1. **COLLEGE COMMITMENT ON SAFETY**

   **SAFETY POLICY** - WCTC is committed to the provision of a safe and healthy environment for the protection and well being of students, staff and visitors. To this end, WCTC will uphold and enforce all applicable federal, state, local and college safety laws, rules, and regulations.

   **ADMINISTRATIVE RULES/PROCEDURE** - The personal health and safety of each employee and student is of primary importance. WCTC recognizes its obligation to provide a safe and healthful working and instructional environment and to make a concerted effort to minimize the number and severity of occupational injuries and illnesses.

   Therefore, WCTC has a formal Safety and Accident Prevention Program which includes a Safety Committee, development and implementation of safety and health rules, procedures, training programs, inspection of work sites and operations, and continual analysis of personal and vehicular accidents.

   This commitment to the safety of WCTC’s employees and students includes a commitment to comply with all applicable safety laws and regulations to prevent injuries, exposures to chemical hazards and illness, which result from the functions and business of the college.

   **SCOPE OF THE PROGRAM** - The Safety and Accident Prevention Program encompasses both actual and potential personal injuries and illnesses arising out of employees’ jobs and from instructional activities and all accidents involving WCTC vehicles whether or not they resulted in personal injury.

   **GOALS & OBJECTIVES** - The primary goals of the Safety and Accident Prevention Program is to increase the safety awareness of all employees and students to develop safer habits during work or instructional activities, to eliminate hazards from the work place and classrooms, and to reduce the number and severity of work and instructional related injuries.

   Reducing the number and severity of employee injuries sustained while working for WCTC will both increase the overall productivity of the work force and save money.

   **RESPONSIBILITY**

   *President’s Executive Cabinet* - The administration desires that WCTC be a safe place to learn and work and will uphold the safety policies and procedures to this end. The administration supports the safety/security committee’s efforts and, in some cases, may need to resolve identified safety concerns.
Environmental Health & Safety Office - The Environmental Health & Safety Office is the safety office for WCTC. As directed by the Director of Human Resources, the Environmental Health & Safety Coordinator will devote necessary work time to the Safety and Accident Prevention Program and will:

- Maintain comprehensive records of personal accidents and injuries and perform statistical analysis of them to determine trends, problem areas, and overall safety performance.

- Prepare monthly summaries of accident reports and costs to be submitted to the Director and the Safety/Security Committee.

- Conduct follow-up investigations, when necessary, of accidents and injuries occurring in WCTC operations to determine causes and enhance the establishment of preventive measures.

- Maintain accident investigation forms completed by managers or department heads and conduct follow-up investigations where needed to insure that identified unsafe conditions or practices have been corrected.

- Inform the director and other pertinent managers about the status of matters affecting the Safety Program and the relative performance of all departments and divisions regarding safety practices.

- Coordinate compliance with federal, state, and local safety laws and regulations, including the Employee Right to Know Law.

- Coordinate the safety training for employees and students.

- Serve as a resource person to managers conducting safety inspections of their operations and facilities.

- Advise and assist managers in their administration of active, effective department safety programs.

- Administer the processing of workers’ compensation claims, maintain adequate records of personal injuries and file reports required by the Department of Commerce and Workers’ Compensation Act.

- Serve as a permanent member and chairperson of the Safety/Security Committee.
Safety/Security Committee - The Safety/Security Committee will develop and recommend to the Director and managers matters of policy and procedure affecting administration of the Safety Program. The Committee will be responsible for:

- Developing and maintaining a general set of Safety Rules.
- Assisting the departments in developing and upgrading specific safety rules and procedures for their operations.
- Planning and recommending policies and procedures affecting the development and administration of an aggressive accident prevention program for all employees and students.
- Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of overall accident prevention efforts and to develop recommendations for improvement.
- Furnishing advisory opinions based upon reliable safety research sources concerning: new operations, techniques, mechanical protective devices, safety protective equipment, and safety engineering specifications in purchase of new equipment.
- Be a resource to the unit managers making follow-up investigations of accidents and safety inspections, when appropriate.
- Assisting in preparation and review of safety procedures.
- Making recommendations concerning safety promotional efforts and providing for communication of solutions to safety problems so that all departments may benefit from shared experience.
- Reviewing all safety related suggestions and replying to them within forty-five days.

Department Heads/Supervisors - Managers are responsible for:

- Reviewing and analyzing accident investigation reports for: accuracy and completeness (conducting follow-up investigations if incomplete); adequacy of corrective action; identification of accident problems or trends and determination of what order they should be given attention.
- Reviewing safety inspection reports, job safety analyses, supervisors’ safety observation reports and employee suggestions for possible changes in work practices or procedures, safety procedures, protective devices or equipment, and/or training.
Planning and implementing promotional safety activities.

Developing practical safety inspection procedures and assisting in making inspections.

Assisting with the monitoring of all lost time injuries to ensure that the proper medical substantiation has been provided.

Ensuring that all appropriate safety practices and rules are followed.

Correcting safety problems identified to them in their areas with help from their supervisors, if necessary.

**Faculty -** Responsibilities of all faculty are:

- Enforcing all applicable safety rules, regulations and procedures.
- Ensuring that needed safety instructions are provided to all students.
- Providing safety instructions that focus attention upon safe behaviors, emphasizing potential hazards, changes in work conditions or procedures, etc.
- Actively supporting safety promotional measures.
- Observing and evaluating procedures to detect and correct unsafe conditions and practices.
- Promptly investigating accidents and completing required reports.
- Being receptive to and encouraging students to report unsafe practices and conditions and to submit practical suggestions for correction.
- Participating in training courses designed to increase their professional knowledge of safety principles and techniques.
- Establishing and maintaining high standards in housekeeping and personal and environmental sanitation.
- Ensuring that tools, equipment and protective devices are properly maintained and properly utilized.
- Monitoring students’ use of equipment in classroom laboratories and shops.
Staff - All employees are responsible for:

- Promptly reporting to the department head, associate dean, or manager all work related accidents and injuries.
- Promptly reporting to the supervisor all observed unsafe practices or conditions.
- Cooperating with and assisting in investigation of accidents to identify correctable causes and to prevent recurrence.
- Actively supporting safety promotional and educational measures utilized in safety programs.
- Becoming familiar with and observing approved safe work procedures for their work activities.
- Observing all applicable safety rules and regulations.

Students - Students are responsible for:

- Behaving in a safe manner, protecting himself/herself from injury preventing accidents, injuries, or threat thereof to others.
- Respecting property, following rules presented by the instructor or the department head in the area of study, using caution when driving and walking on the college lots.
- Students shall not use equipment in the labs/shops without supervision (instructor, lab assistant, educational assistant) excluding open computer labs.

SAFETY RULES

Visitors to WCTC - Visitors are expected to follow all the safety rules of the college.

THESE SAFETY RULES ARE APPLICABLE TO ALL EMPLOYEES, STUDENTS AND VISITORS/USERS OF WCTC FACILITIES (Additional safety rules and regulations may be established by the College or by individual Departments as deemed necessary.)

General Safety Rules
Waukesha County Technical College
Manual of Safe Practice

• Drivers of WCTC vehicles must have a valid driver’s license and must be familiar with and obey all state and local regulations governing vehicle operation. Van drivers must pass van drivers training.

• Seat belts must be worn while traveling in a private/personal or college motor vehicle on WCTC business.

• Parking in designated fire lanes is not permitted.

• Machinery and equipment must not be operated without prior authorization and previous training.

• All machine guards must be used and kept in proper working order.

• No one is to operate machines, power equipment or motor vehicles when taking prescription or non-prescription drugs that may impair judgment, slow reaction or cause fatigue.

• Use, possession, or distribution of narcotic or illegal drugs is not permitted.

• Use of unauthorized or illegal distribution of alcoholic beverages is not permitted other than at events which have been licensed or approved.

• Reporting to class/work under the influence of alcohol is prohibited.

• Use of tobacco products are NOT permitted on college property or in college vehicles.

• Anyone in an area governed by specific safety rules, i.e., labs, machine shops, etc. must know and follow the rules for that area.

• Everyone must wear approved personal protective equipment if the task they are performing requires it, or upon entering an area where personal protective equipment is required.

• Horseplay (e.g., pushing, shoving, etc.) is not permitted.

• All accidents/injuries must be reported to the Safety Office in A102A within 24 hours. A WCTC Accident Report form must be completed by the injured person, or if physically unable to do so, by someone knowledgeable about the accident/injury. The form must be reviewed for completeness and signed by the person supervising the activity.

• Unsafe conditions, unsafe procedures, or near accidents must be reported immediately to the responsible manager.
Storage areas must have properly secured shelving units.

Aisles, doors, doorways, walkways and stairwells must be kept free and clear of any obstructions that would restrict free passage. Doors must be able to open freely and completely.

Exits must not be locked or chained when doing so would impede exit or evacuation from a building.

Exits must be properly marked (exit lights), and any deficiencies reported immediately to the Facilities Services Department.

Everyone must comply with prescribed evacuation procedures, and cooperate fully with responding emergency personnel.

Employees/students must not dispose of materials without first determining whether the materials meet the criteria establishing them as hazardous wastes.

Hazardous and bio-medical wastes must be disposed of by approved methods only.

Waste materials must be introduced into the sewer system ONLY after it has been determined that the wastes are not by definition hazardous, and/or if the disposal procedure meets local, state or federal requirements.

**Fire & Chemical Safety Rules**

- Fire exits, fire extinguishers, fire blankets, first aid kits, fire alarms, eye wash stations, chemical showers, etc. must be free of obstruction.

- Fire extinguishers and fire alarm boxes (pull stations) must be prominently displayed, labeled for their use, and kept clear for easy access and usage at all times.

- Everyone must be familiar with the location of fire extinguishers and other firefighting equipment within their area.

- Discharged fire extinguishers must be tagged accordingly and immediately reported to the Facility Services department. They must not be placed back in their bracket.

- All electrical equipment used must be properly grounded. (When in doubt have the Facility Services Department inspect it.)

- Electrical outlet adapters and extension cords must be approved by the Facilities Services Director or designee.
• All electrical equipment must be turned off when not in use, except designated computers which are permitted or required to be left on.

• Portable heaters are not allowed unless approved (inspected & tagged) by the Facilities Serviced Director or designee.

• Dangerous chemicals, flammable or combustible materials must be kept in designated areas in approved labeled containers.

• Spills/leaks of any kind must be cleaned up immediately following the proper procedure for the substance spilled.

• Open flame candles or open flame fixtures are not to be used for personal use and not to be left unattended.

• Compressed gas cylinders are to be stored vertically and secured. Full cylinders should be stored separately from empty cylinders. Flammable gas cylinders should be separated from oxidizing gases.

_Laser Safety Rules_

• Instructors must know the classification (as determined by the American National Standard Safety Institute and/or the Laser Safety Officer) of the laser being used before the laser can be operated.

• Appropriate signs must be posted at the entrances to the room in which the laser is being used.

• Instructors and students must wear protective eyewear appropriate for the class of laser being used.

• All Students must receive at least one (1) hour of laser safety instruction before anyone in the class starts using a laser.

• For all class 3b and 4 lasers, proper beam and work area enclosures must be constructed.

• All laser operation and applications must have the approval of the LSO (Laser Safety Office).

• All Policy and procedures written for laser application must comply with ANSI 136.1 or 136.3 standards unless pre-approved for variance is first obtained from the LSO.
Latex Exposure Prevention

- Provide students and employees with non-latex gloves to use when there is little potential for contact with infectious materials; i.e. in the food service, routine housekeeping, general maintenance, etc.

- Appropriate barrier protection is necessary when handling infectious material [CDC 1987]. The college will use only non-latex gloves to protect students and employees from infectious materials.

- Avoid the use of and/or find substitutes for high allergen latex products. Examples of products that may contain latex are: balloons, gloves (medical and non-medical), and elastic straps (for goggles, masks etc).

BUSINESS OCCUPATIONS DIVISION

DIVISION RULES:

- See general campus safety rules.

Office Occupations

- Students shall not relocate any equipment without authorization.

- Persons shall take caution when carrying sharp objects.

- Persons shall not bring children into lab area while working.

HOSPITALITY & CULINARY ARTS DEPARTMENT

General

- The Food Code shall be the guide for sanitation and safety in the kitchen, supplemented by the Sanitation class and following the advice of the instructor.

- Gas jets and pilot lights shall be checked frequently to ensure they are in working order.

Sharp Objects

- Students and staff should not attempt to catch sharp objects when they drop. They should, instead, step out of the way when a sharp object drops to the floor.

- Knives should not be left in sinks full of water.
Knives should be sharpened frequently and at regular intervals.
Knives should be stored separately from other utensils and sorted by size.
Knives should never be left in sinks or on counters where they may be forgotten.
Steel gloves should be worn by students and staff when cleaning knives and slicer blades.

**Equipment**

- Purchasing the safest equipment and maintaining such equipment is required.
- Jewelry, loose sleeves or ties should never be worn when operating slicers.
- Guards on equipment (if equipped) must be in place and used at all times.
- Meat slicers and other grinding, chopping or cutting equipment must be kept sharp.

**Bar**

- If glass breaks behind bar near the stainless steel work station, drain all ice and check for broken glass.

**Glass**

- Glasses should never be used to scoop ice.
- If glass breaks in dishwasher or sink, it should be drained and the pieces carefully removed.
- Broken glass shall be placed in separate puncture-proof containers and disposed of appropriately.

**Cooking Procedures**

- Pan handles should always be pointed away from traffic, but reachable, without knocking over other pans.
- Stoves should not be crowded with hot pans between preparation and serving.
- Pot holders or gloves should be used for handling hot pans and cookware.
- Hot pots and pans should be moved minimal distances, if at all.
- Students and staff should stand with his/her face away from the pot when removing the lid off a steam kettle and the lid should be removed gradually.
- Food items should not be dropped into hot oil but placed in with tongs or frying baskets.
- Just-washed food items should dry before they are placed in hot oil.
- New oil should not be added to hot oil.
Miscellaneous

- Students and staff must wear shoes that have hard rubber soles to prevent slipping and that have closed heels and toes to prevent injury.
- Before lifting, assess weight. Then lift from a knee-bending position, not by leaning forward and picking up the item.
- Corks should not be allowed to pop.

Tables side Cooking

- Fuels to heat food may be of jellied or semi-solid type. Liquid fuel will not be permitted.
- The preparation of flaming foods and drinks is restricted to the table being served. They shall not be transported or carried through rooms or areas while flaming.
- The person who prepares the flaming food or drink shall have a wet towel immediately available for use in smothering the fire in event of emergency.
- The serving of flaming drinks or desserts shall be done in a safe manner without flamboyancy or the type of showmanship which would create high flames. The pouring, ladling or spooning of burning liquids is restricted to a maximum height of eight inches.
- Crepes Suzette shall not be served to more than six persons with one “setup.” The pan used shall not be more than one inch in depth. The total amount of flammable beverage used in one “setup” shall not exceed one ounce.

Graphic Communications Department

Safety Policies & Procedures:

Accident Reporting

- First Aid Kits containing bandages and related supplies are located in the pressroom lab by the Educational Assistant’s workstation and G-120 by the sink.
- When an injury occurs to a staff member, student, or visitor to campus, accident reports must be completed and signed. Supervisors are to review and sign all reports and forward them to the Safety Office in A-102A within 24 hours.
- WCTC accident reports are available at the Educational Assistant’s desk in G-120 or with the Administrative Assistant in G-120.
- Minor lab injuries should be referred to the WCTC Community Nursing Clinic (S-170 located at the front of the S-Building) on the Pewaukee campus. IF able, send another person along to be sure the injured person arrives safely.
If the injured person is not able to walk, but the injury is not life threatening, call the WCTC Community Nursing Clinic at ext. 5501. Their staff will respond to the site (response time averages 10-15 min.) The name of the injured person needing care, their location, the phone number you are calling from and the nature of the injury if possible.

In a life threatening situation, call for a rescue unit first using the following procedure:
1. Dial 911 from any phone to connect directly to dispatch services.
2. Explain who you are and the nature of the emergency.
3. Give your exact location: including building, room number, and phone number you are calling from.
4. Follow instructions given, and repeat statement to be sure you and the dispatch person are clear on the instructions.
5. Stay on the line until you are told it is okay to hang up.
6. Call Community Nursing Clinic at ext. 5501 with the information and they will act as first responders until the rescuers arrive.

Chemical Storage and Disposal

- Instructors, support staff, and students must complete hazards communication training before working with chemicals.
- Material Safety Data Sheets (MSDS) are kept in G-102 by the Educational Assistant’s desk.
- All chemicals must be stored properly labeled containers as indicated on the poster located in the pressroom.
- Flammable, liquid-soaked rags must be disposed of in approved containers.
- Chemical storage cabinets are to be kept closed at all times.

Equipment Operations

- Educational assistants, faculty, and students should not operate commercial presses, stitcher, and folders alone in the lab, including the maintenance and cleaning of equipment.
- All students and students must follow manufacturers’ instructions for safe operation of shop equipment,
- All equipment operators must seek assistance when in doubt regarding the operation of equipment or lab procedures.
- No person is to operate any machine until he or she has received instruction on and witnessed a demonstration of the proper operation.
All machines that are running must be in place during machine operation.

Machines that are running must not left unattended.

Tools and equipment must be used only for their intended purpose.

Equipment and tools not working properly should be reported to instructors or educational assistants immediately.

Equipment that is not working properly should be locked-out by instructors and/or educational assistants following lock-out instructional lockout sheet equipment. When a lockout procedure has been completed, the associate dean should be notified.

Employees operating hydraulic and electric lifts must clear the area beneath the lift while raising or lowering the lift by visually checking and audibly notifying persons in the immediate area.

Spray adhesives should only be applied in the spray booth located in the pressroom lab.

Kevlar gloves must be worn when handling doctor blades for the Mark Andy Flexographic presses.

**House Keeping**

- The pressroom floor must be kept clean and free of paper, ink, solvents and other debris.
- Unused paper stock must be returned to its proper storage place.
- Equipment not in use must be returned to its proper storage place.
- All missing equipment or tools should be reported to the educational assistant and associate dean in writing, indicating the last known use.
- All students, instructors, and educational assistants are expected to participate in lab clean up prior to the end of the scheduled class.
- All tools, portable workstations, mobile carts, dollies, palettes, and related items shall be returned to their assigned space after use.
- Faculty and staff are responsible for classroom and lab inspections, equipment inventory, and locking supply cabinets and computer labs at the end of teaching sessions.
Eyewash stations, fire extinguishers, electrical panels and doorways must be kept free and clear to ensure easy access.
Oil absorbent pads must be recycled.

Safety

Hands, rags, tools, and waste must be kept away from moving parts.
When cleaning press blankets, impression and plate cylinders, press operators shall use the inch stop safe technique during cleanup, keeping rag away from rollers while advancing them one inch at a time.
Equipment not in use must be returned to its proper storage place.
ANSI approved eye/face protection must be worn when filling chemical bottles.
ANSI approved eye protection must be worn when running the operating the printing presses.
Work boots or shoes must be worn at all times in pressroom lab when operating or working near equipment.
Open toed shoes, sandals or high heels are not acceptable footwear for the pressroom lab.
Inappropriate behavior (horseplay) will not be tolerated and may be grounds for expulsion.
Jewelry, such as rings, watches and long necklaces must be removed before working on printing equipment.
Long hair must be tied back or put up in a bouffant cap.
Eye wash stations are available in the pressroom lab.
Non-latex gloves are available for use.
Hearing protection is available for use.
Only a trained WCTC employee can use the electric lift to move palettes of paper to or from the paper racks in pressroom.
All X-acto and razor blades must be disposed of in an approved container.

INDUSTRIAL & ENGINEERING TECHNOLOGIES DIVISION

The Industrial & Engineering Technologies Division is committed to providing a safe and healthy working and learning environment. In addition to WCTC’s general safety rules, the following guidelines have been established to assist faculty in anticipating, discovering and correcting situations which might cause injuries to employees or students, damage to College property and/or create a liability situation for the College.

DIVISION SAFETY GUIDELINES:

Instructor Responsibilities
Industrial & Engineering Technologies Division instructors are responsible for the implementation and management of College and Division safety rules and guidelines.

The Instructor’s example and attitude toward safety sets the tone for the safety program. Each instructor has the responsibility to conduct themselves with the utmost concern for everyone’s safety. When students observe correct behavior, discern safe attitudes and are properly advised and instructed about safety procedures for conducting their work, their ability to act safely is greatly enhanced.

Instructors will ensure safety in circumstances which require wearing personal protective equipment (PPE) or carrying out proper lab practices and techniques.

During demonstrations, instructors must anticipate situations which could present hazards to employees, students and property.

To prevent accidents caused by student error, the instructor will train students to develop and use good technique. Each discipline has specialized techniques and the instructor should ensure mastery of these techniques before training students on the proper methodology.

Instructors must consult safety books, shop manuals, wall charts, etc. for pictures and descriptions of specific techniques. Special operations which might need more detailed instruction of specific techniques include, but are not limited to, operating analytical or energized equipment.

Exhaust systems must be running during all operations requiring ventilation.

Fire doors must NEVER be blocked open.

Radios, CD players, cell phones, I-Pods or tape players will not be allowed during classroom/lab operations without instructor’s permission.

Upon hearing/seeing audible/visible evacuation signal, all persons must immediately evacuate the building.

**Instructor Housekeeping Responsibilities**

Good housekeeping can prevent accidents from occurring. The following steps must be practiced to minimize hazards:

- Mop or clean up all spilled materials and chemicals immediately.
- Put away all tools and equipment and turn off all machines when not in use.
- Keep classrooms and lab work areas free of any materials or objects not pertinent to the work at hand.
Keep floors unobstructed, dry and free from slippery materials and debris.

Remove any defective or non-operational equipment and apparatus from service immediately.

Return reagents and chemicals to their proper storage space after use and place containers so that labels face the front.

Clean tools, machines and other equipment of any chemical residues or material before the next use.

Turn off lights and secure all machines, equipment and lock doors at the end of each class.

**ELECTRONICS & ENGINEERING TECHNOLOGIES DEPARTMENT**

The Electronics & Engineering Technologies Department is committed to providing a safe and healthy learning environment for the protection and well being of students, staff and visitors.

*Additional General Safety Rules*

- All College employees, students, and visitors will follow all Federal, State, and Local Laws, Regulations, and Rules, and all College, Industrial & Engineering Technologies Division, and Department Rules, Regulations, and safe practices.

- All College employees, students, and visitors will follow all OSHA Regulations and Rules including NFPA 70E.

- All employees will immediately report all work related accidents, injuries, and unsafe conditions to the associate dean or designee.

- All faculty will provide instruction in safety, safety rules and regulations, and safe practices at the beginning of each course and periodically throughout each course, and will monitor students’ use of equipment. No one is to operate equipment or machines until he/she has received instruction on its proper safe operation.

- Investigate before acting; when in doubt, *do not act*, and consult an instructor or supervisor first.

- All College employees, instructors, students, and visitors must follow lock-out/tag-out procedures where applicable.
• All College employees, instructors, students, and visitors must wear ANSI approved protective eyewear where there is wire being cut or stripped, where there is soldering being done, and where power tools and equipment are being used.

• Ensure that the proper fire extinguisher is readily available at all times.

• Use of manufacturers' instructions and service manuals is required for specific safety information and safe operation.

• All mechanical and electrical equipment must be turned off when not in use, except designated computers that are permitted or required to be left on.

• Spills and leaks of any kind must be cleaned up immediately - following the proper procedure for the substance spilled.

• Do not work alone in a lab.

• Do not wear metal jewelry when working with electricity, electrical, electronic, or mechanical devices.

• Do not touch mechanical, electrical, or electronic devices with wet hands.

• Do not reach blindly into a space that may contain energized or moving equipment.

• Never assume that a circuit is off – check it with an instrument that you are sure operates correctly.

• Some devices, such as capacitors, can store a lethal charge for long periods of time. Be certain these devices are discharged before working with them.

• Certain circuit components affect the safe performance of equipment and systems. Use only exact or approved replacement parts.

• Use protective clothing and ANSI approved safety glasses when handling high vacuum devices such as picture tubes and cathode-ray tubes.

• All College employees, instructors, students, and visitors must clear the area beneath hydraulic and electric lifts while raising or lowering the lift by visually checking and audibly notifying persons in the immediate area.

• No one shall ride on the exterior of any personal, customer, or College vehicle.

• Exhaust must be connected to appropriate exhaust systems while machines and engines are operating.

• All machine guards must be in place and functioning properly during machine operation.
Waukesha County Technical College
Manual of Safe Practice

- All adjustments to machines must be made with the machine stopped and power OFF.
- Machines that are running and equipment that is on must not be left unattended.
- Hands, rags, waste, and foreign objects must be kept away from moving parts.
- Tools and equipment are to be used for their intended purpose only.
- Horseplay (e.g., pushing, shoving, etc.) is not permitted.
- Equipment, tools, and stock must be returned to its proper storage place when not in use.
  Clean up and properly store all materials and equipment after use. Floors must be kept clean and free of oil, chips, grease, and foreign materials.

MANUFACTURING TECHNOLOGIES DEPARTMENT

Machine Shop Safety Rules

- The machine shop floor must be kept clean and free of oil and grease.
- Employees/students must follow manufacturers’ instructions for safe operation of shop equipment.
- Operators of equipment must seek assistance when in doubt regarding the operation of shop equipment or classroom procedures.
- No student is to operate any machine until he/she has received instruction on and witnessed a demonstration of the operation to be performed.
- All machine guards must be in place during machine operation.
- All adjustments must be made with the machine stopped and, if applicable, power OFF.
- Machines that are running must not be left unattended.
- Hands, rags and waste must be kept away from moving parts.
- Use tools/equipment only for their intended purpose.
- Equipment not in use must be returned to its proper storage place.
- Stock not being used must be returned to storage bins/areas.
Waukesha County Technical College  
Manual of Safe Practice

Welding Lab - Personal Protection Safety Rules

- ANSI approved safety glasses with side shields must be worn at all times in the Welding Lab. Contact lenses may not be worn in the Welding Lab. Persons with a hair length that, for example, may block vision when leaning over, must wear a hair net or cap especially when also wearing a helmet.

- In a helmet, replace any cracked or broken filter plate and/or cover glass immediately. Never wear sunglasses or gas welding goggles for arc welding or observing. Filter plated of the correct shade (#10, #11 #12) must be used.

- For protection against heat and splatter, leather gloves and long-sleeved shirts are required. Turned down cuffs and closed pockets are preferable. Sandals or cloth shoes ARE NOT ALLOWED in the welding lab, only approved type leather work shoes.

- No butane type lighters (like “Bic” for example) are allowed in the lab.

- Eye, hearing and respiratory (face mask) protection must be worn while grinding. In the grinding rooms, the exhaust system must be turned on.

- Test all metal for heat radiation with palm of the hand before touching metal with bare hands. Use pliers and leather gloves when handling hot metal.

- Welding must not be done on containers that previously held flammable materials.

- To know about your exposure to hazardous materials, etc. read the information in the yellow notebooks entitled “Hazard Communication Program” and ”Material Safety Data Sheets” located near the wash-up area in the lab, or ask your instructor.

Safe Welding Procedures

- Never strike an arc on oxygen or acetylene tanks.

- Always crack the valves on oxygen tanks before hooking up regulators.

- Always hold the torch tip pointed away from you and toward the floor when lighting.

- Acetylene regulators must not be adjusted to a pressure higher than 15 P.S.I.

- Any irregularities or trouble with the oxy-acetylene hoses, gauges, tanks or tips should be reported to your instructor at once.

- Always confirm that the tank of compressed gas is CHAINED into the upright position.
Before grinding, set the guards on the pedestal grinders at 1/16-inch from the grinding wheel.

While in a booth, move the exhaust horns as near the work as possible to avoid breathing toxic fumes caused by heating brass, tin, lead or paint.

In order to prevent electric shock, avoid body contact with any insulated part of arc welding equipment including the lugs, cables or electric holders.

Any torch not being held should be extinguished immediately, and all electrode holders should be hung up on insulated hooks when not in use.

Always hang up the gas torch, gas metal arc welding gun, portable positioner and bricks on the hooks provided in each booth.

Never change the quick-disconnect gas metal arc guns from one booth to another because the liners and contact tips may not match the process.

When using oxy-fuel torches, avoid burning the wall paint.

**Machine Shear Operation Safety Rules**

- To conserve materials, if metal is MORE than 3/8-inch, cut it with a torch. If metal is LESS than 3/8-inch, use a shear.

- Operator is responsible for alerting others to keep a distance away, especially those picking up sheared metal.

- Set back stop and place metal in shear.

- Before turning on the poser, make certain the metal will be clamped by the hold downs.

- Start feeding stock forward as required and then step on the paddle or push the button to activate shear.

- Beware of stock lifting upward or clamping tight against table bed toward the guard as hold downs are applied. Keep fingers well away from the guard.

- To prevent cuts, wear leather gloves when handling sheared metal.

- To cut practice “coupons,” first shear metal plates into strips 6-inches wide and then into coupons 2-1/2-inches wide. Return uncut metal to the designated storage.
location. Do not leave it leaning against the machine or placed among other gauges of metal.

- Never shear metal in stacks, only side-by-side.

**General Housekeeping Safety Rules**

- Report at the scheduled time, put on protective equipment and remain until dismissed by your instructor. Dismissal indicates the lab has been cleaned and prepared for the next group. Everyone is expected to participate in the lab cleanup at the end of each session. First, clean your immediate area and then do your part in the general area.

- Each helmet and the protective clothing (leathers) and equipment furnished should be stored neatly in the booth after each session.

- Turn off the power on welding machines and equipment at the end of the session.

- Return all unused welding rods to the storage shelf including the short gas rods that you have welded together.

- Return to storage any metal that can be salvaged for future use.

- Operate welding machine and equipment only after receiving instruction on its use. Then operate equipment only when the instructor is in the lab. Remember “horse play” and welding never mix.

- Return all tools borrowed to their designated storage location immediately so that the tools may be available to others.

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**TRANSPORTATION TECHNOLOGIES**

**General Safety Rules**

- See WCTC General Campus and Industrial and Engineering Technologies Division safety rules
Students are not allowed to work in college shops unsupervised. Guests are not permitted in shops unescorted by college personnel.

Any student proposing to weld on a closed container or pressure vessel (such as a gas tank) is required to get prior approval and seek supervision from an instructor before attempting the task.

Students and staff are required to follow manufacturers’ recommended safety procedures when operating automotive equipment such as lifts, hoists, alignment machines, brake lathes, tire changers/balancers, collision pulling equipment or any similar equipment.

Forklifts may only be operated by certified personnel and in accordance with generally accepted safety procedure.

**Latex Exposure Prevention Safety Rules**

- Students and staff are to report any potential exposure to allergens such as mold to college staff for investigation and/or removal.

**Vehicles and Machinery Safety Rules**

- WCTC vehicles and automotive shop “customer cars” are not to be driven by students unless authorized by a WCTC staff member and under their supervision.

**Hazardous Materials Safety Rules**

- Paints, thinners, reducers or similar chemicals must be used in accordance with labeled directions. Proper ventilation shall be maintained at all times, and students and staff will use properly fitted masks and breathing apparatus during exposure.

**Fire & Facility Safety Rules**

- The last person to leave a shop or other facility that is to be closed should shut down all equipment and lights, and ensure that all doors that need to be locked are locked.

**Power Equipment Safety Rules**

- All power tools must be operated according to manufacturers’ directions and any possible tool defects or service concerns reported to a faculty member or the department head. Defective tools should be taken out of service and repaired or replaced.
- Any person operating either a stationary or portable grinder or any other abrasive disc tool must wear an approved protective face shield as well as safety glasses.
- Any person operating welding equipment must follow approved safety procedures for the application (i.e. MIG, Oxy-acetylene, etc.)
TRUCK DRIVING PROGRAM SPECIFIC

Note: The instructor of this course reserves the right to remove any student from the course if he/she commits what is defined as a Dangerous Act. Mistakes are understood and accepted as part of a successful learning experience. However, if the instructor believes that you are driving the truck in a manner that could endanger the instructor, other students, pedestrians, and/or their personal property; you will be dropped immediately from the program for committing a Dangerous Act. The safety of all people directly and indirectly involved in this program is the highest concern and any behavior in this course which threatens that safety will not be tolerated.

Vehicles Operation Safety Rules

- There will be no smoking or eating in or around the vehicles.

- Speed limits for WCTC trucks are:
  - Vehicles doing exercises in the range area should not be driven at excessive speeds. The instructor will determine the proper speed for the exercise.
  - Backing vehicles have the right-of-way.
  - The speed limit is 15 mph for all inbound and outbound vehicles.
  - When on the highway WCTC trucks shall not exceed 60 mph.

- ALL safety practices and policies will be followed at all times. This includes the policy on driver changes on the range

- No person shall jump from a truck; rather climb into or out of the vehicle using three-point stance.

- An instructor must be in each vehicle that leaves the school grounds.

- Students will be dispatched each driving day at 730 a.m. or 12 p.m. for scheduled night driving days.

- To be eligible to operate a WCTC vehicle:
  - Student fees are paid and student has a valid license in his/her possession.
  - Student has completed assignment and progress card up-to-date.
  - Student uses the vehicle only for the purpose for which it is checked out.
  - Any equipment must be checked by the driver and meet all DOT requirements.

- An instructor assigns routing of road vehicles. Do not deviate from your assigned routes. WCTC trucks are not allowed to make any unauthorized stops, including truck stops.
Your instructor will assign all equipment.

Only students enrolled in the Truck Driving program are allowed in the vehicles.

Driver and co-riders must wear seat belts at all times.

All mileage and time will be accounted for whenever a student moves a truck.

When returning from a driving session, park in the designated area, secure the vehicle and shut down the engine and remove the keys.

All trucks are to be properly blocked when parked.

All cabs are to be cleaned and swept on a daily basis as needed.

Students shall not ride in or drive a WCTC vehicle once they have graduated.

Students may be grounded if unsafe conditions exist with vehicle, driver, roads, weather, etc.

Vehicles must have air tanks bled at the end of each day if the vehicle was used.

Electrical equipment must be turned off prior to shutting off the vehicle.

Instructor vehicles are not to be driven by students unless authorized by an instructor.

Anytime a vehicle is backing, the co-driver is to get out of the truck and assist by standing in a location where he/she can see both the rear of the backing vehicle as well as the driver. If an accident occurs, both driver and co-driver will be disciplined.

Remain on marked roadways in the parking lot areas except when an area of the lot is blocked off for use as a range.

All vehicle lights are to be on at all times.

Use entire tractor and trailer identification numbers.

Add oil if below low on the dipstick. See instructor for details.

Horseplay or practical jokes in and around heavy equipment is not allowed. It is dangerous and subject to disciplinary action.

Any time a vehicle is parked, the vehicle will be locked and the keys taken out.

No person shall at anytime motion or give direction to another motorist while in route on the street to include hand motion or flashing of headlights.
Additional Items Pertaining to Logging and Attendance Safety Rules

- All logs are to be turned in at the end of each day’s shift. Logs for the weekend must be made out and turned in first thing on the day you return.

- A vehicle inspection report (VIR) must be filled out and turned in at the end of each day. On your Vehicle Inspection Report, each item on the list must be marked separately. The VIR must be signed to be valid.

- All suspected new damage or mechanical defects must be reported.

Highway Breakdown Safety Rules

- Move vehicles off the road as far as conditions will allow.

- Utilize safety equipment to mark your vehicle as required by DOT regulations.

- Check the vehicle system to determine what the problem is and consult with the staff regarding further repair action.

- Communicate information to instructor and if needed call school at 262-691-5439 or 262-691-5154.

Accident Involvement Safety Rules

- Stop immediately! The law prohibits leaving the scene of an accident without identifying yourself and rendering assistance.

- Mark your vehicle as required by DOT regulations and protect the scene. Help the injured. Call the nearest police agency. Request an ambulance if needed.

- Notify an instructor or call 262-691-5154, 262-691-5439 or 262-617-6275. Do not make statements to anyone except those required.

- Make sure you get information such as name, address, license number, insurance company name, description of other vehicle, officer’s name, or any other pertinent information.

- File an accident report with the police if required. WCTC will require an incident report.

Driving Range Safety Rules

- Only authorized vehicles will be allowed to operate on the range.

- Vehicles on the range must maintain a safe following distance.
All vehicles that are backing have the right-of-way on the range.

When changing drivers on the range vehicle flashers must be displayed. Other vehicles should not pass the vehicle until students are back in the vehicle.

Smoking on the range is prohibited except in designated area.

Safety is number one. Use extreme caution at all times.

APPRENTICESHIP & CONSTRUCTION TECHNOLOGIES

Lab Rules

Building Trades Carpentry

See WCTC General Campus and Industrial and Engineering Technologies Division safety rules

Students will not be allowed in the construction labs without ANSI-approved safety glasses with the Z-87 designation

Leather work boots with nail-resistant, non-slip soles are required

Wear protective clothing, i.e. long pants and a shirt that protects the upper body (no tank tops or sleeveless shirts

Remove loose-fitting jewelry

Constrain long hair

Use hearing protection when needed (provided by WCTC)

Use proper lifting techniques

Ask for assistance when working on an unfamiliar task or tool

Facilities Maintenance

See WCTC General Campus and Industrial and Engineering Technologies Division safety rules

Keep your eyes and your mind on your work

Lab areas must be cleaned after each session

Use tools/equipment only for their intended purpose

Equipment not in use must be returned to its proper storage place

Be aware of electrical breaking devices and their locations

Industrial Electrician Apprentice

See WCTC General Campus and Industrial and Engineering Technologies Division safety rules
There will be no eating or drinking in the lab area
Cell phones should be turned off
No sleeping or snoozing in class or lab area
All field trips will require safety glasses and safety shoes (provided by Apprentice)

**ABC Construction Electrician**

- See WCTC General Campus and Industrial and Engineering Technologies Division safety rules
- See ABC’s Lab PPE Requirements supplied by your instructor
- Hard hats and hard-soled foot wear are mandatory during any lab training that involves activities related to physical tasks appropriate to completion of trade skills
- Tee shirt with sleeves and long pants are required
- No drawstrings in hooded sweatshirts
- Hearing protection is mandatory for noise levels exceeding 85dba
- Gloves are to be worn as indicated in ABC’s Lab PPE Requirements
- Lockout/Tagout according to OSHA 1910.147
- High visibility apparel must be worn if exposed to vehicular traffic or mobile equipment
- When operating motor vehicles or mobile equipment seat belts must be worn
- Follow Arc Flash/Blast NFPA 70 E requirements as outlined in ABC’s Lab PPE Requirements

**Environmental Service Technician**

- See WCTC General Campus and Industrial and Engineering Technologies Division safety rules
- Work type boots or shoes must be worn at all times while in lab
- Be aware of electrical breaking devices and their location
- Damaging of equipment or any other school equipment will not be tolerated and will be grounds for review by the apprentices’ JAC
- All missing equipment or tools will need to be accounted for
- Proper Service Technician attire is required. This includes shirt and trousers. Cut-offs, jogging shorts or the like is considered inappropriate.

**Refrigeration Service**

- See WCTC General Campus and Industrial and Engineering Technologies Division safety rules
- Proper protective equipment must be worn while brazing, soldering, and torch cutting
Proper Service Technician attire is required. Cut-offs, jogging shorts or the like is considered inappropriate.

Damage to equipment must be reported to the instructor.

All missing equipment or tools will need to be accounted for.
Course Title: ____________________________

Course Number: _________________________

Course Instructor: _______________________

Document: WCTC General Safety Rules, Industrial and Engineering Technologies Division Safety Rules, and Lab Rules

Acknowledgement

I have received, read, and understand the WCTC General Safety Rules, Industrial and Engineering Technologies Division Safety Rules, and Lab Rules that pertain to my course of study.

_________________________________________  _________________________
Student’s Name (print)                      Date

_________________________________________
Student’s Signature
SERVICE OCCUPATIONS DIVISION

DIVISION RULES:

- See general campus safety rules

**Fire Training Department Rules**

- Full protective clothing shall be worn for all live fire training evolutions and for all training evolutions where there is a hazard potential.

- Self-contained breathing apparatus shall be worn for live firefighting evolutions and for all evolutions involving a respiratory hazard.

- Personal alert safety devices shall be used by instructors and students during live fire training.

- Charged back-up hose lines shall be available during all live fire evolutions.

- Students shall ride in fire apparatus seated and belted in place.

- All instructors shall follow filling procedures when filling air cylinders.

- Flammable liquids shall not be used for interior live fire training.

- Fire training vehicles shall only be driven by WCTC Staff or students under direct supervision of a WCTC Fire Instructor.

- Training evolutions shall conform to the safety requirements identified in NFPA 1403, Standard on Live Fire Training Evolutions and NFPA 1500, Standard on Fire Department Occupational Safety and Health.

**Allied Health**

- All used needles and sharps shall be disposed of immediately and by method of instruction.

- All body fluids and other potentially infected materials shall be disposed of immediately and by method of instruction

- Proper Personal Protective Equipment, including protective garments, shall be worn as specified in program handbook.

**Family and Consumer Sciences Department Rules**
• All chipped dishes shall be thrown away immediately.
• Objects (utensils) shall not be put in mixing bowl while mixer is being used.
• Hands shall not be put down the disposal.
• Irons and laminators shall be turned off at the end of class.
• Electrical powered devices shall not be used while in damp areas.
• Students should use “step ladders” while working on displays.
• Electrical cords should not cross pathway.
• Electrical cords should be unplugged when not in use.
• Emergency Plan should be posted in classrooms.

• Smoking is prohibited on the WCTC Child Development Center premises. This includes buildings and outdoor areas.

• Children may not be allowed in an area where power tools are used.

• The WCTC Child Development Center shall have a written plan for responding to a fire, tornado, a tornado warning, a missing child or other emergency. Plans should be posted in each classroom and practiced monthly.

• The WCTC Child Development Center shall keep written record of dates and times that all tornado and fire drills are practiced.

• No more than 2 electrical appliances may be plugged into one wall outlet at the WCTC Child Development Center.

• An extension cord may not be used permanently with an appliance at the WCTC Child Development Center.

• Fire alarms and smoke detectors at the WCTC Child Development Center shall be tested weekly and a record kept of the test results.
• The Child Development Center shall be free from litter, clean and in good repair.

• The Child Development Center shall have in place a procedure for transporting children to include safety measures that assure that all children are accounted for.

• All children transported by a WCTC vehicle shall be properly secured in the appropriate child safety seat.

**Community Health Education/Human Services Department Rules**

• Syringes, needles, ampules, vials and oral medications shall be securely stored.

• All used needles shall be disposed of immediately and by method of instruction.

• Central Service supplies and equipment will all be handled in accordance with materials handling regulations and OSHA requirements.

**Nursing Department Rules**

• Syringes, needles, ampules, vials and oral medications shall be securely stored.

• All used needles shall be disposed of immediately and by method of instruction.

• All body fluids and other potentially infected materials shall be disposed of immediately and by method of instruction.

• Proper Personal Protective Equipment, including protective garments, shall be worn according to OSHA and CDC guidelines.

• HPS gas cylinders (oxygen, nitrogen, and carbon dioxide) are chained to a wall and stored in a locked cabinet in H230. Spare gas cylinders are housed in the WCTC Fire Bay, strapped to the wall for stability. The cylinders are transported via hand trucks, secured by a chain. Tanks are exchanged by trained staff.

**GENERAL EDUCATIONS AND STUDENT SERVICES DIVISION**

**DIVISION RULES:**

• See general campus safety rules.
All supplies and medications requiring a dentist’s prescription will be securely stored.

**Math-Science**

**SCIENCE LABORATORY**

- Water, gas and air lines shall be used only when authorized.
- Desks, countertops and hoods shall be kept clear of chemical containers and laboratory materials when the lab is not in session.
- Laboratories and stockrooms shall be locked when WCTC personnel are not present.
- Maintain a safe and secure environment in laboratory and stockroom.
- Handle equipment and materials as directed. Do not deviate from prescribed procedure except with knowledge and consent of the instructor. Begin lab work only when instructor so indicates.
- Know location and how to use safety equipment.
- Never work alone in the lab.
- Clean up and properly store all materials and equipment after use.
- Incompatible chemicals are to be stored in separate areas of the stockroom.
- All chemicals and specimens will be stored in a secure area in the stockroom.
- All chemicals and chemical solutions will have identifying labels on the container describing contents, concentration level source and special handling precautions.
- Desks, countertops and hoods shall be kept clear of chemical containers and laboratory materials when the lab is not in session. Such items will be stored in the stockrooms.
- Laboratories and stockrooms are to be locked when WCTC personnel are not present.
- There will be NO SMOKING in any laboratories or stockrooms.

**Facilities Services**

- See general campus safety rules.
Open shoes and tennis shoes shall not be worn during working periods.

Only authorized personnel shall operate Facilities Services equipment and vehicles. All requests for equipment and vehicle usage by other departments must be made to the Facilities Services Director or designee prior to the required time of usage.

OSHA approved ladders shall be used instead of boxes, drums, etc.

Main fuse boxes shall be locked out and the Lock Out/Tag Out procedure implemented when equipment is being serviced.

Personal protective equipment shall be worn when using chemicals and solvents.

The tailgate lift is only for equipment and furniture.

**Facilities Service**

- Indoor Air Quality- a well run quality program that yields substantial benefits for the college, employees and students. Simply refers to the quality of air in an office or other building environments.

- Confined Space- the space which by design has limited opening for entry and exit, and unfavorable natural ventilation which could contain or produce dangerous air contaminants.

- Campus Lighting- campus lighting is an important part of the District commitment to safety and security. Lighting problems or inefficiencies are immediately reported to Facilities Services for corrective action.

- Assessing Workplace for fall Hazards- it is important to undertake the complete risk evaluation. Preventative measures can be undertaken to protect against such falls.
Laboratory Safety

- Absolutely no smoking, eating, drinking, application of cosmetics, or lip balm in the laboratory.

- Open toed shoes, sandals, or flip flops may not be worn.

- Do not touch your hands to your face, lips, eyes, nose, etc. while in the laboratory.

- Wash your hands whenever contaminated, completing an experiment, or leaving the laboratory for any reason. Wear gloves as appropriate.

- Begin laboratory exercises only when the instructor indicates.

- Know the location of safety equipment and its proper use. Know how you will react in a safety incident involving you or a classmate.

- Handle all reagents, biologicals, supplies, and equipment as instructed.

- Consider your laboratory counter to be contaminated unless you have properly cleaned it.

- Clean your counter immediately before and after each use, and after a spill.

- Place all personal property in the front of the laboratory to prevent contamination.

- Always recap or close any reagent or biological container after each use.

- Do not carry open containers of biologicals or reagents around the classroom. Obtain the necessary laboratory materials and return directly to your lab station.

- Operate laboratory equipment only after receiving proper instruction. Use gas, air and water only as directed.

- Dispose of all chemical, biological and sharps waste into the proper receptacle. Dispose of regular trash into the normal room trash receptacle.

- No non-class members are allowed in the laboratory for safety and liability reasons. Never work in the laboratory alone.

- Immediately report all laboratory incidents to the instructor

I have read and understand, as well as reviewed with my instructor, the above safety rules for the Math/Science Department. I recognize that any infringement of these rules could lead to disciplinary action.

Student Signature____________________________________ Date______________