



Lab and Shop Use-Safety Rules and Practices

- School of Skilled Trades
- School of Engineering Technologies
- School of Media, Art, and Design
- School of Community Studies
- School of Academic Studies, Chatham-Kent
- School of Health Sciences

INTRODUCTION

St Clair College has established and will enforce safety rules and practices for the safety of student trainees to comply with the ‘*Ontario Occupational Health & Safety Act.*’ Students are required to always comply with the following rules when on the College premises, and failure to do so may result in disciplinary action, including suspension and/or expulsion.

These “Safety Rules and Practices” have within them a common theme of working conditions and standards reflecting the working environment.

SAFETY RULES AND PRACTICES

Your safety and the safety of others are paramount. All students must comply with the “*Occupational Health and Safety Act*” and College Policies and Procedures.

- 1) The College will provide support and services to all students with disabilities. The student is responsible for meeting with a counselor in Accessibility Services to discuss their functional limitations and accommodation needs to provide Accessibility Services with supporting documentation. Students are encouraged to meet with a counselor before the start of a semester to provide information and arrange accommodation. You should seek support through the Student Services Office if you feel your circumstances may adversely affect your safety or the safety of others.
- 2) If a faculty member, technologist, or technician believes that your behavior is causing concern for your safety or the safety of others, you will be requested to leave the lab or shop and meet with them outside of class. This may prompt a referral to the chair, Student Services, Health and Safety, or College Resolutions Officer as appropriate to the circumstances.
- 3) The use of alcohol, cannabis or any other drug is not permitted at any time prior to or while in the college labs or shops. Use of alcohol or drugs can impair a person’s ability to work safely. If your instructor can smell alcohol/cannabis or if use of



alcohol or drugs is witnessed by someone with proof, you will be removed immediately from the lab if running machinery.

- 4) All inquiries must be reported to the instructor immediately at the time of an incident/accident or as soon as possible afterward.
- 5) Safety Data Sheets (SDS) are available for reference for all approved hazardous materials used in the lab. Removing chemicals from labs and shops or bringing unauthorized chemicals into labs and shops are prohibited.
- 6) Any chemical spill must be reported and cleaned up safely and immediately.
 - A. All chemical protocols must be followed when mixing or applying chemicals and required personal protective equipment (PPE) must be worn (clothing, respirators, rubber gloves, etc.).
 - B. Appropriate cleaning protocols must be followed for each chemical used.
- 7) Personal protective equipment (PPE) must be worn in designated areas, including classrooms, shops, and labs where it is posted as mandatory or at any other time as per the instructions of the lab, shop instructor, or technologist.
- 8) There are designated areas in trades, construction, labs, and shops where safety footwear and other lab-specific personal protective equipment (PPE) are not required, including identified pedestrian walkways. These spaces have been assessed as minimal risk. Safety glasses are required in these areas. We strongly encourage all staff, students, contractors, and visitors to wear personal protective equipment (PPE) in the event they are required to leave the designated areas. More detail can be found within each department.
- 9) Dress code for shop and lab areas:
 - A. No sleeveless shirts, bare midriffs, or shorts are permitted in shop or lab areas.
 - B. If shirts with slogans are worn, the slogans must not be disrespectful or distasteful to classmates or faculty.
 - C. No neckties or neck gear (scarves, necklaces) should be worn in the shop.
 - D. Long-sleeved shirts may be rolled up above the elbow. (Except where necessary).
 - E. No jewelry and clothing, which could cause injury, is to be worn in the shop.
 - i. Which includes necklaces, rings, watches, dangling earrings, and any jewelry that, in the opinion of the instructor, could be a safety hazard in the shops and labs.
 - ii. No shirts with questionable slogans or bare midriffs are permitted in the shops and labs.



- iii. Jogging and sweatpants are not permitted in any shops or labs (specifically, clothing made of synthetic materials such as rayon, nylon, spandex are not permitted, denim and heavy cotton are acceptable).

10) Personal Electronics

- A. Earphones or earbuds, for purpose of listening to personal electronic devices, are not permitted in any labs or shops.
- B. Music shall not be played in labs or shops.
- C. Electronic devices may be used for lab/shop use (i.e., taking pictures of projects) only at the express permission of the instructor present or unless as part of a Lab and Field Placement Academic Accommodation Plan.

11) Students will not use any equipment, including machinery, tools, workstations, etc. without:

- A. First obtaining instruction and training of the equipment.
- B. The use of proper personal protective equipment (PPE). If you require tinted safety glasses for medical reasons a medical note will be required.
- C. Signing off on these lab/shop safety rules and practices.
- D. It is the responsibility of the instructor as well as the student to sign off on the Standard Operating Procedure (SOP) before the use of equipment. The instructor is responsible for keeping records.
- E. Obtaining permission from the instructor; and,
- F. The proper safety shields, guards, etc. in place. Students will report the absence of safety equipment and hazardous conditions to the instructor. No student shall remove a guard or protective device from any equipment.

12) Students are required to inspect all equipment, including machinery, tools, workstations, etc. to ensure that no previous damage was incurred. The student will:

- A. Report any damage, intentional or otherwise, to the instructor and/or to the department chair.
- B. No attempt to correct or operate any damaged, misaligned, or unknown equipment, including “tagged-off” equipment.
- C. Not use any tools, equipment, or machinery in a dangerous manner.
- D. Not engage in horseplay in any shop and lab.
- E. Report all spills of any kind and will clean the spills immediately.
- F. Maintain a high level of housekeeping in your work areas.

13) Where appropriate, approved lock-out/tag-out procedures must be followed with the direct supervision of the instructor. All electrical disconnect switches must have at least 3 ½ feet of clear space in front of them.

14) Compressed air must only be used for approved or assigned purposes and will not be used for cleaning equipment, individuals, or clothing.



- 15) Cigarette lighters are not permitted in any lab.
- 16) Students are not permitted in any lab or shop without the instructor or technologist present or without the permission of the department chair/manager.
- 17) Students will not handle any equipment or materials in an unsafe manner.
 - A. Non-compliance with personal protective equipment (PPE) and general safety rules will result in disciplinary action. The student will be removed from the lab or shop on the first offence. Subsequent offences will be brought to the department chair for disciplinary action.
 - B. Misuse and abuse of equipment will result in specific disciplinary action taken against the student.
- 18) Professional behaviour and attitude in the shop and labs are an integral part of the expected student performance. This includes treating others with respect, obeying all safe work practices outlined herein and taught by the instructor, housekeeping, cleanup, and general work habits. Code of Student Rights and Responsibilities will be enforced at all times.
- 19) Food and beverages are not permitted in any lab or shop other than the culinary labs.
- 20) Backpacks and jackets are not permitted in labs or shops unless a designated area is available. Designated areas will be defined by the faculty at the beginning of class. If there is no designated area in the class, students will have to rent lockers to stow their belongings. Students who place backpacks and jackets on the floor, in aisle ways, on countertops near equipment, or that are stored in any other unsafe manner will be asked to remove them from the class.
- 21) Children under 16 years of age are not permitted in any lab or shop unless they are under the direct supervision of a qualified instructor and permission has been granted by the department chair. In such instances, children will be required to have appropriate, properly fitted personal protective equipment (PPE) as specified for the lab or shop and be directly supervised at all times.
- 22) The Occupational Health and Safety Act in Ontario is intended to keep all workers and students safe in any environment that can potentially expose an individual to harm. The laws in Canada are explicit in that the safety of every person is paramount and all rules related to the health and safety take precedence. St Clair College respects the fact some students may adorn jewelry or clothing that reflects their religious beliefs or memorializes a value that is held. However, any item that



interferes with safety must be removed or replaced with an approved article that meets safety requirements in the lab or on the shop floor.

PROGRAM SPECIFIC LAB/SHOP RULES

Trades, Construction, and Engineering Labs and Shops

- CSA-approved clear safety glasses with side shields must be worn. Additional eye protection (example-goggles, face shields) must be worn when deemed necessary by the instructor, technologist, and/or department chair.
- CSA-approved safety footwear must be always worn and laced up, if applicable.
- CSA-approved hard hats must be worn while in the construction labs at all times (CCIP and any other construction lab course).
- Approved safety gloves must be worn when deemed necessary by the instructor and/or the department chair (example-welding, heat treatment, etc.).
- No gloves are to be worn around moving machinery.
- Depending on the length of hair which could be a safety hazard, the instructor will determine and advise if a hat or hair net must be worn.

Esthetician and Medical Esthetics Practitioner Program Labs

- Closed-toe shoes must be worn at all times.
- Gloves are required for various applications and must be worn as instructed.
- Lab coats/smocks must be worn while in a lab (i.e., when applying chemical treatment).

Hairstyling Lab

- Closed-toe shoes must be worn at all times.
- Gloves are required for various applications and must be worn as instructed.
- Lab coats/smocks must be worn where appropriate (i.e., when applying a chemical treatment).

Culinary and Hospitality Labs

- Shoes must be closed heel/toe and have non-slip soles.
- Double-breasted chef's jacket with an apron must be worn while in the kitchens.
- Linen pillbox hats must be worn while in the kitchens.
- Hats must cover hair. If hair cannot be adequately covered with the hat, additional hair restraints must be worn.



- Gloves are not to be worn if using power tools for ice carvings.
- Additional grooming requirements for hospitality labs must also be adhered to.

Horticulture

- Follow the 10 Rules for Chemical Safety. The faculty will hand out additional forms as required.

10 Rules for Chemical Safety – Landscape-Horticulture

The following rules apply to a wide range of products including, but not limited to fertilizers, insecticides, miticides, fungicides, herbicides, plant growth regulators, disinfectants/sanitizing agents, and biologicals.

1. Know the location and use of the first aid kit, eye-wash station, fire extinguishers, safety data sheets (SDS), showers, telephone, and building exits.
2. Always carefully read and follow all product label instructions. Pesticide labels are legal documents.
3. Target specific pest or control issues, identify the target(s), sensitive organisms, or plants. Consider this as an essential part of the application plan.
4. Confirm with teaching faculty/technicians/technologists all products being used as well as their correct application rates. All products are to be used only under direct supervision.
5. Always research, confirm and use, all personal protective equipment (PPE) in keeping with the requirements of the specific product and staff instructions.
6. Properly post all areas that have been treated, according to the requirements of the specific product.
7. Complete a thorough clean-up of all working surfaces, mixing and application equipment, and personal protective equipment (PPE).
8. Using soap and water, always wash well after an application. Shower facilities may be used as necessary.
9. Record all pesticide and plant growth regulator product applications in the spray logbook. Use the standard format provided.
10. Observe and obey any re-entry intervals (REI), ventilation requirements, and post-application handling precautions.

- CSA-approved safety footwear must be worn.
- CSA-approved safety glasses or face shields must be worn as instructed.
- Hearing protection must be worn as instructed.

Welding

- Welding jackets must be worn and buttoned up in the welding shop and other areas when welding operations occur. Appropriate welding gloves must be worn when welding operations occur.
- Welding helmets must be worn while ARC, MIG, and TIG welding. Welding goggles must be worn while cutting operations or oxy-acetylene welding operations occur.
- Welding-specific personal protective equipment (PPE) must be worn while inside the designated area inside the welding curtain/screen.



- CSA-approved safety footwear and safety glasses must be worn where it is posted.

Chemical Laboratory Technology Program

- Lab coats must be worn at all times in the chemistry labs.
- CSA-approved safety goggles must be worn at all times when using caustic chemicals or other chemicals when requested by the instructor.
- CSA-approved safety glasses with side shields must be worn at all times when handling all chemicals.
- Appropriate gloves must be used at all times while handling chemicals.
- Dispensing must be done under fume hoods as directed by the instructor.
- Closed-toe shoes must be worn.
- Any other safety rules discussed and reviewed for any particular lab or experiment, must be followed.

Fashion Design Technician Program

- Closed-toe shoes must be worn at all times in sewing and pattern labs.
- CSA-approved safety glasses with side shields must be worn at all times when operating the sewing machines.

National Powerline Technician Program

- The Powerline program has an extensive set of safety rules, all of which will be reviewed with you by your faculty and signed off on separately from these rules.
- CSA-approved hard hats, safety boots, safety glasses, and gloves must be worn while in the National Powerline Training Centre and/or Training Field.
- Students who are specifically trained in confined space entry and rescue must follow the Ministry of Labour Confined Spaces guidelines when entering and exiting the inground vault in the National Powerline Training Field. The administration must ensure that all faculty/instructors supervising this operation, must have the necessary training and equipment for confined space rescue.

Automotive Building

- CSA-approved safety shoes and glasses with side shields must be worn in designated areas where posted as mandatory at all times.

Woodworking Labs

- CSA-approved safety shoes and glasses with side shields must be worn in designated areas where posted as mandatory at all times.

Power Engineering



- CSA-approved safety shoes and glasses with side shields must be worn in designated areas where posted as mandatory at all times.
- Hearing protection is required when equipment is in operation.

FCEM

- CSA-approved footwear and glasses with side shields must be worn in designated areas where posted as mandatory at all times.

Medical Laboratory

- Eating and drinking is strictly prohibited in all areas of the laboratory.
- Cell phone and personal electronic devices are strictly prohibited in all areas of the laboratory. Permission for use of such devices for labs deemed non-biohazardous will be determined by the Professor for the course.
- Food and beverages must not be stored in the lab.
- Application of cosmetics other than hand creams and the handling of contact lenses in the technical work area are prohibited.
- Contact lenses (especially soft) will absorb certain solvents, and constitute a hazard in splashes or spills, offer no protection from a splash and may concentrate caustic material against the cornea or prevent tears from washing a caustic away. It is strongly recommended that contact lenses not be worn in the laboratory, or if worn, safety goggles must also be worn.
- Students must have safety glasses or goggles on at all times during laboratory sessions. Side shields for eyeglasses are only permitted if they form a complete seal, with no gaps.
- Jewelry and loose clothing (e.g., ties) must not be worn in the laboratory areas where there is a danger of it being caught in equipment or contaminated by infectious substances or chemicals.
- Personal property must not be placed in the laboratory areas where contaminations can occur. This includes backpacks, jackets etc.
- Laboratory workers and visitors are required to wash hands immediately after contact with blood, body fluids or other contaminated materials, after removing gloves, before and after using the toilet, before leaving the laboratory and before eating or smoking.
- All staff and students will wear a lab coat (front fastened) when in any laboratory working area. All coats must be removed when leaving the laboratory. For all biohazardous laboratory sessions, college lab coats are to be worn. These laboratory coats will be laundered at the college.
- Shoes should be made of an acceptable rigid form of construction with closed toes and heels, covering the entire foot. Heels and soles should be constructed of non-skid material. Footwear should protect from hazardous liquids and be easily cleaned and disinfected. High-heeled or low-heeled shoes are not permitted.
- Hair longer than collar length must be secured back and off the shoulders in such a manner as to prevent it from encountering contaminated materials or surfaces and to prevent shedding of organisms into the work area. Do not comb hair in the laboratory.



- Men with beards must observe similar precautions. Long beards are a danger regarding moving equipment and all beards are a source of bacterial contamination.
- Mouth pipetting is strictly prohibited. There are pipetting aids available for every task.
- Conduct procedures potentially generating aerosols in a biological safety cabinet. All waste is to be disposed of as per direction.
- Do not lift or move items that are too heavy. Ask for assistance. Use laboratory carts.

Diagnostic Cardiac Sonography

- No food or beverages of any kind are allowed in the scanning area
- Students are responsible for maintaining a tidy workspace (i.e.. clearing dirty linen/towels, cleaning probes, machines, and filters). Linen/towels, transducer cleaner and gel are to be used prudently. Notify faculty if supplies are running low. It is the responsibility of the students to restock towels and sheets, change linens on scan tables, as well as fill the gel bottles. This is part of your professional practice and shows that you are ready and prepared to learn while maintaining a clean and safe lab environment
- Professional behavior and attitude in the lab are an integral part of the expected student performance. This includes treating others with respect, obeying all safe work practices outlined herein and taught by the instructor, housekeeping, clean up and general work habits. Student Code of Conduct will be enforced at all times
- Backpacks and jackets are not permitted in labs unless there is a designated area available for them. Designated areas will be defined by the faculty at the beginning of the class. Students who place backpacks and jackets on the floor, in aisle ways, on countertops near equipment or that are stored in any other unsafe manner will be asked to remove them from the class
- Children under 16 years of age are not permitted in the lab unless they are under the direct supervision of a qualified instructor and permission has been granted by the Department Chair

Attire:

- Scrub uniform – OLIVE GREEN SCRUBS ONLY – are required for all lab days (no patterns or additional colours)
- Long sleeves can be worn under scrub tops – no sweatshirts or hoodies
- Indoor athletic shoes only (Open-toe shoes and backless shoes are prohibited)
- St. Clair College logo/patch must be attached to the sleeve and must be visible at all times

Personal:

- Long hair must be tied back and kept away from the face
- Nails should be kept short and nail polish should not be chipped – chipped nail polish can harbour bacteria
- Safety and asepsis should be kept in mind at all times

Jewelry:

- Kept to a minimum – additional piercings should be removed or covered while in the lab

SPECIAL NOTE: Please observe the “FRAGRANCE FREE” Policy.



Personal Protective Equipment (PPE)

- Gloves must be used at all times while scanning in the Sonography Lab
- Students can wear protective eyewear and face masks if they choose to do so

Personal electronics:

- Earphones or ear buds, for the purpose of listening to personal electronic devices are not permitted in the lab
- Music shall not be played in labs
- Electronic devices may be used for lab (i.e.: taking pictures of projects, protocols) only with the permission of the instructor present. Students will be asked to leave the scan lab if they are discovered using personal electronic devices during work time. Please keep devices in the secure place on “silent” mode

Equipment:

- Students are required to inspect all equipment and workstations, etc. to ensure that no previous damage was incurred

The student will: a) Report any damage, intentional or otherwise, to the instructor and /or to the Department Chair b) Not attempt to correct or operate any damaged, misaligned, or unknown equipment, including “tagged-off” equipment c) Not use any tools, equipment, or machinery in a dangerous manner d) Not engage in horseplay in any lab e) Report all spills of any kind and will clean the spill immediately

Absences:

- Punctual attendance at scan labs is mandatory. If a student should miss a lab due to an extenuating circumstance (outlined earlier), documentation must be provided, and a make-up lab will be arranged.
- Absences for scheduled labs without permission or proper documentation will require students to submit a 3-page typed and referenced report on the material covered in the labs that they were absent to demonstrate competency.
- Displaying a behaviour of tardiness will result in dismissal of the student from lab. The student would be required to follow the missed lab guidelines.

Group Expectations:

- A rotating scan schedule provides students with the opportunity for fair practice. During lab time, students may be expected to rotate through three roles - the patient, the technical observer, and the sonographer. Cooperation, positive input and mutual respect are the expected behaviours.
- Scanning will be limited to ONLY the area of focus/interest that is being taught during that particular lab.
- Some students may be excluded from the patient role during scanning or testing. This is only at the discretion of the instructor/technologist. Accommodations for personal reasons must be discussed with the lead instructor.



- Scanning of students other than those enrolled in the Diagnostic Cardiac Sonography Program is prohibited, unless organized by the instructor/College.
- Safe practice in scan labs requires the use of the ALARA principles at all times.

Sonography Scan Lab

- No food or beverages of any kind are allowed in the scanning area.
- Students are responsible for maintaining a tidy workspace (ie. putting away dirty towels, cleaning probes, machines, filters and probes) Laundry, transducer cleaner, gel and towels are to be used prudently; notify faculty if supplies are short. It is the responsibility of the students to restock towels and sheets, change linens on the tables, as well as fill the gel bottles. This is part of your professional practice and shows that you are ready and prepared to learn while respectfully maintaining your learning space.
- Professional behavior and attitude in the shop and labs are an integral part of the expected student performance. This includes treating others with respect, obeying all safe work practices outlined herein and taught by the Instructor, housekeeping, clean up and general work habits. Student Code of Conduct will be enforced at all times.
- Backpacks and jackets are not permitted in labs or shops unless there is a designated area available for them. Designated areas will be defined by the Faculty at the beginning of class. If there is no designated area in the class, students will have to rent lockers to stow their belongings. Students who place backpacks and jackets on the floor, in aisle ways, on countertops near equipment or that are stored in any other unsafe manner will be asked to remove them from the class.
- Children under 16 years of age are not permitted in any lab or shop unless they are under the direct supervision of a qualified Instructor and permission has been granted by the Department Chair.

Attire:

- Scrub uniform – RED SCRUBS (ONLY) are required for all lab days (no patterns or additional colors)
- Long sleeves can be worn under scrub top – no sweatshirts or hoodies.
- Indoor Athletic shoes (No open-toed or backless shoes are allowed.)
- St Clair College logo on the scrubs on the right sleeve (must be visible at all times)
- Long hair must be tied back and kept away from face.

Personal:

- Safety and asepsis should be kept in minds at all times. Nails should be kept short and nail polish should not be chipped (chipped nail polish can harbor added bacteria)

Jewelry:

- Kept to a minimum. Additional piercings should be removed or covered while in the lab.
Special note: please observe the “Fragrance Free” policy which is in effect at clinical sites



Personal protective equipment (PPE):

- PPE's (gloves) must be used at all times for designated exams at the instruction of the Lab Instructor or Technologist.

Personal electronics:

- Ear phones or ear buds, for the purpose of listening to personal electronic devices are not permitted in any lab. They are to be used only when using the Scantrainer equipment as directed by the lab instructor.
- Music shall not be played in labs
- Electronic devices may be used for lab (i.e. taking pictures of projects, protocols) only at the express permission of the Instructor present. Students **will be asked to leave** the scan lab if they are discovered using the device during work time. Please keep devices in a secure place on "silent" mode.

Equipment:

- Students are required to inspect all equipment and work stations, etc. to ensure that no previous damage was incurred.

The student will:

- Report any damage, intentional or otherwise, to the Instructor and/or to the Department Chair;
- Not attempt to correct or operate any damaged, misaligned or unknown equipment, including "tagged-off" equipment;
- Not use any tools, equipment, or machinery in a dangerous manner;
- Not engage in horseplay in any shop and lab;
- Report all spills of any kind and will clean the spill immediately

Absences

- Punctual attendance at scan labs is mandatory. If you are unable to attend a scheduled class, please make arrangements to switch with another student, and notify the instructor ahead of time. Provisions for extenuating circumstances are outlined in the Responsibility Contract contained in this manual.

Group expectations

- A rotating scanning schedule provides students with the opportunity to scan a variety of anatomy in small groups. Cooperation, positive input and mutual respect are the expected behaviors. The students will participate in each of three roles as members of the scan group. Scanning will be limited ONLY to the area of focus/interest that is being taught during that particular lab. Each student is expected to come to class prepared for the appropriate region of the body. ie. bladder full for female pelvis scanning, NPO for abdominal scanning. Some students may be excluded from the patient role during scanning or testing. This is only at the discretion of the instructor/technologist. Accommodations for personal reasons must be discussed with the lead instructor.
- Scanning of non-sonography students is prohibited, unless organized by the instructor/college. Safe practice in scan labs requires the use of the ALARA principle at all times.



Dental Lab

Dental Material Lab

- Students may utilize the dental labs during regular scheduled clinic hours. Independent lab times are posted for students to work on dental material projects. Students must notify and sign up at the dispensary prior to entering the lab. All safety measures must be adhered to when working within the dental laboratory setting, as indirect supervision will be enforced by the dental technician and clinical instructors.
- Students are assigned designated areas by groups in all laboratory sessions and must adhere to these during all sessions.
- Students' belongings (purses, textbooks, etc.) must be kept below the lab tables.
- Students must wear the required attire upon entering the 3116 dental lab, to include the appropriate PPE. Failure to do so will result in being dismissed from the laboratory.
 - a. No open-toed shoes
 - b. Glasses with side shields must be on in the rm 3116 lab. For rm 3115 stand-up lab impact resistant safety glasses must be worn. (If prescription glasses are required-impact resistant safety glasses may be worn over top the Rx glasses)
 - c. Knee length lab coats must be worn and fully buttoned.
 - d. Hair is to be worn in a manner that promotes safety as well as good vision.
 - e. No bracelets, necklaces, or large dangling earrings that may present a safety hazard, are not to be worn.
- Students must adhere to infection control while working in the dental laboratory.
- To prevent cross contamination of dental materials, care should be used when handling all dental materials.
- Students should familiarize themselves with the SDS (Safety Data Sheet) when using any chemicals.
- All laboratory equipment and work areas must always remain clean and tidy.
- Students are expected to restock all materials.
- Alcohol torches and hot water baths are to be carefully monitored. If a burn occurs, immediately apply cold water to the affected area. If a fire occurs, use the fire extinguisher.
- Be careful when handling knives or other sharp instruments.
- Handle hot instruments with care.
- Model trimmers and dental lathes can cut and damage fingers. Follow instructions for their use and handle it with care. Make sure they are turned off after use.
- If an accidental cut or burn or eye injury is received, the student will report it to the clinical instructor on duty. Any serious accident will need to be reported and an incident report form completed.
- It is important not to leave impression material or stone on equipment, counters or floors. All vibrators are to be bagged prior to use, to prevent gypsum products from adhering to their outer surfaces. Also, all countertop space in the working area should be covered with butcher paper prior to beginning your lab work.
- Cleaning up in the laboratory is mandatory. During class time, a class monitor will be assigned for each session to ensure complete cleanliness. During independent study



time, students are responsible for cleaning their individual working areas. Abuse of the privilege of overtime sessions will result in the withdrawal of the opportunity.

Dental Radiology Lab

- Dental radiographic equipment must only be operated by qualified individuals or persons in training who are under direct supervision.
- Except for those people whose presence is essential, all persons must leave the room when the irradiation is carried out.
- A minimum distance of 2 m must be maintained between the operator and the intra-oral, panoramic, or cephalometric X-ray source. Direct radiation exposure to students **MUST** not occur.

Radiology Lab Guidelines

- Students must wear appropriate personal protective equipment (PPE) gloves, mask, protective eyewear when indicated.
- Students must ensure infection control protocol (IPAC). Disinfect countertop, x-ray unit, PID, lead apron and thyroid collar, chair, and control panel. For more specific instructions see the SCC radiology protocol posted in each radiology operatory.
- Protective barriers are placed on the control panel and receptor.
- Use sterile bagged radiology components (rings, rod, sensor ant, posterior and BW bites)

Radiology Lab Safety Guidelines

- Except for those people whose presence is essential, all persons must leave the room when the radiographic examination is carried out.
- The primary beam of the dental X-ray device must not be directed towards any personnel or the public unless appropriate shielding intercepting the primary beam is in place.
- The request for a dental X-ray examination of a patient should be based on history and clinical evaluation of the patient and should be for the purpose of obtaining diagnostic information, provision of safe and efficient treatment or for monitoring patient treatment.
- The operator must not perform any X-ray examination unless it has been prescribed by the prescribing dental practitioner responsible for the patient.
- Lead aprons and thyroid shields must be used for all patients except for a panoramic exposure (no thyroid collar)
 - a. Periapical receptors, bitewings, occlusal exposures: always utilize the lead apron and cervical collar for each client.
 - b. Panoramic Exposures: always utilize the appropriate lead apron (one draping the front of the client; the other on the back)
- The dental receptor (sensor / phosphor plate/ film) should be fixed in position with a holding device. Students must **never** hold a receptor in place for a patient during an exposure.
- The radiographic tube head must not be held by hand during operation.



- Dosimeter badges will be placed outside the radiology rooms in both clinic and the radiology suite for area monitoring. Personal Dosimeters are no longer required for dental settings.
- Energized dental X-ray equipment if not attended, **MUST** be turned off.
- Report any accidents or emergencies which occur in the radiography room to the instructor on duty. Complete an incident report.

OTA/PTA

- No student(s) are allowed access to the lab unless supervised directly by an authorized faculty or staff member.
- Unsupervised use of any or all equipment in the lab is strictly forbidden unless directly supervised by an authorized faculty or staff member
- Food (including gum) and drinks are strictly prohibited in the lab. Consumption of water is allowed if beverage is in a sealed non-glass container (water bottle).
- Treatment benches are to be used solely for the purpose of authorized lab activities. Benches are not to be used for casual sitting or as substitute desks.
- Footwear of any type is strictly prohibited on treatment benches.
- All equipment and laundry/towels and pillows must be returned to place of origin prior to leaving lab.
- All equipment must be cleaned appropriately after use.
- No equipment is to leave the lab area unless specifically authorized by Instructor.
- Should any equipment require maintenance or is damaged during lab time, notify instructor immediately.
- Should any injuries occur while in the lab, no matter how slight, notify instructor immediately. Incident report will be filed as appropriate.
- In event of the need to evacuate the classroom, do the following: Leave in an orderly manner, via designated fire exit routes, as directed by your Instructor. Close any doors as you leave. Do not re-enter the building until an 'all clear' signal is given by a staff member.
- All equipment must be treated with respect. Failure to do so will result with immediate dismissal from the lab. Expelled student will require meeting with Instructor/Program Coordinator and Chair of Health Sciences in order to be reinstated.
- All safety protocols outlined by Instructor must be followed at all times.
- All students will review the "Patient Handling for Healthcare Workers" - Occupational Health Clinics for Ontario Inc. Link Below:
<http://www.ohcow.on.ca/uploads/Resource/General%20Handouts/Healthcare%20Workers%20Patient%20Handling.pdf>
- All students will review the "Accessibility" PDF located on the Blackboard Page for each course utilizing the OTA & PTA Lab.
- All students will review the SCC Health and Safety and WHMIS training available on Blackboard under each course requiring use of the lab. Completion of the quiz will be required for OTP 200 and subsequently will be recorded in the Blackboard grade center. Completion of the quiz will be only be required for the first lab course completed (OTP



200) and should be reviewed – and declared as such but signing this document – for each lab course thereafter.

- All students are STRONGLY ADVISED to review the SCC Student Code of Rights and Responsibilities at the link below:
[http://www.stclaircollege.ca/student services/documents/Code of Rights Responsibilities.pdf](http://www.stclaircollege.ca/student services/documents/Code_of_Rights_Responsibilities.pdf)

Paramedic Program

- Please ensure that you sign in at the beginning of each practice lab on the sign in sheet.
- Please be on time for the start of the lab.
- Please DO NOT switch lab classes (morning-afternoon) without the ADVANCE permission from your Professor.
- When in the lab and using equipment, CSA approved boots must be worn.
- All equipment must be used as taught.
- Prior to using any equipment, students must have proper instruction/training by St. Clair College Paramedic Program Faculty.
- Please ensure that you ask your lab instructor for any supplies or equipment from the store room (Please do not just help yourself)
- Please ensure that all equipment is cleaned and properly stored in its' proper case and/or place in the store room.
- Please **DO NOT** attempt lifting without spotters and direct supervision by St. Clair College Paramedic Program Faculty.
- All stretches must be lifted and lowered with 2 people. One at the head and one at the foot end.
- When using the stretchers, pinch zones must be avoided, and proper releasing techniques must be used.
- When lifting any heavy equipment or persons, proper body mechanics must be used
- If using the weights, a spotter should be available.
- When walking up or down the stairs is be utilized with any type of weighted lift, a minimum of two spotters will be necessary.
- When a person is on the scoop or fracture board and will be carried or moved, restraints must be used.

Vet Tech Program

- Eye protection, and an approved 3/4 length lab coat must be worn in the lab at all times. Disposable gloves are available for use.
- Lab coats must be laundered weekly.
- Open shoes or sandals are not permitted.
- Long hair must be tied back.
- Performance of unauthorized experiments is not allowed.
- Students are NEVER to work alone (without direct teacher supervision).
- Consumption of food or beverages and chewing gum is not permitted in the lab.



- Clean your work area and replace/return all equipment to its place of origin when the experiment is completed.
- Students must sanitize their hands at the beginning of lab, and wash their hands at the end of lab.
- Waste chemicals are to be disposed of as explained by your instructor.
- Broken glassware is to be swept up and placed in sharp containers, not placed in garbage bins. The instructor should be notified of the breakage.
- Immediately report to the instructor any cuts, burns, or inhalation of fumes, even if they are minor.
- Consider all chemicals to be hazardous and read all labels carefully.
- Chemicals are never to be taken from the laboratory.
- Students should know the location of fire extinguishers and eye wash stations and how to use them.
- In the event of the need to evacuate the classroom, leave in an orderly manner, via designated fire exit routes, as directed by your instructor. Close any doors as you leave. Shut off gas and electricity at their sources. **Do no re-enter the building until an “all clear” signal is given by a staff member.**

Michael Silvaggi

Vice President, Academic and Registrar



ACKNOWLEDGEMENT FORM

I, the undersigned student, having in my possession and having read the “St. Clair College Lab and Shop Use-Safety Rules and Practices,” agree to abide by the said terms.

Furthermore, a faculty member of St. Clair College has explained the procedures, rules, and operational practices to me **face to face prior to my entry into a lab and/or shop**, and I understand their meaning and the consequences of contravening any of the set standards.

Student Name (please print)

Student Number

Student Signature (please sign)

Date

Faculty Member (please sign)

Date