



# CEF

# Student

# Handbook

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# Section 1

# Student

# Guidelines



## **Mission Statement**

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The purpose of the Construction Education Foundation, Inc. is to provide the construction industry the most qualified, technically trained people at all levels.

To provide the entire construction community a funding mechanism to meet the specific needs of contractors and owners. Our target is construction excellence.

## **Vision Statement**

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The Construction Education Foundation, Inc. is a self-supporting foundation with widespread participation, providing the finest in construction industry training.

## **INTRODUCTION**

Policies, procedures, and regulations are outlined here so that all **students** are aware of the parameters within which Construction Education Foundation, Inc., (CEF) functions. This will help provide a good learning environment for all who attend the courses.

## **CEF Equal Opportunity Statement**

It is the policy of the Construction Education Foundation, Inc. to implement affirmatively equal opportunity to all students without regard to race, religion, creed, color, sex, age, national origin, disability, or marital status.

## **Statement on American Disabilities Act**

Construction Education Foundation, Inc. complies with Section 504 of the ADA laws regarding the accessibility of the facilities and manner in which courses to individuals with disabilities are offered. Any student who feels that he or she may need any special assistance or accommodation because of impairment or disabling condition needs to contact one of the following:

- Please call 972-669-6400 or email [DSSO@dccd.edu](mailto:DSSO@dccd.edu) for assistance. You can also schedule an appointment to meet with someone in the Accessibility Services Office.
- <https://www.dallascollege.edu/resources/accessibility-services/pages/default.aspx>
- For CEF Classes, please contact CEF at (972) 574-5200.

## **CEF Harassment Policy**

### **Policy:**

Construction Education Foundation is committed to maintaining a workplace free from sexual harassment, assault, or misconduct. We care about the safety, health and well-being of our staff, faculty, students, and community. CEF does not tolerate sexual assault or other sexual misconduct including, sex/gender-based discrimination or harassment, sexual harassment, sexual violence, sexual exploitation, relationship violence, and sex/gender-based stalking, or retaliation. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

No person covered by this Policy shall be subject to adverse action because the person(s) reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. CEF will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment.

The following list describes activities that are expressly prohibited and is not exhaustive:

- Intimidating, threatening, or hostile statements, actions, or gestures
- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
- Excluding someone from learning activities, social isolation
- Falsely accusing and punishing "errors" not actually made, blaming without justification
- Verbal abuse, demeaning comments
- Direct, conditional, or veiled threats
- Being treated differently from the rest of your work group
- Intimidation
- Yelling, screaming, and other demeaning behavior
- Being given the majority of unpleasant tasks
- Public humiliation
- Hostility such as glaring, clenched fists, or a threatening posture

CEF expects students and instructors to behave in a professional manner and to treat colleagues and instructors with dignity and respect when they are at CEF.

If you feel you have been bullied or harassed, you should immediately contact your instructor. If you feel you cannot seek help from your instructor, you should contact CEF Director of Education.

### **Reporting:**

CEF prohibits Sexual Misconduct. Preventing sexual harassment is everyone's responsibility. If you have experienced, witnessed, or have knowledge about an act of sexual assault or other sexual misconduct including, sex/gender-based discrimination or harassment, sexual harassment, sexual violence, sexual exploitation, relationship violence, and sex/gender-based stalking, or retaliation, please submit the Grievance Form located on our website, or ask any CEF staff member for a hard copy Grievance Form to be submitted to CEF Chief Operating Officer or other designated person(s).

If you are the victim of "sexual misconduct" which includes, but is not limited to: sexual harassment, sexual assault, sexual exploitation, gender-based harassment, dating and domestic violence, stalking, and retaliation and would like to initiate the CEF Grievance process, please complete Grievance Form located on our website, or ask any CEF staff member for a hard copy Grievance Form to be submitted to CEF Chief Operating Officer or other designated person(s).

### **Anonymous Reporting:**

Anyone can report an incident(s) of sexual harassment or misconduct. A report may be submitted anonymously, however, please consider providing your information for effective follow up. Reporting an incident without disclosing your name or contact

information may impact the ability of CEF to investigate, take action, and offer supportive measures, such as academic accommodations, no-contact orders, change of work schedule, campus escorts, or other similar measures tailored to the individualized needs of the parties. Your confidentiality concerns can be discussed with CEF Chief Operating Officer or another designed person(s).

### **Compliant and Investigation:**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form or received via website. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. While the process may vary from case to case, all person involved, including complainants, witnesses and alleged harassers will be accorded due process, to protect their rights to a fair and impartial investigation.

Upon receipt of complaint, the CEF Chief Operating Officer or other designee will conduct an immediately review of the allegations and take any interim actions to ensure the individuals involved are separated until investigation is closed.

Once investigation is complete, the individual(s) who reported and the individual(s) about whom the complaint was made, will be promptly notified in writing of the final determination, and implement any corrective actions identified in the written document.

Sexual harassment is not only prohibited by Construction Education Foundation but is also prohibited by state, federal, and, where applicable, local law.

## **SECURITY**

### **Personal Identity Information**

All student and class data hard copies are kept in a locked filing cabinet located in the CEF offices. The student data is kept on a secured server and is protected by a monitored security and firewall system. All reports containing confidential data are shredded prior to their disposal. Companies who sponsor their employees' training, can access their employees' training history, attendance, and grades via the CEF website.

Students requesting a copy of their transcripts must provide their social security number and other pertinent information to verify that they are the student. Transcripts and other data will not be released to anyone other than the student without a signed authorization form, except if the requesting person is the designated company contact.



## **CEF Student Badging Guidelines**

CEF shall issue each student a photo identification badge at no cost. Students shall visibly wear their CEF identification badge while on campus. The identification badge shall be the property of CEF. Replacement identification badges shall be assessed a fee in accordance with administrative regulations. If the badge is lost, please contact the CEF office to obtain a replacement.

The student badge has a QR Code on the back and when scanned will:

- Display the course(s) that have been completed at CEF.
- Begin the Registration Check-In process at the beginning of the semester(s) or mid-semester classes.
- Be used at the bookstore for distribution of books/materials.
- New uses for the student badge will be expanded.

## **Personal Property**

CEF is not responsible for the loss or theft of personal items brought to the classroom or lab. A safe lockable storage area is available to store personal items such as, but not limited to, telephones, tablets, social media devices, purses, wallets, coats, jackets, sunglasses etc. It is the responsibility of the student to provide the lock if they choose to utilize a locker. Rooms can be locked when not in use and a campus police officer is present and patrolling the area every day.

## **DALLAS COLLEGE CONSTRUCTION SCIENCES BUILDING**

### **PARKING**

The parking lot in front of the Dallas College Construction Sciences Building is for faculty, staff, visitors, and students and does not require a parking permit when parked on this lot. Parking for disabled individuals is available in designated marked areas. Vehicles parked in the handicap spaces must clearly display the appropriate place card, decal, or license plate.

City of Coppell court citations will be issued for parking violations. Violations include but are not limited to parking in loading zones, fire lanes, and restricted areas, on the grass, in stripped zones, in walkways or roadways, double parking, and parking in reserved areas without having a decal. Officers at Dallas College Police Department are duly sworn peace officers under section 51.203 of the Texas Educational Code. The officers possess the same authority under the law as municipal officers. Dallas College Police Officers enforce the city laws, investigate criminal offenses, investigate traffic accidents, and provide services to the college community. For your safety, parking lots are equipped with security cameras that record parking lot activity 24 hours a day, 7 days a week. Please report any suspicious activity, theft, or vandalism immediately to the campus police officer.

## **PROGRAM OPERATIONS**

## COUNCILS

Councils govern CEF's programs, courses, and course curriculum. The councils are made up of subject matter experts (SME) for that particular craft or field:

- Instructors
- Project Managers
- Company Executives
- Supervisors
- Superintendents
- Owners
- Other Company Representatives
- Vendors/Suppliers

## TYPES OF TRAINING

Career Development Training is primarily classroom instruction developed to enhance one's career. Instruction may include lecture, audio visual presentations, field trips, and guest speakers.

**Craft Training** utilizes the NCCER Standardized Curriculum with some exceptions. CEF has adopted (NCCER) Policies and Procedures for the Administration and Accreditation of the Standardized Craft Training Process. This is a competency-based training program designed to prepare individuals for occupations in skilled crafts. This training is a combination of classroom and lab, with a structured course outline. Students successfully completing the required training are recognized as skilled workers.

**Craft Apprenticeship Training** (for students Federally Registered with the U.S. Department of Labor, Office of Apprenticeship & Training) is the apprenticeship program. The program utilizes the same classroom and lab as the craft training but also includes the documentation of the on-the-job training (OJT), performed under the guidance of a journey person.

## CREDIT AND NON-CREDIT COURSES

All training at CEF is set up as a college credit course or college continuing education course. Students may request college credit for a continuing education course(s) and in this case CEF should be notified to facilitate this process.

## PHYSICAL REQUIREMENTS

1. Must be able to remain in a stationary position up to 80% of the time.
2. Operates a computer and other office productivity machinery and lab equipment, such as the ability to operate all types and sizes of shop equipment.
3. The person in this position needs to move about inside the lab and classroom for up to 80% of the time.

4. Constantly positions self to maintain equipment and teach students in the lab, including under around and over lab equipment.
5. The person in this position frequently communicates with students and instructors who have inquiries about their classes. Must be able to exchange accurate information in these situations.
6. Must be able to recognize and observe student and instructor needs within the classroom, lab, and office settings.
7. Occasionally must be able to distinguish if lab equipment is on fire.
8. The person will be reading and comprehending complex documents, emails, and course material.
9. Required to lift up to 50 pounds of books or course materials.
10. Constantly works in either indoor office or student lab conditions.
11. Must be able to work extended schedule required by job demands.

### **DRESS CODE**

Proper attire must be always worn in the lab areas. For craft classes this includes a shirt with at least three (3) inches of sleeve or long sleeves, long pants or jeans and closed toe shoes. There are no sandals or flip flops allowed. If possible, please bring an extra pair of shoes to change into if you know you will be working in mud on your jobsite.

### **SCHEDULED LENGTH OF CLASS**

All classes are to meet for the full scheduled time, minus breaks (10 minutes for every hour) that is published.

### **COMMUNICATION TYPES**

If for any reason CEF needs to communicate with the student regarding class cancellations; class postponement; book passes the student will receive a text message, email, or phone call, etc.

Students can contact the instructor by using the Message Board on the Student Portal of the CEF website; [www.ntcef.org](http://www.ntcef.org).

### **ATTENDANCE POLICY**

Good attendance is important for the success of any training program. Absences could affect the final grade. It is the responsibility of the student to contact their instructor and/or a CEF staff member before the start of class to let them know the reason for the absence. An excuse must be given for each absence.

As a courtesy, during the first two weeks of registration, the student's company will receive a call from CEF, in addition to an email reporting any absences. It is

the responsibility of the student to provide CEF with a correct mailing address, telephone number or other contact information.

1. Arriving for class late and/or leaving early will be documented as an absence by the instructor. Please review the course syllabus for information regarding absences.
2. Please be aware that there are no “excused absences”. Each absence, no matter what the reason, applies to the attendance policy and will be permanently documented. The reasons given for each absence will also be documented and will be a considering factor by the council when reviewing the application for reinstatement.
3. There are no absences allowed in the following certification classes: Backflow, OSHA, and CPR/First Aid.

## DROPS

Drops are determined by the number of absences based on the course hours. Refer to the table below.

Course Hours Range	Drop Warning Letter occurs...	Drop occurs...
1-19	0 absence	1 absence
20-29	1 absence	2 absences
30-40	2 absences	3 absences
41-120	3 absences	4 absences
121-160	4 absences	5 absences

When a student is dropped, their company will be notified by email. The student will receive a “Drop Notification” via email. Attached to the email will be a “**Reinstatement Form**” to be completed. It is the student’s responsibly to complete this as soon as possible. The student will have two (2) weeks to complete the form and return to the instructor. **After two (2) weeks there will be a \$50.00 fee that will be paid by the student for processing.** The student should continue to attend class and inform their instructor that the application for reinstatement has been submitted. All requests for reinstatements will be considered and reviewed by the governing council and it will be at their sole discretion as to whether the student will be reinstated. The student and company will be notified immediately upon decision of the council. No additional absences will be allowed for the semester once a student has requested reinstatement.

It is the student’s responsibility to approach the instructor to schedule a make-up class and assignments and/or tests. **Make-up work will not void an absence.** An absence from class will still apply to the attendance policy. **No class make-**

**ups will be allowed within the last three weeks of the course. There is a \$25.00 make-up fee for every make-up that is scheduled.**

## TESTING

Tests are given in every course to evaluate the student's knowledge of the curriculum taught.

### 1. Craft/Apprenticeship Module Testing

Testing of every task module consists of a written test and a performance test.

- a. Students must achieve a score of 70% or higher on the written test in order to pass. **NOTE: The trade council can choose to raise the passing score.**
- b. Students must successfully complete the module performance test to meet the standards of the accrediting body. Each student must meet or exceed expectations outline on the performance test.

### 2. Retesting

- a. Written – Retesting may be allowed at the discretion of the instructor as long as the original grade is within 10 points of the required minimum percentage to pass that test. The highest grade a student may receive on a retest is 70%. Retest must be done within two (2) weeks of the original test but not before 48 hours. **ONLY ONE RETEST IS ALLOWED.**
- b. Performance - Performance re-tests will be given at the discretion of the craft instructor.

### 3. Make-Up test (Does not include Final Exams)

Make-Up tests are given if a student was absent for a scheduled test. A student is required to contact the instructor to decide a plan of action for make-up test(s) within two (2) weeks of the original test. The instructor will contact CEF with the plan of action.

### 4. Final Exam Make-Up

For Final Exams make-ups may be given only in the event of weather closings or if student has an extenuating circumstance. You are required to call the instructor to decide a plan of action for the Final Exam Make-up within one week. The highest grade that can be received is 90% maximum on the test(s).

## CERTIFICATES/GRADES

Refer to the course syllabus for the course grade method.

The final grade must be 70% or higher to be completed successfully. CEF will not distribute a certificate of completion for a final grade of 69% or lower.

A certificate of completion, if applicable, will be mailed to the current mailing address on file. It is the student's responsibility to keep CEF informed of changes to the mailing address. Grades may also be viewed online at [www.ntcef.org](http://www.ntcef.org) during and at the end of each course. After grades are posted to the student's account an email is sent to the student as well as the current employer.

## **GRADUATION**

The Graduation Program is an event held annually to honor the graduates of Craft Training, Construction Management, and the Supervisory Training Program.

## **TOP CRAFT GRADUATE AWARDS**

A top graduate from each trade will be recognized at the Graduation Program and from these candidates an overall top graduate is recognized.

The criteria for the graduates to be selected as a top graduate are:

- Attendance
- Grades
- Must be a role model
- Must display extra effort
- Must show a willingness to help others
- Must have excellent participation and attitude

## **REASONS FOR DISCIPLINARY ACTION**

Please refer to the following list, which reflects some of the possible reasons for disciplinary action, which could lead to dismissal.

1. Students must always behave in a professional manner, both in the classroom and around the parameters of the CEF Training Facility, or any other host facility where a student is participating in a CEF class. Failure to do so will result in disciplinary action and possible dismissal.
2. Recruiting for a company is grounds for immediate dismissal.
3. Discussing company benefits, policies, pay, job openings, or voicing comments/opinions regarding a specific company or company employee is grounds for immediate dismissal.
4. Failure to comply with rules of safety as outlined in the CEF Safety Handbook.
5. Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework as assigned, plagiarism, and collusion.

- a. "Cheating on a test" shall include, but is not limited to:
  - i. All forms of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
  - ii. Copying from another student's test paper.
  - iii. Using test materials not authorized by the person administering the test.
  - iv. Collaborating with or seeking aid from another student, technological aid, or electronic resource during a test without permission from the test administrator.
  - v. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
  - vi. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
  - vii. Substituting for another student, or permitting another student to substitute for oneself, to take a test.
  - viii. Bribing another person to obtain an unadministered test or information about an unadministered test.
6. Intentionally causing physical and verbal harm to any person on the premises or sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.
7. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on the premises or at any sponsored activities.
8. Obstruction or disruption of teaching, lecturing, research, administration, disciplinary procedures, or other authorized activities on the premises. Interference with the proper educational functions and the appropriate educational climate, including aiding and abetting another to breach the peace on the premises, at functions sponsored/supervised, or off-campus conduct that adversely affects the CEF/Dallas College and/or the pursuit of the objectives. Such activity includes, but is not limited to, behavior in the classroom or instructional program that interferes with the instructor's or presenter's ability to conduct the class or program or the ability of others to benefit from the class or program.
9. Intentionally interfering with sponsored activities, including but not limited to, studying, teaching, conducting research, duties of the administration, or fire, security, or emergency services.
10. Knowingly violating the terms of any disciplinary sanction imposed in accordance with policies, regulations, and procedures.
11. Intentionally or maliciously furnishing false information to CEF. Forgery, unauthorized alteration, or unauthorized use of any CEF document or instrument of identification. Making, possessing, submitting, or using any falsified college document or record; or altering any college document or record, including identification badges. Attempted or actual financial aid fraud or

corresponding behaviors that would allow a student to receive monetary benefit for which he or she is not eligible. Altering any CEF document or record without permission is expressly prohibited, including, but not limited to, furnishing false personal registration information, withholding material information from the CEF processes or procedures, or any other type of fraudulent act involving documentation provided to or for the CEF.

- 12.** Sexual misconduct, which includes, but is not limited to, the following offenses: gender-based or sexual discrimination or harassment, nonconsensual sexual intercourse (or attempts to commit same), nonconsensual sexual contact (or attempts to commit same), sexual exploitation, relationship violence, or other conduct that threatens the health and safety of any person on the basis of actual, expressed, or perceived gender identity.
- 13.** Theft, sabotage, destruction, distribution, or other use of the intellectual property of CEF and Dallas College, or third parties without permission.
- 14.** Intentionally or recklessly destroying or damaging CEF/Dallas College property or premises or property of others while on premises or at sponsored activities.
- 15.** Failure to comply with the direction of CEF/Dallas College employees or officials, including but not limited to, college police or campus security/safety officers, and instructors or administrators, acting in performance of their duties.
- 16.** Violation of published CEF/Dallas College regulations or policies. Such regulations or policies include, but are not limited to, those relating to entry and use of CEF/Dallas College facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and all forms of smoking.
- 17.** Smoking of any form, dipping or chewing in any classroom or prohibited areas
- 18.** Frequent absences or tardiness
- 19.** Except as may be permitted in any published Dallas College regulations or policies or by applicable state laws, unauthorized use, possession, or storage of any weapon, as described in CHF, on Dallas College property or premises or at sponsored activities. This includes but is not limited to firearms, tasers, stun guns, explosives, location-restricted knives, clubs, other prohibited weapons, dangerous chemicals, or improper use of fire extinguishers on Dallas College property or premises.
- 20.** Use, possession, distribution, manufacture, possession for purposes of distribution, or sale of any controlled substance or illegal drug on Dallas College property or premises or at Dallas College or CEF sponsored activities, or being under the influence of marijuana, heroin, or narcotics or other controlled substances or illegal drugs, or alcohol.
- 21.** Stalking another person, which, for purposes of this Code of Conduct, shall be defined as purposefully engaging in a course of conduct directed at a specific person or persons that the person engaging in such conduct knows or should know would cause a reasonable person to (a) fear for his or her safety or the



safety of a third person; or (b) suffer other emotional distress. Cyberstalking, which is engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of email or other digital technologies, directed at or about a specific person, causing emotional distress to that person. "Course of conduct" shall mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to, or about, a person, or interferes with a person's property.

- 22.** Bullying, harassment, and conduct or expression (verbal or written) that threatens or endangers the health or safety of any person. Cyberbullying, which is willful harassment and/or intimidation of a person through the use of digital technologies, including but not limited to, email, blogs, texting, social websites, chat rooms, "sexting," instant messaging, recording another person without his or her consent, and transmitting images of another person without his or her consent.
- 23.** Discrimination, harassment, and offense conduct against any person, student, or staff member on the basis of race, creed, sex, age, marital status, religion, disability, national origin, gender identification, or sexual orientation.
- 24.** Conduct that is indecent or obscene, including:
  - a.** The use of any device to capture audio, video, or digital record or photograph of any person while on the premises or Dallas College or CEF events where there is a reasonable expectation of privacy (i.e., restrooms).
  - b.** The storing, sharing, and/or distributing of such unauthorized records by any means.
  - c.** Making obscene remarks, exposing oneself in an indecent manner, urinating or defecating in public, and/or engaging in sexual activities in public places.
- 25.** Failure to keep classroom, shop area and restroom clean and free of hazards.
- 26.** Bringing children, family members or pets (except for service animals) to class or in the classroom.

The severity of the offense, and the situation in which the offense occurs could be factors considered prior to probation or dismissal. If there are any questions as to the viability of the issue, the governing Council/Committee, along with a CEF management and Dallas College management, will review the facts and make the final decision.

## **APPEAL PROCESS**

Should a grievance arise about any adverse decisions, curriculum, location, equipment or materials, the situation should be brought to the attention of the CEF Craft/Apprenticeship Trade Council. This appeal must be in writing to the committee within 30 days of the decision. The committees shall have a right to ask you to appear in person. All information will be kept confidential.





# Section 2

# Safety

# Policies and

# Procedures

## INTRODUCTION

This handbook is a summary of CEF safety policies and procedures that apply to all students and instructors. It is not the intent of this handbook to replace or limit safety requirements imposed by federal, state, or local regulations, standard industry practices, or contractual obligations. This handbook is intended to provide information to implement an effective safety and health program to outline safety related practices, which can be implemented during-classroom and laboratory activities.

## SAFETY POLICY STATEMENT

The executive management of CEF accepts the responsibility for providing resources and guidance for the development and implementation of the classroom safety and health program.

CEF Management is responsible and will be held accountable for overall implementation of the working plan. CEF Management has the authority to delegate any or all portions of the plan to subordinates but will not be held responsible for the performance of the plan. The manager also has the authority to approve or carry out disciplinary actions against those that violate policies, procedures, or rules.

Classroom instructors are responsible and will be held accountable to ensure that all students under their control follow all safety and health policies, procedures, and rules established by CEF. The instructors are also responsible for administering training and guidance to students under their direction. Instructors have the authority to reprimand and recommend disciplinary actions against students that violate the safety and health policies of CEF. In addition, all classroom instructors are expected to utilize the established avenues to solicit and receive comments, information, and assistance from students where safety and health is concerned.

Executives, managers, and instructors of CEF will set an example of their ongoing commitment to the safety program for all employees, students, and other associates. This commitment will be demonstrated in all actions and emphasized without restriction or exemption.

## STUDENT RESPONSIBILITIES

**Students attending classes through CEF are responsible and will be held accountable for providing CEF with a commitment to the safety and health policies and procedures. Adherence to these policies and procedures is not an option, but a requirement. Initial and continued participation in any of the CEF programs is contingent upon recognizing and abiding by the safety and health policies and procedures, established by this CEF.**

All instructors/students are required to report any of the following circumstances:

- Accidents or incidents resulting in injury or illness

- Accidents or incidents resulting in property or equipment damage
- Accidents or incidents that could have potentially resulted in injury or illness to student and instructor or property damage.

## **GENERAL SAFETY RULES AND WORK PRACTICES**

1. Safety to the students and instructors always comes first.
2. Students will never be expected to perform duties, tasks, or jobs that put them or others at risk. Students assigned to perform such tasks must report their concerns to an instructor or CEF staff immediately.
3. Students are required to participate in all training. Students will be expected to retain at least minimal safety-related information and demonstrate on an ongoing basis that they can perform their class assignments safely and without risk to themselves or others.
4. Never attempt to operate tools or equipment that have not been specifically authorized and instructed to use.
5. Never operate machinery or equipment without a thorough knowledge or understanding of operating and safety procedures.
6. Never attempt to make unauthorized repairs or perform unauthorized service or maintenance on any machinery, equipment, or facilities. All equipment or machinery in need of repair must be reported to the instructor.
7. Always utilize personal protective equipment (PPE) as required and instructed. Safety glasses must always be worn in the designated shop areas (students should have their appropriate PPE). When welding, hoods must always be worn when in an enclosed area.
8. Adequate clothing must always be worn. (During welding operations long pants, long sleeves and leathers are required.) Students must always be fully dressed in the workplace. Long pants must be worn and a shirt with at least 3 inches of sleeve must be worn. Closed toe shoes must be worn (no sandals or flip-flop shoes).
9. Students are responsible for housekeeping and cleanliness of their individual work areas. Never bypass a spill or debris without ensuring it is cleaned up.
10. Never run in or to the classroom or work area for any reason, even during emergency procedures or evacuation.
11. Plan your work, especially unfamiliar tasks, prior to performing them to ensure that any unsuspected safety hazards are considered.
12. Students must never put themselves or others at risk.
13. Know what to do in an emergency.
14. At the training site, students should know the location and how to use (MDSS) Material Data Safety Sheets when applicable.

## **ABRASIVE GRINDING AND GRINDING MACHINES**

1. Students must ensure that all safety guards are in place and adequately adjusted before operating any grinding machines.
2. Never remove a safety guard from a grinding machine for any reason, other than service or maintenance of the equipment, and this should be done by authorized individuals or personnel.
3. Do not operate an abrasive wheel-grinding machine unless safety guards are covering the spindle end, fastening nut, and outer flange.
4. The work rest of a mounted grinding machine must be always adjusted to within 1/8 inch of the grinding surface. In addition, the peripheral (adjustable tongue) guard at the top of the wheel where it exits the housing must be always adjusted to within 1/4 inch of the grinding surface. The adjustment must be checked and maintained before and after each use of the mounted grinding machine.
5. Do not use electrically powered grinding machines unless they are grounded by wiring or double insulation.
6. Face shields in addition to eye protection is required and will be enforced for all students operating grinding machines and for anyone that might be exposed to projectiles or particles from the grinding operation.
7. Students engaged in grinding operations will wear suitable clothing covering exposed skin that might be subject to cuts and abrasions from flying particles or projectiles created during grinding operations.

## **COMPRESSED GASES**

1. Always support or tie off compressed gas cylinders or containers to prevent them from falling.
2. Always keep the protective cap on compressed gas cylinders or containers when not in use.
3. Always handle and maintain compressed gas cylinders in an upright position.
4. Never store compressed gas cylinders near pathways, walkways, emergency exit doors, or in an area where they could be struck by a motor vehicle or other equipment.
5. Keep flammable gas cylinders at least 20 feet away from oxygen cylinders and flammable or combustible material.
6. Always treat any and all compressed gas cylinders and containers as if they were full.

## **ELECTRICAL CORDS AND CABLES**

1. Students must never run flexible cords through holes in ceilings, walls, or floors.
2. Students must never attach a flexible cord to a building surface or structure.

3. Students must never run an electrical cord through a doorway or a window.
4. Students are not authorized to and must never make repairs to any electrical cord in lab area or classroom. Please tag as defective and report to your instructor
5. Only approved industrial type electrical cord is to be used in the work area. Never use a household type extension cord for any reason.
6. Students must ensure that any electrical cord used has the proper ground prongs in place on the cord and the equipment being energized.
7. Adapters that allow for bypass of the ground prong are never to be used in the work area.
8. Students must inspect electrical cords prior to each use to ensure that the cord is fully insulated and in safe working condition. Defective cords must be reported to classroom instructor immediately. Worn or frayed cords must not be used.
9. Students must ensure that electrical cords and cables are kept out of walkways where they can create trip or fall hazards. Cords must be put away after each use and at no time are they to be left unattended.
10. Students must ensure that electrical cords in use are protected from accidental damage.
11. Electrical cords must never be run through water or used in wet or damp locations or areas.

## **EMERGENCY EXITS**

1. Students must be aware and become familiar with emergency exits in each work area where they may be assigned duties or may be working.
2. Designated emergency exits are never to be locked in a manner that they will not open in a single motion from the inside of the building.
3. Never place equipment, materials, or tools near or around exits or pathways leading to exits or out of work areas. Never park or place a motor vehicle near, in front of, or outside an emergency exit.

## **FIRE PREVENTION AND EMERGENCY RESPONSE**

1. Students must become familiar with emergency exits and escape routes in each area or department in which they work.
2. Never attempt to fight a fire unless trained and instructed to do so.
3. In the event evacuation of the building or work area becomes necessary, leave the building promptly through the nearest exit. Go to the outside area designated to your group and remain there until further instructions are given.
4. Never go back to the evacuated area unless instructed to do so.
5. When given instructions to evacuate a building or area, do so immediately and without hesitation, but in an orderly manner.

## **FLAMMABLE LIQUIDS**

1. Students must report any flammable or hazardous conditions, as well as any suspected fires, immediately to a classroom instructor.
2. Flammable liquids may be used only for the purpose for which they were intended.
3. Flammable liquids must be stored in their designated locations at all times when not in use.
4. Flammable liquids must be stored in and used from adequate or approved containers at all times. Flammable liquids should never be placed in or used from glass or foam containers.
5. All containers of flammable liquids must be kept closed when not in use.
6. Never attempt to pour flammable liquids from a large container such as a 55-gallon drum into a smaller container. Use an approved self-closing nozzle or hand operated pump.
7. Always ensure that containers are grounded and electronically interconnected (bonded) before transferring flammable liquids from one container to another.
8. Never use or store flammable liquids near sources of heat, flame, or spark.
9. Flammable liquids may be used only in well-ventilated areas.
10. Rags, waste items, or materials used in conjunction with flammable liquids must be placed in closed containers until discarded.

## **HOUSEKEEPING AND WORKPLACE ORGANIZATION**

1. Students must ensure that their work area is kept clean and orderly at all times. Students identifying trash or other debris are responsible to ensure pick-up or cleanup of whatever condition exists, regardless of who caused or created it.
2. Never place equipment, machinery, or other items in passageways or walkways.
3. Liquid spills must be controlled and cleaned up immediately by the first person to recognize the condition. Follow hazardous procedures when applicable.
4. Students will do their part in maintaining restrooms, wash up facilities and drinking fountains in a clean sanitary condition.
5. Never stack or store items in an unsafe or unstable manner. Ensure that all stacks are secure and not likely to fall.
6. Hoses, cords, and other items used in the work area must be put away when they are to be left unattended.

## **MACHINE AND EQUIPMENT GUARDING**

1. Machine guards must remain in place at all times during operation. Guards may be removed only if necessary, for service or maintenance procedures, only after



- machinery or equipment has been effectively de-energized and locked or tagged to prevent restarting or re-energizing.
2. Only qualified and authorized personnel may perform service or maintenance on any machinery or equipment.
  3. Never place hands or other body parts in or near moving parts or hazardous areas of machinery or equipment for any reason unless the equipment has been de-energized and the power sources securely isolated.
  4. Never make an unauthorized attempt to operate machinery or equipment. Operators must never allow unauthorized persons to operate machinery or equipment.
  5. Never reach or stretch to pick up an object.
  6. Be sure that the hoist or rigging equipment is in good working condition and that rated load capacities are not exceeded.
  7. Do not stand and/or work under a suspended load at any time.
  8. Make sure that all materials stored in tiers are secured to prevent sliding, falling or collapse.
  9. Do not store materials where they obstruct exits.
  10. Do not stack materials too high or unsecured. Pipe, unless racked, will be properly stacked, and blocked to prevent spreading.
  11. Keep aisles, passageways, fire lanes and work areas clear of unnecessary material.
  12. Keep oily rags and other flammable trash in covered metal containers.
  13. Keep aisles, passageways, fire lanes and work areas clear of waste materials.
  14. Remove trash from the work area as soon as possible.

## **TOOLS**

1. Instructors/Students will inspect tools for defects or unsafe conditions prior to each use.
2. Tools that are found to be defective will be removed from service until repaired or replaced.
3. Tools are to be used only for the purpose for which they are intended.
4. Tools will be collected and put away after each use.
5. Instructors/Students will utilize eye protection when using and operating hand or power tools.
6. Use the proper tool, considering the size and type appropriate for the job.
7. Do not use impact tools if they have mushroomed heads.
8. Do not use worn or damaged tools. Do not use tools with cracked, broken, or loose heads.
9. Do not operate tools beyond their rated limits, or try to increase their capacity with bypasses, cheaters, or other modifications.

10. Do not use hoses or electrical cords for hoisting or lowering tools or other materials. Never pull the cord to disconnect it from the receptacle but pull the receptacle.
11. Be sure that safety guards are in working order and in place before operating any power tool.
12. All electrical tools must be grounded or protected by a manufactured system of double insulation.
13. Do not use electrical tools with frayed or damaged supply cords. Keep all cords away from heat, oil and sharp objects.
14. Keep moving parts of power tools pointed away from your body. Do not hold a finger on the switch button while carrying a plugged-in tool.
15. Do not operate electrical tools while standing on damp or wet surfaces.
16. Take special precautions when using power tools on a scaffold or other locations that restrict movements.
17. Be sure the power tool is off, and motion has stopped before setting the tool down.
18. Disconnect the tool from the power source before changing drills, blades or bits or attempting repair or adjustments. Never leave a running tool unattended.

## **WOODWORKING MACHINERY**

1. Safety guards on woodworking machinery must remain in place at all times.
2. Never place hands or other parts of the body or clothing in or near moving parts of woodworking machinery or equipment.
3. Never perform service or maintenance on woodworking machinery or equipment without first ensuring that all sources of power, such as electricity and hydraulic energy, have been removed or isolated.
4. Only trained and authorized personnel may operate powered woodworking machinery.
5. Operators are responsible to ensure that dust accumulations are kept at a minimum by constant efforts to control, clean, and remove dust on a regular basis.
6. Operators must utilize barriers or safety devices installed or provided for use with any woodworking machinery.

## **CEF DRUG AND ALCOHOL POLICY**

CEF enforces a policy to ensure a work/classroom environment that is free from the influence and hazards created by illegal drugs and alcohol and those that abuse these substances. This policy applies to all students, instructors, employees, and associates of CEF.

CEF strictly prohibits the use, sale, distribution, possession and transport of illegal drugs or alcohol on the premises of any facility under foundation or college control. Furthermore, no student, instructor, employee, or associate will be allowed or permitted

to perform any work if they display any signs of use or influence of illegal drugs or alcohol. Any student, instructor, employee, or associate that displays signs of use or influence will be subject to immediate removal from the premises (work area, classroom, workshop, etc.) and termination from the CEF program.

Unless otherwise indicated, for the purpose of this policy, the term “drug” means controlled substances, illegal drugs, narcotics, inhalants, and prescription drugs, but does not include prescription drugs when taken as directed by an individual’s prescribing physician. Some of the drugs that are illegal under federal, state, or local laws, include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and stimulants not prescribed by an accredited physician. CEF reserves the right to require drug testing under the following conditions:

1. When there is reason to believe, in the opinion of management that an individual is impaired due to the influence of drugs and alcoholic beverages while in the furtherance of the company’s business at that time.
2. A post-accident drug/alcohol test will be administered to any student, instructor, employee who has been injured while working with CEF.
3. Any serious safety violations.

## **CEF POLICY ON WEAPONS**

CEF has implemented the same policy as Dallas College in regard to the policy on weapons.

### **FIREARMS**

To achieve the educational goals of the College District and ensure the efficient operation of its programs and services, the College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and/or College District policy or regulations.

### **OTHER WEAPONS PROHIBITED**

The College District prohibits the use, possession, or display of any location-restricted knife, club, knuckles, or prohibited weapon, as defined by law, on College District property or at a College District sponsored or -related activity, unless written authorization is granted in advance by the Chancellor or designee.

Additionally, the following weapons are prohibited on College District property or at any College District-sponsored or -related activity:

1. Fireworks of any kind;

2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the Chancellor or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use. Individuals found to be in violation of this policy or applicable law may be subject to disciplinary action up to and including expulsion, termination of employment, severance of a business relationship, and/or criminal prosecution.

## **EXCLUSION ZONES**

Possession of a handgun is prohibited on the campuses in the following locations by any person except law enforcement officers licensed by a state of the United States or a federal agency. These locations will be appropriately identified by signage as specified under Sections 30.06 and 30.07 of the Texas Penal Code:

1. High-hazard laboratories where the presence of high-hazard materials or operations creates a significant risk of catastrophic harm due to a negligent discharge.
2. Designated meeting room(s) at each campus that can be used, as needed, for disciplinary meetings or counseling meetings.
3. A violation of these specific prohibitions is considered an offense under Section 46.035(a-3), Texas Penal Code.

## **VIOLATIONS**

Violations of this policy should be reported immediately to the Dallas College Police Department. Such violations may result in disciplinary action up to and including criminal prosecution for violation of the Texas Penal Code.

Employees and students found to be in violation of this policy will be subject to disciplinary action. [See DH, FM, and FMA]

## **DALLAS COLLEGE EMERGENCY NOTIFICATION PROCESS**

Construction Education Foundation / Office Hours  
1401-A W. Royal Lane, DFW Airport, Texas 75261  
Monday through Thursday 8:00 a.m. – 6:00 p.m.

Friday 8:00 a.m. – 12:00 p.m.  
972-574-5200

Dallas College / Office Hours  
1401 W. Royal Lane, DFW Airport, Texas 75261  
Monday through Thursday 8:30 a.m. – 8:30 p.m.  
972-860-7873

**Emergencies after 6:00 p.m.**

In case of an emergency please contact Dallas College Campus Police at 972-860-7878. A message can be delivered to a student if the following information is provided: student's name and class information.

**Inclement Weather Notification**

If Dallas College or Construction Education Foundation (CEF) appears on one of the stations or websites listed below, then classes have been cancelled due to inclement weather.

**Channel 4 / KDVW**

**Channel 5 / KXAS**

**Channel 8 / WFAA**

**Channel 11 / KTVT**

**[www.dallascollege.edu](http://www.dallascollege.edu)**

**[www.ntcef.org](http://www.ntcef.org)**



# Section 3

# Appendix



# INSTRUCTOR/STUDENT INCIDENT REPORT FORM

The purpose of this form is to report an incident involving sexual harassment or discrimination that has, or may have, occurred in the conduct of instruction at a CEF facility or at any activity or facility related to programs associated with CEF.

## **ALL INFORMATION WILL BE KEPT CONFIDENTIAL.**

The Construction Education Foundation, Inc. has a strict policy against sexual harassment or discrimination of any kind. This form is intended to help discourage any such activity by immediately identifying any occurrence that has or may have taken place, and by identifying necessary action that will help to prevent future incidents. If you have personally witnessed or been the object of sexual harassment or discrimination, please complete this form and submit it to the CEF office as soon as any incident occurs.

**Print Name:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Briefly describe the incident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What attempts have been made to address the issue? Have you involved the Instructor?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Were there other students or instructors involved in this incident? If yes, please identify each person by name, their role and/or knowledge relative to this incident.**

\_\_\_\_\_  
\_\_\_\_\_

**Please present your incident statement in chronological order with all relevant facts and dates pertaining to this issue. Please identify any individuals that could help to substantiate your complaint. Use as many pages as necessary to state your facts.**

**Please give a detailed account of the incident.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_







## MAKE UP CLASS FORM

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Class: \_\_\_\_\_ Instructor: \_\_\_\_\_

Class missed: \_\_\_\_\_

**You are scheduled to come to class to make up on:**

Instructor Name: \_\_\_\_\_

Day, Date: \_\_\_\_\_, \_\_\_\_\_

Time: \_\_\_\_\_

Location/Room: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

When you report to class please give the instructor the form. The instructor will sign and turn in the form to the CEF office. Please do not hesitate to contact the CEF office at 972.574.5200 if you have any questions.

**Note:**

- **Make up class deadline is 1½ weeks after missed class;**
- **Make up test(s) or re-test(s) deadline is 2 weeks;**
- **Make up classes are limited to three (3) per semester.**

**No class make-ups will be allowed within the last three weeks of the course.**

Thanks



# DROP REINSTATEMENT REQUEST FORM

This form must be filled out by the student and it is the student's responsibility to get approval and signature from their instructor. Once form is received by the CEF office with instructor approval, this form will be forwarded to the governing council for review. The governing council will make the final decision regarding reinstatement. If approved by the council, student will be reinstated into the course.

**This form must be returned to Construction Education Foundation, Inc. at 1401-A W. Royal Lane, PO Box 612107, DFW Airport, Texas 75261-2107.**

**This portion to be completed by student:**

(Please print)

Student Name: \_\_\_\_\_ Student Phone Number: \_\_\_\_\_

Course & Level: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

*Note: A separate sheet of paper may be used if more space is needed for the following sections:*

Reason for excessive absences:

\_\_\_\_\_  
\_\_\_\_\_

Special arrangements made with Instructor:

\_\_\_\_\_  
\_\_\_\_\_

Any other comments:

\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This portion to be completed by instructor:**

(Please print)

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This portion to be completed by governing council:**

(Please print)

Reinstatement/arrangements approved:     Yes     No

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**Council Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b> Date Entered: _____ Entered By: _____
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