ORANGE COAST COLLEGE
CONSTRUCTION LABS

INJURY AND ILLNESS PREVENTION PROGRAM
LAB SAFETY MANUAL
CONSTRUCTION LABS COVERED BY THIS MANUAL

CONST 110 WOOD TECHNOLOGY
CONST 114 CABINET MAKING
CONST 180 BUILDING CONSTRUCTION
CONST 185 BUILDING CONSTRUCTION (ROOF)
CONST 210 CONCRETE CONSTRUCTION
CONST 240 RESIDENTIAL FINISH CARPENTRY
CONST 260 MASONRY CONSTRUCTION
CONST 265 PLUMBING 1 (ROUGH)
CONST 266 PLUMBING 2 (FINISH)
CONST 275 RESIDENTIAL ELECTRICAL WIRING
CONST 285 RESIDENTIAL LIGHT STEEL FRAME CONSTRUCTION

TABLE OF CONTENTS

COMMITMENT
RESPONSIBILITIES
SAFETY TRAINING
WORKSITE INVESTIGATIONS
MEDICATIONS, DRUGS AND ALCOHOL
FIRE-ARMS
MEDICAL SERVICES AND FIRST AID
PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING
GENERAL WORK ENVIRONMENT
STUDENT CONDUCT
HAZARDOUS SUBSTANCES
ELECTRICAL HAZARDS
VEHICLE SAFETY
HAND TOOLS AND EQUIPMENT
DISCIPLINARY ACTIONS
REWARDS
ACCIDENT REPORTING
COMMITMENT

Orange Coast College administration and instructors in the Construction program 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. Foremen or crew leaders 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 student to observe all safety rules and procedures and to call to the attention of the crew leader and/or instructor any violations of the same and any perceived hazards to the students working in the lab.

SAFETY TRAINING

The following methods will be administered:

1. All students will be given a comprehensive lecture on safety policies, procedures and hazards unique to the lab environment.

2. All students will be required to pass an exam on the above safety policies, procedures and hazards.

3. All students will be given a copy of this safety manual.

4. At any time, should there be violations of the rules or procedures, the instructor will conduct a safety "toolbox" talk on the violations.

5. Students will be encouraged to enroll in Construction 165 - Construction Safety/Cal-OSHA. Students who have completed the course may be considered by the instructor to act as foremen or crew leaders.

WORKSITE INVESTIGATIONS

The instructor, crew leaders and students will, as a matter of habit, survey the work site for identifying and evaluating hazards in the workplace. If feasible, the hazards will be corrected immediately. If not, students will be removed to a safer work environment until the hazards have been corrected. Appropriate notification will be given to the college administration as soon as possible.
MEDICATIONS, DRUGS AND ALCOHOL

1. Students 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 student’s ability to function normally in the lab assignments, may be reason to remove the student from the jobsite so as to not be a danger to themselves or others.

2. Consuming alcoholic beverages on the campus is against the law. Violators will be asked to leave the area immediately and a report will be filed. Students who appear to be intoxicated will be removed from the jobsite until such time that it is determined that they are fit to return to the lab. A report of the incident will be filed with the appropriate officials.

3. Drugs and drug use will not be tolerated. Persons caught or suspected shall be asked to leave the lab until it has been positively determined that the person suspected is cleared. A report will be filed with the appropriate college officials.

FIREARMS

College policy requires the immediate dismissal of any person who brings a firearm onto the campus. Notification will also be given to the appropriate college officials and may result in police action against the individual.

MEDICAL SERVICES AND FIRST AID

1. All students enrolled in courses are covered by district health insurance according to the policy and information given at the time of enrollment. Very minor injuries, such as splinters and bruises may be treated by first aid. The department maintains a first aid kit in the construction tool room for this purpose. More serious injuries may be treated at the student health center located between the library and gymnasium. The instructor will file a report for such injuries. Note, the form of the report is included in this manual. Very serious injuries (broken bones, heart attacks, etc) may require notifying paramedics, the local hospital or clinic.

2. The instructor shall be notified immediately of any such injury sustained in the lab.

3. The instructor will attempt to identify any student who has had prior training in first aid to assist in any injuries sustained in the labs.

4. Emergency phone numbers will be posted at the construction tool room site. Dialing 911 may be made on any pay phone on campus without inserting coins. Dialing 25555 from a school phone will connect you with the Campus Safety (security) Department.
PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

1. Protective face shields shall be provided by the department when there is a danger of flying particles, specifically for the operation of cut-off saws, chop saws, concrete and masonry saws. 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), students will be assisted to the student health center for additional treatment. Eye washing may be done either in one of the rest rooms or from any standpipe in the lab area.

2. Students should consider the purchase of a pair of canvas gloves for the handling of shovels, bricks, blocks and lumber. To protect personal clothing, aprons may be worn but must be provided by the student.

3. Hard-hats shall be provided to each student 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 students are on field trips to construction sites.

4. Students 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, shower shoes, bare feet or other non-work type footwear be allowed while working in the lab.

5. Clothing worn by students shall be appropriate for the lab work. Students will be encouraged to not wear loose clothing and excessive jewelry. Shorts may be worn but the student is cautioned that bare legs are exposed to possible injury.

6. It is not anticipated that students will be exposed to situations or hazards where respirators will be required. Occasionally, fine wood dust fiber will be air-born in shop work involving planing, cutting, sanding and finishing woods. The department will arrange to provide necessary protection.

7. Ear protection may be required for the operation of some power equipment. The department will provide soft earplugs. Students may provide their own ear protection.
GENERAL WORK ENVIRONMENT

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

2. Work surfaces that are wet or slippery may be a hazard. Students should take appropriate means to correct such hazards.

3. All loose lumber must be stacked in a neat and orderly manner.

4. All loose brick and blocks shall be stacked so as not to create a hazard.

5. All excess mortar must be cleared from the decks and put in the proper containers. Broken brick and block chips will be put in the proper disposal containers.

6. All aisles and walkways must be kept clear of materials and equipment at the conclusion of each lab period. Students are cautioned about a tripping hazard that may exist with power cords crossing walkways.

7. All nails protruding from lumber shall be either pulled out or bent over so as not to cause a hazard. Wood scraps shall be disposed of in the proper containers. The jobsite should be swept (inside) or raked (outside) at the end of each lab. A magnetic nail collector should be passed over the ground around the immediate construction area to pick up loose nails for disposal.

STUDENT CONDUCT

1. Horseplay will not be tolerated. A warning will be given. A second offense will result in the student being removed from the lab site. Continued offenses will result in dismissal from the class.

2. Students are warned not to overexert themselves. Do not work too fast. Do not take shortcuts.

3. If you are not sure of how to handle a situation, ask the instructor.

4. Do not try to lift or move too heavy a load. Make more trips with lighter loads or get help from other students.

5. Observe lab rules for start and ending times, breaks, and courtesy to other students.
HAZARDOUS SUBSTANCES

1. Concrete contains cement and lime that could cause skin drying, blistering sores, and infections. Students should properly wash exposed areas as soon as possible after working with this material with soap and water. It is recommended that the student use a cold creme or lotion to prevent excessive drying of the exposed areas.

2. Hydrated lime used in the masonry lab can be just as hazardous to the condition mentioned above. Use the same treatment for corrective action.

ELECTRICAL HAZARDS

1. Only OSHA approved electrical cords and connectors, grounded and free of cracks, splits, or exposed conduit shall be used. The department attempts to keep all cords in proper condition. Students who notice deficiencies should notify the lab associate who will take the cord out of service immediately.

2. The department will provide approved electrical power tools for all lab work. Students may be required to purchase some power tools in specific courses. The department takes no liability for damage to students’ personal tools or theft of such tools.

VEHICLE SAFETY

1. All materials and equipment loaded on vehicles for a move to another site shall be securely tied in place so as to allow no displacement of the materials and equipment.

2. Students will not be allowed to ride in the bed of the department’s pick-up truck.
HAND TOOLS AND EQUIPMENT

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

2. Students 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 student and/or the tool.

3. Students will not use tools or equipment in a negligent manner. Such behavior may be cause for disciplinary action.

4. 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

1. 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.

2. Alcoholism creates an immediate hazard to the individual and students. Persons who show symptoms will be asked to leave the jobsite and will be reported to the appropriate college officials for further action.

3. 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 appropriate college officials for further action.

REWARDS

Persons who exhibit extraordinary attitude and behavior toward safety through the class semester, who take the time to demonstrate or instruct safe procedures to other students, and who are observant in detecting safety hazards and volunteering time to correct same will be acknowledged by the issuance of a Certificate of Safety. It will be the responsibility of the instructor and crew leaders to recommend and select such persons for this award.