups.
- Coats, backpacks, and personal belongings are not permitted in the shop with the exception of your project drawings and writing materials for taking notes.
- You must inform your instructor when you are leaving the shop area or if you arrive after attendance has been taken at the beginning of the class.
 - We must keep track of the number of students in the shop area in case of an emergency. **“You saw me come in”** is not acceptable, you must report directly to the instructor for your class. ○ If you need to leave early you must report that you are leaving class.
 - Students who arrive late or leave early without a substantial reason will be considered absent for the purpose of record keeping. The instructor will be the sole judge as to what constitutes a substantial reason for lateness. ○ The instructor may choose to refuse admission into the classroom to any student who arrives after the scheduled class start time.
- Break time will be scheduled, and everyone will stop working and leave the shop during the designated break period, including lunch break.
 - Work areas must be made safe before students leave for breaks.
- Everyone will participate in cleaning up at the end of each class.
- All tools and materials will be kept in their designated areas.
- Tools and equipment may not be used unless you have received training and instruction in class regarding the safe use, practice and procedures which apply to our shop.
 - Outside training is not acceptable as qualification for use of the tools and equipment in the shop.
- All the injuries must be reported to the instructor in the shop.

If you are found to be in violation of any of these practices, you will not get a warning.

As a first-time offender, you must leave the classroom immediately at your instructor's (or any other instructor present in the shop) direction and send an email to your class instructor as to why you were breaking the rules and what steps you will take in the future to prevent this from happening again. Please copy the Course Coordinator on this email.

As a second-time offender, you will be directed to leave the shop area and send an email to your class instructor as to why and what you will do to prevent any further violations of the rules. You will not be permitted back into class until the next day. You will also be required to meet with the Course Coordinator to discuss your behaviour and your plan to correct it.

As a third-time offender, you will immediately leave the shop area. You will not be permitted back into the shop without a meeting with the Course Coordinator and the Associate Dean to discuss your continued disregard for the shop rules. A written letter with an explanation of your behaviour and a plan to correct and prevent the reoccurrence of the violation will be required.

DECLARATION

I, _____ have read the above shop regulations. I fully understand them and agree to abide by them at all times while I am in the machine / IMM shop. I understand the repercussions if I violate the rules and practices of the machine / IMM shop.

Dated: _____

Signature: _____

Printed Name: _____

Witness: _____

Printed Name: _____

For Students under 18:

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Dated: _____