



B.C.'s Energy College™

## NORTHERN LIGHTS COLLEGE REGIONAL ADMINISTRATION

11401 – 8th Street Dawson Creek BC V1G 4G2  
Telephone 250-782-5251 • Toll free 1-866-463-6652  
Fax 250-782-5233  
nlc.bc.ca

### Trades, Apprenticeship and Technology Department

#### **Safety and Attendance Rules and Regulatory Practices for Students**

In order to ensure the safety focus of Northern Lights College, and that safe work practice is at the forefront of all activity, the following guidelines have been developed. These **Rules and Regulatory Practices** have within them a common thread of working conditions and standards reflecting the industrial environment. In addition to, and in support of these guidelines, it is understood that the Trades and Apprenticeship Department labs and shops are supervised at all times during instructional hours. Students are required to comply with these rules at all times. Failure to do so may result in suspension or removal from the program.

1. CSA approved safety glasses (including prescription glasses) with side shields must be worn as required within the designated labs and shops.
2. Long hair, which in the opinion of the instructor would be hazardous, must be covered with a hair net in the shops.
3. CSA approved safety shoes or boots must be worn in designated areas and laced up at all times.
4. Instruction and permission must be provided by the instructor in charge prior to students' use of machines, pieces of equipment, or work station.
5. Safety equipment provided must be used by students at all times.
6. Absence of safety equipment and hazardous situations must be reported.
7. Tools, equipment, or machinery will not be used in a dangerous manner.
8. Engaging in any pranks, contests, or unnecessarily rough or boisterous conduct will not be tolerated.
9. Spills of any kind will be reported and cleaned up immediately, under the instructor's supervision.
10. Students will not wear any jewelry, other items or clothing that in the opinion of the instructor could be a safety hazard in the shop.
11. Students will report any injury, however minor, to the instructor. All injuries shall be reported and recorded in the First Aid Log Book.
12. Eating or drinking in the lab/shop areas is not allowed.

*Serving Northern British Columbia*

13. All lab/shop areas shall be cleaned and tidied up at the end of each day.
14. Students will not engage in any lab/shop/practical work during lunch, coffee breaks, or outside normal instructional hours without permission and supervision of an instructor.
15. Appropriate safety attire must be worn at all times.
16. Safe work practice monitoring shall be conducted by instructors and department chairs, regular "Safety Tours" will be performed by the Safety Inspector. In the event that the inspector finds that safe work practice is not being adhered to by a student, the following applies:
  - The inspector requests that the student correct the action and a note is made in the safety log including the student's name, the date of the incident, and the class; the instructor is informed of the incident.
  - If a second infraction occurs, the student will be suspended from lab/shop activity for one (1) day, the instructor and department chair are informed of the incident and a second note is made in the safety log.
  - Upon the third infraction, the student is suspended from lab/shop activity, a note is made in the safety log, and the student meets with the Dean and will not return to lab/shop work without the Dean's written approval.
17. Northern Lights College, including the Trades, Apprenticeship and Technology Department, has zero tolerance where drugs and alcohol are concerned. Inability to adhere to this may result in removal from the program.
18. Students are expected to attend all classroom and lab sessions. During the course of the program, absences can be no more than 5% of total program hours. This includes: lecture, practicum and lab/shop hours. Students that exceed the 5% program absenteeism will be referred to the Dean of Trades, Apprenticeship and Technology. This may lead to the student being released from the program.
  - In case of illness or other unavoidable cause of absence, a student must communicate with his/her instructor indicating the reason for absence as soon as possible.

**Please note:** *The College will make reasonable attempts to be flexible when our students are faced with family/medical emergencies. However, any accommodation made in consideration of personal circumstances must not diminish the integrity of the course or program. Absentee documentation may be required.*

19. Students may wish to appeal a decision. This first step is a written appeal to the instructor.

**Please note:** *In some cases, an informal approach for appeal may be inappropriate and warrant a formal process. (Please refer to "Rights and Responsibility" in the Student Handbook for further detailed information.)*

**Declaration**

**I have read the Safety and Attendance Rules and Regulatory Practices for Students and agree to comply with all of the above. I further understand that I am not covered by WCB while in entry level programs at Northern Lights College.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Signature of Parent or Guardian (if under 19)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name