

	<p align="center">Health and Safety Regulations for Career Programs</p> <p align="right">Adopted 10/82 Revised 08/98 August 2005</p>		
<p align="center">Instructional</p>	<p align="center">Administrative Procedure 9-010</p>	<p align="center">Page 1 of 2</p>	

1.0 Health and Safety Objectives and Responsibilities

Columbia Basin College (CBC) commits to ensuring the safe operation of equipment and machinery and to maintain health regulations necessary for the successful operation of classes and the rules set forth in this procedure shall apply to all students, faculty, and staff of CBC.

Career program faculty is responsible for helping ensure that shops and labs are maintained to promote safety for students and staff. This includes identification and reporting of potential influencing uses of proper uses of equipment.

2.0 General Safety Rules and Responsibilities

Students and personnel of CBC shall make it their individual responsibility to keep themselves, their co-workers, and their machines or equipment free from accidents to the best of their ability. In order that each individual may be better qualified to cooperate with his/her fellow students and instructors in the prevention of accidents, the following rules and regulations shall be strictly complied with:

- 2.1 All students and personnel shall have safety instructions prior to using any shop or lab equipment or machinery.
- 2.2 The students and personnel shall be on constant alert for any and all unsafe conditions and practices.
- 2.3 The student shall report immediately to the instructor/supervisor any and all unsafe conditions and practices.
- 2.4 The student shall make a prompt report to the first aid attendant or person in charge of every accident, regardless of the degree of severity of the injury.
- 2.5 All students working on any machine or equipment shall be first properly instructed in how to stop the same in case of an emergency. If the student is not properly instructed in the above matter, it is his/her duty to request such instruction from a supervisor before he/she works on such machines or equipment. All students shall secure proper instructions as to the manner of operation of any machine or equipment before attempting to operate same. Instructors may refuse permission to operate equipment if a safety hazard is present.
- 2.6 All power-driven machinery shall be completely stopped and disconnected from the power source before any repairs or adjustments are made or any part or fuses removed, except where motion is necessary to make an adjustment.
- 2.7 First aid equipment, fire blankets and extinguishers, and eye wash stations shall be readily available in labs and shops as appropriate.
- 2.8 Hazardous materials shall be disposed of following appropriate Environmental Protection Act and WAC requirements.

3.0 Protective Equipment and Clothing

- 3.1 Goggles, masks, shields, or other prescribed face and eye protection shall be used by individuals who are engaged in welding, grinding, torch cutting, snagging or chipping, handling molten metals, acids or caustics, or who are exposed to harmful rays, dust or flying materials of any kind. Respirators or masks shall be used by students and staff who are exposed to hazardous dusts, gases, fumes or mists or to atmosphere deficient in oxygen. Hard hats shall be worn by individuals who work around or under scaffolds or other overhead structures or who are otherwise exposed to hazards of falling material.
- 3.2 An instructor may require students and other shop participants to use any of the above mentioned or other protective equipment and clothing when such equipment and clothing may be reasonably expected to prevent harm and injury. The cost of personal protective equipment and clothing shall be the responsibility of the student or shop participant, unless otherwise provided by CBC.
- 3.3 Individuals working around equipment or other hazardous situations shall have their hair or beards trimmed within the safe limits or shall wear caps or other types of head or face covering which completely covers the hair, if such action is necessary to prevent vision obstruction or any other hazardous condition.