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**Northeast Florida Builders Association
Apprenticeship Program**

**CONSTRUCTION LAB
SAFETY MANUAL**

Work Safety is Your Responsibility



LAB SAFETY MANUAL

Commitment	3
Responsibilities	3
Safety Training	3
Worksite Investigations	4
Medication, Drugs and Alcohol	4
Fire-Arms	4
Medical Services and First Aid	4
Personal Protective Equipment and Clothing	5
General Work Environment	5
Apprentice Conduct	6
Electrical Hazards	6
Hand Tools and Equipment	6
Disciplinary Actions	7



LAB SAFETY MANUAL

COMMITMENT

The Northeast Florida Builders Association Apprenticeship program and Instructors are committed to providing a safe, secure and accident free work environment in all labs.

RESPONSIBILITIES

The instructor for each lab assumes the responsibility for implementing and maintaining the program. Lead Apprentices assigned by the instructor will have the co-responsibility to enforce all safety rules pertaining to the lab and lab work. It will also be the responsibility of each Apprentice to observe all safety rules and procedures and to call to the attention of the instructor any violations of the same and any perceived hazards to the Apprentices working in the lab.

SAFETY TRAINING

The following methods will be administered:

- All Apprentices will be given a comprehensive lecture on safety policies, procedures and hazards unique to the lab environment.
- All Apprentices will be required to pass an exam on the above safety policies, procedures and hazards.
- All Apprentices will be given a copy of this safety manual.
- At any time, should there be violations of the rules or procedures, the instructor will conduct a safety talk on the violations.

WORKSITE INVESTIGATIONS

- The instructor will, as a matter of habit, survey the work site for identifying and evaluating hazards in the lab. If feasible, the hazards will be corrected immediately. If not, Apprentices will be removed to a safer work environment until the hazards have been corrected. Appropriate notification will be given to the Apprenticeship office as soon as possible.

MEDICATIONS, DRUGS AND ALCOHOL

- Apprentices who are on medication for ailments or illnesses are required to inform the instructor of the nature of such medications. Medication taken that hinders the Apprentices' ability to function normally in the lab assignments, may be reason to remove the Apprentice from the lab so as to not be a danger to themselves or others.
- Consuming alcoholic beverages in the lab/campus as is prohibited. Violators will be asked to leave the area immediately and a report will be filed with the Apprenticeship office. Apprentices who appear to be intoxicated will be removed from the area until such time this it is determined that they are fit to return to the lab. A report of the incident will be filed with the Apprenticeship office.
- Drugs and drug use will not be tolerated. Persons caught or suspected shall be asked to leave the lab until it has been positively determine that the person suspected is cleared. A report will be filed with the Apprenticeship office.

FIREARMS

- The Apprenticeship Program requires the immediate dismissal of any person who brings a firearm to class or lab.

MEDICAL SERVICES AND FIRST AID

- The Apprenticeship Program maintains a first aid kit in the construction tool room for minor injuries such as splinters and bruises. Serious injury (broken bones, heart attacks, etc. may require notifying paramedics, the local hospital or clinic.
- The instructor shall be notified immediately of any such injury sustained in the lab.

- The instructor will attempt to identify an Apprentice who has had prior training in first aid to assist in any injuries sustained in the labs.
- Emergency phone numbers will be posted at the construction tool room site.

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- Protective face shields shall be provided by the department when there is a danger of flying particles. The instructor may require that the student purchase personal protective safety glasses or goggles for wear in any lab.
- Cinders and other particles that get in the eye(s) shall first be treated by irrigation (washing with water). If unable to clear the foreign particles from the eye(s), the Apprentice should seek medical attention.
- Apprentices should consider the purchase of a pair of canvas gloves for the handling of shovels, parts, lumber. To protect personal clothing, aprons may be worn but must be provided by the student.
- Hard hats shall be provided to Apprentices subjected to a hazard of falling materials or equipment. Hard hats shall also be provided and the wearing of hard hats and work shoes enforced when Apprentices at on field trips to construction sites.
- Apprentices will be required to provide their own foot protection. Hard-soled work shoes are required in the construction labs. Under no circumstances will tennis shoes, show shoes, bare feet or other non-work type footwear be allowed while working in the lab.
- Clothing worn by Apprentices shall be appropriate for the lab work. Student will be encouraged to not wear loose clothing and excessive jewelry. Shorts may be work but the student is cautioned that bare legs are exposed to possible injury.
- Ear protection may be required for the operation of some power equipment. The Apprenticeship Program will provide soft earplugs. Students may provide their own ear protection.

GENERAL WORK ENVIRONMENT

- All worksites shall be kept in a clean and orderly condition.

- Work surfaces that are wet or slippery may be a hazard. Apprentices should take appropriate means to correct such hazards.
- All aisles and walkways must be kept clear of materials and equipment at the conclusion of each lab period. Apprentices are cautioned about a tripping hazard that may exist with power cords crossing walkways.

APPRENTICE CONDUCT

- Horseplay will not be tolerated. A warning will be given for the first offense. A second offense will result in the Apprentice being removed from the lab site. Continued offenses will result in dismissal from the class.
- Students are warned not to overexert themselves. Do not work too fast. Do not take shortcuts.
- If you are not sure of how to handle a situation, ask the instructor.
- Do not try to lift or move too heavy a load. Make more trips with lighter loads or get help from other Apprentices.
- Observe lab rules for start and ending times, breaks and courtesy to other Apprentices.

ELECTRICAL HAZARDS

- Only OSHA approved electrical cords and connectors, grounded and free of cracks, splits or exposed conduit shall be used. The Program attempts to keep all cords in proper condition. Apprentices who notice deficiencies should notify instructor who will take the cord out of service immediately
- The Program will provide approved electrical power tools for lab work. Apprentices may be required to purchase some power tools in specific courses. The Program takes no liability for damage to Apprentices' person tools or theft of such tools.

HAND TOOLS AND EQUIPMENT

- Hand tools provided by Apprentices shall be in good conditions. Hammers and other tools with split handles or loose heads should be removed from service until repaired.

- Apprentices should use the correct tool for the job. Using the incorrect tool is considered taking a shortcut and could cause injury to the individual, another Apprentice and /or the tool.
- Apprentices will not use tools or equipment in a negligent manner. Such behavior may be cause for disciplinary action.
- Students will not block the protective guard up on power circular saws or otherwise disable any safety device on any tool or equipment.

DISCIPLINARY ACTIONS

- Warnings may be given for first-time offenders for horseplay and other general violations of safety rules. Second violations may result in removal from the present lab session. Future violations could result in dismissal from the course.
- Alcoholism creates an immediate hazard to the individual and students. Persons who show symptoms will be asked to leave the site and will be reported to the Apprenticeship office.
- A zero-tolerance policy exists for drug use or abuse. Persons who are suspected of such will be asked to leave the jobsite and will be reported to the Apprenticeship office for further action.

Initial Implementation Date: 08/2015