



Safety Policies and Procedures

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I. INTRODUCTION

This safety handbook is a summary of safety program management elements and procedures as well as safety related practices that apply to all students/trainees and instructors of *Construction Education Foundation, Inc.* 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 in order to implement an effective safety and health program and outline safety related practices, which can be implemented during-classroom and laboratory activities.

II. SAFETY POLICY STATEMENT

The executive management of *Construction Education Foundation, Inc. (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 the foundation. 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 the association. In addition, all classroom instructors are expected to utilize established avenues to solicit and receive comments, information, and assistance from students where safety and health is concerned.

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

III. STUDENT RESPONSIBILITIES

Students attending classes through *Construction Education Foundation, Inc.* are responsible and will be held accountable for providing this foundation with a commitment to the safety and health program, abiding by the policies, procedures, and rules set forth by the program, and becoming actively involved in the program to assist in providing a safe and healthful environment for all involved. Adherence to these rules and policies is not an option, but a requirement. Initial and continued participation in any of the CEF programs is contingent upon recognizing and abiding by safety and health policies, procedures, and rules established by this foundation.

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

- A. Accidents or incidents resulting in injury or illness of any magnitude (including first aid related cases).
- B. Accidents or incidents resulting in property or equipment damage of any magnitude
- C. Any near miss incidents that could potentially have resulted in injury or illness to trainee/instructor or property damage.

IV. GENERAL SAFETY RULES AND WORK PRACTICES

- A. Safety to the students/trainees and instructors comes first at all times.
- B. 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.
- C. 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 classroom assignments safely and without risk to themselves or others.
- D. Never attempt to operate tools or equipment that have not been specifically authorized and instructed to use. Never operate machinery or equipment without a thorough knowledge or understanding of operating and safety procedures.
- E. 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 a classroom instructor immediately.
- F. Always utilize personal protective equipment as required and instructed. Safety glasses must be worn in the designated shop areas at all times (students should have their own safety glasses). When welding, hoods must be worn at all times when in an enclosed area.
- G. Adequate clothing must be worn at all times. (During welding operations long pants, long sleeves and leathers are required.) Students must be fully dressed

in the work place at all times. Long pants must be worn and a shirt with at least 3 inches of sleeve must be worn. (Welding has special dress code see above.) Closed toe shoes must be worn (no sandals or flip-flop shoes).

- H.** Students are responsible for housekeeping and cleanliness of their individual work areas. Never bypass a spill or debris without ensuring it is cleaned up.
- I.** Never run in or to the classroom or work area for any reason, even during emergency procedures or evacuation.
- J.** Plan your work, especially unfamiliar tasks, prior to performing them to ensure that any unsuspected safety hazards are considered.
- K.** Students must never put themselves or others at risk.
- L.** Know what to do in an emergency situation. (Please refer to the Emergency Action Plan handed out during the first class meeting; if you have not received one please request an Emergency Action Plan from the course instructor.)
- M.** At the training site, students should know the location and how to use (MDSS) Material Data Safety Sheets when applicable.

V. ABRASIVE GRINDING AND GRINDING MACHINES

- A.** Students must ensure that all safety guards are in place and adequately adjusted before operating any grinding machines.
- B.** 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.
- C.** Do not operate an abrasive wheel-grinding machine unless safety guards are covering the spindle end, fastening nut, and outer flange.
- D.** The work rest of a mounted grinding machine must be adjusted to within 1/8 inch of the grinding surface at all times. In addition, the peripheral (adjustable tongue) guard at the top of the wheel where it exits the housing must be adjusted to within 1/4 inch of the grinding surface at all times. The adjustment must be checked and maintained before and after each use of the mounted grinding machine.
- E.** Do not use electrically powered grinding machines unless they are grounded by wiring or double insulation.
- F.** 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.
- G.** 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.

VI. COMPRESSED GASES

- A.** Always support or tie off compressed gas cylinders or containers to prevent them from falling.

- B. Always keep the protective cap on compressed gas cylinders or containers when not in use.
- C. Always handle and maintain compressed gas cylinders in an upright position.
- D. 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.
- E. Keep flammable gas cylinders at least 20 feet away from oxygen cylinders and flammable or combustible material.
- F. Always treat any and all compressed gas cylinders and containers as if they were full.

VII. ELECTRICAL CORDS AND CABLES

- A. Students must never run flexible cords through holes in ceilings, walls, or floors.
- B. Students must never attach a flexible cord to a building surface or structure.
- C. Students must never run an electrical cord through a doorway or a window.
- D. 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
- E. Only approved industrial type electrical cord is to be used in the work area. Never use a household type extension cord for any reason.
- F. Students must ensure that any electrical cord used has the proper ground prongs in place on the cord and the equipment being energized.
- G. Adapters that allow for bypass of the ground prong are never to be used in the work area.
- H. 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.
- I. 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.
- J. Students must ensure that electrical cords in use are protected from accidental damage.
- K. Electrical cords must never be run through water or used in wet or damp locations or areas.

VIII. EMERGENCY EXITS

- A. Students must be aware and become familiar with emergency exits in each work area where they may be assigned duties or may be working.

- B. 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.
- C. 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.

IX. FIRE PREVENTION AND EMERGENCY RESPONSE

- A. Students must become familiar with emergency exits and escape routes in each area or department in which they work.
- B. Never attempt to fight a fire unless trained and instructed to do so.
- C. 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.
- D. Never go back to the evacuated area unless instructed to do so.
- E. When given instructions to evacuate a building or area, do so immediately and without hesitation, but in an orderly manner.

X. FLAMMABLE LIQUIDS

- A. Students must report any flammable or hazardous conditions, as well as any suspected fires, immediately to a classroom instructor.
- B. Flammable liquids may be used only for the purpose for which they were intended.
- C. Flammable liquids must be stored in their designated locations at all times when not in use.
- D. 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.
- E. All containers of flammable liquids must be kept closed when not in use.
- F. 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.
- G. Always ensure that containers are grounded and electronically interconnected (bonded) before transferring flammable liquids from one container to another.
- H. Never use or store flammable liquids near sources of heat, flame, or spark.
- I. Flammable liquids may be used only in well-ventilated areas.
- J. Rags, waste items, or materials used in conjunction with flammable liquids must be placed in closed containers until discarded.

XI. HOUSEKEEPING AND WORKPLACE ORGANIZATION

- A. 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 clean up of whatever condition exists, regardless of who caused or created it.

- B.** Never place equipment, machinery, or other items in passageways or walkways.
- C.** Liquid spills must be controlled and cleaned up immediately by the first person to recognize the condition. Follow hazardous procedures when applicable.
- D.** Students will do their part in maintaining restrooms, wash up facilities and drinking fountains in a clean sanitary condition.
- E.** Never stack or store items in an unsafe or unstable manner. Ensure that all stacks are secure and not likely to fall.
- F.** Hoses, cords, and other items used in the work area must be put away when they are to be left unattended.

XII. MACHINE AND EQUIPMENT GUARDING

- A.** 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.
- B.** Only qualified and authorized personnel may perform service or maintenance on any machinery or equipment.
- C.** 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.
- D.** Never make an unauthorized attempt to operate machinery or equipment. Operators must never allow unauthorized persons to operate machinery or equipment.
- E.** Never reach or stretch to pick up an object.
- F.** Be sure that the hoist or rigging equipment is in good working condition and that rated load capacities are not exceeded.
- G.** Do not stand and/or work under a suspended load at any time.
- H.** Make sure that all materials stored in tiers are secured to prevent sliding, falling or collapse.
- I.** Do not store materials where they obstruct exits.
- J.** Do not stack materials too high or unsecured. Pipe, unless racked, will be properly stacked and blocked to prevent spreading.
- K.** Keep aisles, passageways, fire lanes and work areas clear of unnecessary material.
- L.** Keep oily rags and other flammable trash in covered metal containers.

- M. Keep aisles, passageways, fire lanes and work areas clear of waste materials.
- N. Remove trash from the work area as soon as possible.

XIII. TOOLS

- A. Instructors/Students will inspect tools for defects or unsafe conditions prior to each use.
- B. Tools that are found to be defective will be removed from service until repaired or replaced.
- C. Tools are to be used only for the purpose for which they are intended.
- D. Tools will be collected and put away after each use.
- E. Instructors/Students will utilize eye protection when using and operating hand or power tools.
- F. Use the proper tool, considering the size and type appropriate for the job.
- G. Do not use impact tools if they have mushroomed heads.
- H. Do not use worn or damaged tools. Do not use tools with cracked, broken or loose heads.
- I. Do not operate tools beyond their rated limits, or try to increase their capacity with bypasses, cheaters or other modifications.
- J. 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.
- K. Be sure that safety guards are in working order and in place before operating any power tool.
- L. All electrical tools must be grounded or protected by a manufactured system of double insulation.
- M. Do not use electrical tools with frayed or damaged supply cords. Keep all cords away from heat, oil and sharp objects.
- N. 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.
- O. Do not operate electrical tools while standing on damp or wet surfaces.
- P. Take special precautions when using power tools on a scaffold or other locations that restrict movements.
- Q. Be sure the power tool is off and motion has stopped before setting the tool down.
- R. Disconnect the tool from the power source before changing drills, blades or bits or attempting repair or adjustments. Never leave a running tool unattended.

XIV. WOODWORKING MACHINERY

- A. Safety guards on woodworking machinery must remain in place at all times.
- B. Never place hands or other parts of the body or clothing in or near moving parts of woodworking machinery or equipment.
- C. 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.
- D. Only trained and authorized personnel may operate powered woodworking machinery.
- E. 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.
- F. Operators must utilize barriers or safety devices installed or provided for use with any woodworking machinery.

XV. 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, work shop, 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:

- A. 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.
- B. A post accident drug/alcohol test will be administered to any student, instructor, employee who has been injured while working with CEF.
- C. Any serious safety violations.

XVI. CEF POLICY ON WEAPONS

Construction Education Foundation, Inc. wants to provide as safe a work environment free from the threat of violence and hostility as reasonably possible. To meet that goal, the foundation has prepared a firm stand on weapons.

This policy applies to all CEF students, instructors, employees, and associates as well as all classrooms, shop or areas, and/or areas where events are sponsored by the foundation.

- A.** Maintaining the safety and security of its students, instructors, employees and associates requires CEF to prohibit the carrying, brandishing, wearing, use in a threatening manner, or concealment of handguns; irrespective of whether the owner/bearer has a state issued permit or not. Additionally, CEF prohibits the brandishing, use in a threatening manner or concealment of other offensive weapons on its property, at job sites, training areas, classrooms or the placement of such weapons in company vehicles.
- B.** Offensive weapons can include shotguns, rifles, automatic weapons, explosives, acids and caustic materials, exotic or martial arts weapons and certain types of knives.
- C.** Tools can be classified as offensive weapons, and become one if used in a threatening manner. Defensive weapons such as mace, pepper sprays, stun guns or any similar device may be carried, but if used in a threatening manner they become offensive weapons.
- D.** In order to enforce this policy, CEF reserves the right to inspect all belongings of students, instructors, employees, and associates on its premises, including inspection of toolboxes, briefcases, personal and company vehicles.
- E.** Violation of this policy can lead to termination of employment, dismissal from any CEF program and/or arrest.

DFW EDUCATION CENTER

EMERGENCY ACTION PLAN

FOR SAFETY OR CLASS CONCERNS

This EMERGENCY ACTION PLAN provides a guide for action to ensure the safety of all **Construction Education Foundation, Inc.** employees and students attending classes at **DFW Education Center** located at 1401 W. Royal Lane, DFW Airport, TX. For this plan to be effective it is essential that all students and classroom instructors read and understand this plan.

Failure to adequately prepare for potential emergencies can result in injury or death of personnel, loss or damage of facilities, property and equipment.

This EMERGENCY ACTION PLAN provides appropriate responses not only to fire but also to a variety of emergency situations, which may be encountered.

All **CEF** students are encouraged to submit to instructors any comments or suggestions, which they feel, will benefit their safety.

EMERGENCY NOTIFICATION

All emergencies should be reported immediately to a member of **CEF's** staff. Whenever possible one or more of the following people should be notified:

Name: Lori Purviance
Number: Office: (972) 574-5200 Cell: (817) 822-3550

Name: Jonna Noble
Number: Office: (972) 574-5200 Cell: (817) 822-3277

FIRE, POLICE or EMERGENCY MEDICAL PERSONNEL

If situations, which require responses from the Fire Department, Police Department or Emergency Medical Personnel, are deemed necessary, you should call 911 and provide them with all requested information. In the event that a fire alarm has been activated, fire and police are notified automatically.

EMERGENCY EVACUATION

In the event of a fire alarm you are to evacuate the building according to the following procedure. Any time you hear the fire alarm horns sounding you must leave the building immediately. Never assume that an alarm is false or simply a drill.

When a fire alarm occurs you should:

- Leave the building through the nearest exit.
- Evacuation route and procedure will be discussed the first night of class.
- Once outside the building, assemble in the parking lot well away from the building and clear of traffic paths.
- Remain assembled in a group in order for a head count to be accomplished by the Instructor.
- Remain in the parking lot until the fire department or a member of management gives the all-clear signal.

EMERGENCY INSTRUCTIONS

The following are procedures to follow in response to a variety of emergency situations.

FIRE

Notify the Instructor and proceed calmly to the nearest emergency exit. If the fire alarm system has not been activated, you should activate a fire alarm pull station if available. Leave building and proceed to the parking lot well away from the building and traffic lanes.

INJURY/SERIOUS ILLNESS

Notify the Instructor. If outside immediate emergency medical treatment is needed, call 911. Provide them with nature of emergency, your location and any other information requested. Person making call will assign a person to meet emergency personnel and direct to scene of accident. When appropriate, injured or ill person may be taken to the nearest emergency medical facility.

Hospital Nearest to:

Baylor Medical Center, Grapevine
1650 West College
Grapevine, TX
(817) 481-1588

SEVERE WEATHER

Severe thunderstorms, flooding, hail, high winds, tornados are common in North Texas. Under these conditions you will always be safest by remaining inside the building until the severe condition has ended. During severe weather it is best to stay away from exterior windows. **In the event of a tornado or tornado warning everyone should move rooms 131, 132, 133, 134, or 135. These are designated as tornado shelters.**

POWER OUTAGE

In the event of power outage, even for a few minutes, a member of management should be notified. Everyone should leave areas, which have become darkened and await management's or classroom instructor's direction.

BUILDING SECURITY

If you observe any suspicious activity in or around the building, report it immediately to on site police officer, member of management or classroom instructor.

DFW Education Center

EMERGENCY NOTIFICATION PROCESS

Construction Education Foundation / Office Hours:

1401-A W. Royal Lane, DFW Airport, Texas 75261
Monday through Thursday 7:00 a.m. – 6:00 p.m.
Friday 7:00 a.m. – 12:00 p.m.
(972) 574-5200

North Lake 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 North Lake Secretary at (972) 860-7873. 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 County Community College District (DCCCD) or Construction Education Foundation (CEF) appears on one of the stations listed below, then classes have been cancelled due to inclement weather.

- Channel 4 / KDVW
- Channel 5 / KXAS
- Channel 8 / WFAA
- Channel 11 / KTVT
- KCBI / 90.9 FM
- WBAP / 820 AM
- KVIL / 103.7 FM