

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE INSTRUCTIONAL SAFETY PRECAUTIONS	Policy 3.01.04
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Safety procedures shall always be enforced especially in shop and laboratory facilities. The following guidelines shall be followed:

1. Course instructors shall always point out hazards in advance. This should be done as part of the regular teaching program with special emphasis placed on the preventative approach.
2. Instructors must always be present when shops and laboratories are being used.
3. First aid to minor accidents may be given immediately by the instructor in charge of the program. Serious accidents should be treated in the emergency room at a local hospital (refer to Medical Emergencies 3.01.02.03). These accidents must always be reported to the Vice President for Financial and Administrative Services for insurance purposes.

In the case of an accident involving medical treatment for a College employee, pursuant to the Occupational Safety and Health Administration, the accident shall be promptly reported to the employee's supervisor and the Human Resources Office. Adequate records should be maintained for all accidents.

4. Instructors and student shall wear industrial quality eye protective devices during instruction involving any of the following conditions or activities:
 - a. Hot solids, liquids, or molten metals.
 - b. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials.
 - c. Heat treatment tempering, or kiln firing of any metal or material.
 - d. Gas or electric arc welding.
 - e. Repair or servicing of any vehicle.
 - f. Caustic or explosive chemicals or materials.

Cross Reference: 3.01.02 – Campus Safety and Emergency Planning
3.01.02.03 – Medical Emergencies
3.01.02.04 – Critical Incident Response

Revised: January 27, 2015