



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 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.
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 County Community College District in regard to the policy on weapons.

The purpose of this policy is to implement Texas Government Code, Section 411.2031, Carrying of Handguns by License Holders on Campuses effective August 1, 2017, and to outline prohibited firearms and weapons on all campuses.

FIREARMS

DCCCD prohibits the use, possession, or display of a firearm on college property or at a college-sponsored or related activity in violation of the law or college policies and procedures, unless written authorization is granted in advance by the District Chancellor or designee.

PROCEDURES

DCCCD has established the following rules regarding the carrying of concealed handguns by license holders on the campuses:

1. Only individuals with a valid License to Carry a Handgun (LTC) issued by the Texas Department of Public Safety, under Texas Government Code Chapter 411, Subchapter H, as well as licenses* from other states, the validity of which is recognized by the state of Texas, may carry a concealed handgun on or about their person on the property. *Licenses are collectively referred to as LTC herein.
2. DCCCD prohibits the use, possession, or display of any illegal knife, club, or prohibited weapons, as defined by the Texas Penal Code and described in CHF(LEGAL), on college property or at a college sponsored or related activity,

unless written authorization is granted in advance by the District Chancellor or designee.

3. While on college campuses, it is the responsibility of the holder of the LTC to conceal the handgun so that it is not partially or wholly visible to another person.
4. While on college campus, an LTC holder who is in possession of a handgun must keep that handgun on or about his or her person or in a locked vehicle, as permitted by law.
5. Handguns may not be stored overnight on college campuses, unless in a locked, privately owned or leased motor vehicle.
6. Possession of a handgun on college property while intoxicated, under the influence of illegal drugs, or while taking prescription drugs that impair judgment or physical abilities is prohibited.
7. Individuals who do not possess a valid LTC are prohibited from possessing a handgun on college campuses.
8. This policy applies to all students, staff, faculty, and visitors of the college, except for law enforcement officers licensed by a state of the United States or a federal agency and school marshals licensed by the State of Texas.
9. Open carry of a handgun on a campus of the college is restricted to law enforcement officers licensed by a state of the United States or a federal agency.
10. Students and employees of the college, with the exception of police officers employed by the college, will not inquire as to whether any person is carrying a concealed weapon or possesses an LTC.
11. The storage or transportation of a firearm or ammunition is allowed by college students, faculty, staff, and employees if the individual is authorized to such possession in a locked, privately owned or leased motor vehicle on those specific premises allowed by law and described in CHF(LEGAL).

OTHER WEAPONS

All other weapons are strictly prohibited for students, staff, faculty, and visitors on college property or at any college sponsored or related activity, including, but not limited to, long guns, location restricted knives, brass knuckles, clubs, explosives, fireworks of any kind, incendiary devices, instruments designed to expel a projectile with the use of pressurized air, such as a BB gun, martial arts throwing stars, or any weapons described in CHF(LEGAL). The possession or use of articles not generally considered to be weapons may be prohibited when the District Chancellor or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

Possession of other weapons on college campuses is grounds for immediate disciplinary action and possible prosecution for violations of state law.

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 North Lake 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]

DFW EDUCATION CENTER 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

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 West 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 County Community College District (DCCCD) 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.dcccd.edu

www.ntcef.org