

SAFETY POLICY AND PROCEDURE



SAFETY POLICY

Each instructor will address safety information and procedures in the classroom prior to the students' first lab or clinical assignment. The information will include "Right To Know" information on hazardous substances and elimination of hazardous waste.

2.21P

SAFETY PROCEDURES

It is important that each staff member and student make safety a priority. The following safety procedures will be followed in each classroom:

1. Instructors need to set the example of safety by performing safe practices and providing instruction in safety that fits the safety practices of each major program of study. It is the responsibility of each instructor to enforce College safety rules at all times.
2. In the event of a situation requiring first aid practice universal precaution and call security. If warranted, call 911.
3. Each staff member and student must use the safety procedures and practices identified for his/her major program of study.
4. ATC keys and/or access cards are not to be loaned or given to another person without administrative approval.
5. All students, instructors, and visitors are required to wear safety glasses when they are in the College laboratories and shop areas. Any student not wearing the required safety glasses will be asked to leave the shop or laboratory immediately and will not be allowed to return until they are wearing the safety glasses.
6. Progressive disciplinary action, in accordance with the faculty collective bargaining agreement, will be taken against any instructor who violates this policy.