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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Procedure Title: **Safety** **5.4.1**

Responsible Division: Instructional Services

Date Approved: April 2001

Safety procedures shall always be enforced, especially in shop and laboratory facilities. The following guidelines are to be followed:

1. Hazards should always be pointed out in advance. This should be done as part of the regular teaching program with special emphasis placed on the preventative approach.
2. Instructors must always be present when shops and laboratories are being used.
3. First aid to minor accidents may be given immediately by the instructor in charge of the program. Serious accidents should be treated in the emergency room at a local hospital (refer to Emergency Medical Procedure 3.16.1). These accidents must always be reported to the Vice President for Administrative Services for insurance purposes.

In the case of an accident involving medical treatment for an employee of the college, the Occupational Safety and Health Administration requires the accident to be promptly reported to the supervisor and the Human Resources Office. Adequate records should be maintained for all accidents.

4. The wearing of industrial quality eye protective devices is required of students and teachers during instruction involving any

of the following conditions or activities:

- a. Hot solids, liquids, or molten metals.
- b. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials.
- c. Heat treatment tempering, or kiln firing of any metal or material.
- d. Gas or electric arc welding.
- e. Repair or servicing of any vehicle.
- f. Caustic or explosive chemicals or materials.

Cross reference: [3.1.1 Visitors on Campus](#)
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