

# Administrative Policy

<b>Policy Title:</b>	Trades Lab Safety Policy
<b>Policy Number:</b>	AC-1060
<b>Date Adopted:</b>	05/15/2026
<b>Version:</b>	1.0
<b>Review Cycle:</b>	Annual
<b>Last Reviewed:</b>	05/05/2026
<b>Office Responsible:</b>	Academic Deans
<b>Reviewing Committee:</b>	Academic Leadership Team & Academic Council
<b>Related Policies:</b>	Students Rights and Code of Conduct
<b>Related Laws:</b>	N/A

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## **Purpose:**

The purpose of this policy is to establish consistent safety expectations, operational procedures, and responsibilities for all academic Trades Pathway laboratory environments at Jackson College. This policy supports a safe learning environment and promotes compliance with instructional safety practices across all applicable lab spaces.

**Scope:** This policy applies to all students, faculty, staff, and authorized visitors participating in or accessing academic trades and technical laboratory environments, including but not limited to:

- Welding labs
- Electrical labs
- HVAC and utility labs
- Machining and CNC labs
- Industrial technology labs
- Tool rooms and equipment storage areas
- The STEAM Factory

## **Definitions:**

### **Authorized Use:**

Permission granted by an instructor or lab supervisor to operate specific equipment following successful completion of required training.

### **Personal Protective Equipment (PPE):**

Protective clothing or equipment designed to minimize exposure to hazards, including but not limited to safety glasses, hearing protection, welding gear, gloves, respiratory protection, and safety footwear.

### **Lab Supervisor:**

The instructor, faculty member, or authorized employee responsible for oversight of lab activities and enforcement of safety procedures.



### **Impairment:**

Any condition, substance, or circumstance that negatively impacts judgment, coordination, awareness, or the safe operation of equipment.

### **Responsibilities:**

#### **Instructors and Lab Supervisors**

Responsible for:

- providing required safety instruction,
- verifying equipment authorization,
- monitoring compliance,
- removing unsafe equipment from service,
- documenting incidents and concerns.

#### **Academic Departments and the Institution**

Responsible for:

- maintaining laboratory equipment and safety systems,
- providing required safety signage and emergency equipment,
- supporting instructional safety training processes,
- reviewing and updating safety procedures as needed.

#### **Students**

Responsible for:

- Following all instructor directions and posted safety procedures.
- Using equipment only after receiving training and authorization.
- Wearing required personal protective equipment (PPE).
- Inspecting equipment and reporting unsafe conditions immediately.
- Maintaining clean and orderly workspaces.
- Using tools, equipment, and lab materials safely and responsibly.
- Refraining from horseplay, misuse of equipment, or impaired participation in lab activities.
- Immediately reporting injuries, accidents, or safety concerns.

### **Policy Statement:**

Jackson College is committed to maintaining safe and professional trades and technical laboratory environments for all students, employees, and authorized visitors. Individuals utilizing these spaces are expected to follow all instructor directions, use equipment only after receiving proper training and authorization, wear required personal protective equipment (PPE), and maintain safe conduct at all times. Safe participation in laboratory activities is a condition of equipment use and course participation. **Trades and technical laboratory activities may only**

**occur when an instructor or authorized lab supervisor is present.**

Students and employees are responsible for operating equipment only as instructed and for immediately reporting injuries, unsafe conditions, damaged equipment, or hazards to the instructor or lab supervisor. Appropriate PPE must be worn based on the task and environment and may include safety glasses, hearing protection, welding gear, respiratory protection, safety footwear, or other task-specific protective equipment. Loose clothing, dangling jewelry, and unsecured long hair are prohibited around moving equipment and machinery. Students participating in trades and technical laboratory activities are required to review and acknowledge the Student Safety Acknowledgment & Agreement (**Appendix A**) prior to participation in lab activities or equipment use.

All lab users are expected to support safe work environments through proper housekeeping practices, including maintaining clean workspaces, returning tools appropriately, disposing of waste materials properly, and keeping aisles and emergency access points clear. Individuals may not remove or bypass machine guards, disable safety devices, or attempt unauthorized repairs or maintenance on equipment.

Students and employees are expected to understand basic emergency procedures and know the location of emergency equipment and exits within lab spaces. Participation in lab activities while impaired by alcohol, illegal drugs, medication, or any condition that compromises safe operation of equipment is prohibited.

Failure to comply with lab safety expectations may result in removal from laboratory activities, suspension of equipment privileges, required retraining, referral through student conduct processes, or additional disciplinary action as appropriate. Jackson College reserves the right to immediately restrict participation when unsafe conditions are observed.

Refer to the Trades Lab Incident SOP for reporting procedures.

**Change Log:**

**Date of Change   Version   Description of Change   Responsible Party**

05/18/2026	1.0	Initial Release	Trades Department/Academics
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## Appendix A

### Trades Lab Student Safety Acknowledgment & Agreement

Participation in Jackson College trades and technical labs requires adherence to the Jackson College Trades Lab Safety Policy AC-1060. This acknowledgment summarizes key expectations from the policy and confirms student understanding of required safety practices. Trades and technical labs contain industrial equipment, tools, electricity, heat, moving machinery, and other potential hazards. Safe participation is required at all times.

#### I understand that:

- I may only use equipment after receiving training and instructor approval.
- I must wear required personal protective equipment (PPE).
- I must follow all instructor directions and posted safety signage.
- I must inspect equipment before use and report unsafe conditions immediately.
- Horseplay, distractions, misuse of equipment, and unsafe behavior are prohibited.
- I may not participate in lab activities while impaired.
- I am responsible for helping maintain a clean and organized workspace.
- I may not operate equipment or handle lab materials while impaired or in any manner that creates unsafe conditions.
- Failure to follow safety expectations may result in removal from the lab or loss of equipment privileges.

#### Student Agreement

By signing or acknowledging this document, I confirm that:

- I have reviewed the Jackson College Trades Lab Safety Policy.
- I understand that safe behavior is required for participation in lab activities.
- I agree to follow all lab safety procedures, instructor directions, and equipment guidelines.
- I understand that failure to comply with safety expectations may result in disciplinary action, removal from lab activities, or loss of lab privileges.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_