

# **ELECTRICAL TECHNICIAN AND ELECTRICAL APPRENTICESHIP PROGRAM SAFETY STANDARDS**

**September 12, 2012**

## **A. Safety Guidelines:**

Following a few basic safety procedures will assure a hazard-free experience for you and others working in the lab.

- I. Please read over this Section carefully.
  - 1) If you have any questions about the operation of any station ask your teacher.
  - 2) Each student is required to have their own Safety Lock (keyed) that they are to keep on their person and Tag with their name on it.
  - 3) Each student must de-energize, install their personal Safety Lock and Tag onto the local disconnect then verify the lab station is safe before wiring their project.
  - 4) Once you have completed your wiring ask your teacher to check it.
  - 5) Measurements will be done on live circuits only with the teacher's permission.
  - 6) When you have completed the lab remove your lock from the station disconnect (any student lock left on the station disconnect will be removed with bolt cutters).
  - 7) Practice common sense. No horseplay!

## **B. Lab Hours:**

- 8) Students are not permitted to work on live circuits in the lab without a teacher present.

## **C. Lab Attire:**

- 9) All students are to wear proper safety equipment; safety glasses (complete with side shields) and safety boots that have the Green CSA triangle and Orange Omega symbols.
- 10) Students will wear clothing appropriate to their work assignments. Clothing will be in reasonably good condition and clean.
- 11) For those working with the motor control stations or in other hazardous operations, clothing should be well fitted. Sleeves, if full length, should be buttoned at the wrist. The practice of working without a shirt is not approved. Loose fitting clothing must be tucked in or tied up. Neckties must be removed.
- 12) Students with long hair who work around rotating motors must wear adequate hair covering to preclude the possibility of entanglement. Long hair must be tied back at all times.
- 13) Watches with metal bands, bracelets and other loose jewelry must be removed prior to using the lab.

#### **D. Lab Operations:**

- 14) The first step in preventing personal injury or damage to a station is to make sure that you are familiar with and know how to operate correctly the equipment you will be using. If you don't know ask the teacher.
- 15) How do accidents happen? Accidents are caused by inattention, taking chances, horseplay, bad judgment, fatigue, uncooperativeness, improper clothing, defective tools, etc.
- 16) Accidents are avoided by being aware of the hazard, strictly following the safety rules given in the previous pages and by cooperating with, and following any additional instructions, the teacher might have.

#### **E. Safety Operations:**

- 17) Report any job-related injuries or illnesses, questions on health and safety, or any unsafe or unhealthy working conditions to your teacher.
- 18) Report defective, equipment and hazardous conditions to the teacher.
- 19) All stations must be operated with all required safety equipment in place.
- 20) Do not remove guards from the motor bases except where necessary for servicing.

#### **F. Cleanup Operations:**

- 21) It is each student's responsibility to clean up! When you finish using a station, clean the station thoroughly. Sweep the floor and adjacent workbench surfaces. All wire and wire remnants must be cleared and put in the designated wire bin.
- 22) Clear all tools from the lab station. You are not the only user of the facility. You will waste other people's time if you don't take your tools away. Do not leave your tools out overnight.
- 23) If you are last to leave, check that everything is in order. Put away anything left out.

#### **G. Food:**

- 24) Food and drinks are not allowed in the labs!

**St. Lawrence College**

**School of Skilled Trades and Tourism**

**DECLARATION OF UNDERSTANDING**

1. I have read and fully understand the document entitled:

Electrical Technician and Apprenticeship Program Safety Standards, St. Lawrence College, dated September 12, 2012.

2. I acknowledge and understand that if I violate any of these Safety Standards I could be breaking the law and, as such, am accountable for the consequences. I take full responsibility for my actions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**PLEASE PRINT CLEARLY**

**Student Number:**

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**Initial**

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**Program**

\_\_\_\_\_  
**Semester/Level**

**PLEASE RETURN A SIGNED COPY TO THE PROGRAM COORDINATOR**