



Policy ST05 – Student Rules & Regulations

Policy Issued Date:	January 2010
Last Reviewed by Management:	November 2017
Last Revision/Edit:	October 2020

SCOPE:

Provide facility conveniences and safety standards for students/customers while maintaining a productive educational environment.

POLICY:

Can-Weld puts safety first and treats all students and customers fairly and equally. To achieve this overall rules have been established to be followed by all using our facility for training, testing or space rental. These rules are not optional.

PROCEDURE:

1. **Parking** is free. Do not park in front of the other businesses in this complex as you may be towed away. Can-Weld has done everything possible to provide acquaint parking. If a parked vehicle is not complying with any of the following steps, Can-Weld will inform owner's to move vehicle immediately:
 - 1.1. The West side of the parking lot (strip along grass), excluding the last 3 on the south end clearly stated and are designated for Mackenzie Milne.
 - 1.2. The North area of the parking lot (by the fence) can accommodate a maximum of 4 vehicles if they are pulled tight to the fence. Do not park here if your intention is not to pull all the way up to the fence. Do not park hear if you have to leave before the end of your shift.
 - 1.3. North on Gladwish Drive there is a couple of parking spots on either side of the drive to enter the back of the building. You may park here but allow enough room to close the gates.
 - 1.4. Motorcycles have been allotted 1 parking spot north of Handicap area, if available.
 - 1.5. Bicycles are to park using the bike rack located at the back of Can-Weld (next to the Picnic tale) only. No parking of bikes in the front of the building and absolutely not attached to front pillars. Again, do not chain anywhere in the front area of the building.
2. Wear comfortable work **clothes**. No shorts or pants that are flared, frayed or overly baggy pants allowed; arms and legs must be completely covered.
 - 2.1. Arms are to be covered with leather or Kevlar.

- 2.2. CSA approved steel-toed boots (over the ankle) must be worn at all times in the school along with protective gear i.e., ear plugs, safety glasses.
3. **Smoking**, vaping or toking is NOT allowed on the premises per county of Lambton By-Law #10 of 2004 and the Smoke-Free Ontario Act of 2017. A smoking area is available behind the college for tobacco products only. Please use the “But-Out” dispensers at all times. Use caution when crossing the laneway.
4. **AC & Heat**: Keep classroom, bathroom and locker room doors closed at all times. This is due to the HVAC air quality control system. In addition, the air condition/heat may affect the overall temperature of those rooms.
5. **Eye Wear & Lenses**: A welding shield with the proper dark and clear lenses must be worn whenever individuals are welding.
 - 5.1. Contact lenses may not be worn while welding. It may cause permanent eye damage.
 - 5.2. If magnification is needed, see an optometrist/eyewear specialist or one of the instructors.
 - 5.3. Safety glasses must be worn at all times (i.e., grinding or use of torches, etc).
 - 5.4. A welding shield with the proper dark and clear lenses must be worn whenever welding.
6. **Testing**: Cheating on any tests will not be tolerated, if found cheating your test piece/paper will not be submitted for a grade and a failing mark will be given.
 - 6.1. No student is allowed to enter another student’s welding booth while testing is in progress. This will result in immediate dismissal for the day and not allowed to complete or submit test.
 - 6.2. Notification will be given in advance if a class is cancelled due to others testing. Testing updates and postings are found on the chalk/bulletin board and/or Can-Weld’s website at www.canweldsarnia.com.
7. **Attendance** is very important to arrive to class on time each day and stay for the entire session.
 - 7.1. Do not show up early.
 - 7.2. Arrangements may be made to make up any EXCUSED sessions(s) for medical or personal hardship time that is missed, but not for personal routine appointments, errands or minor appointments. Absents due to serious illness, working or death of an immediate family member require appropriate documentation with dates.
 - 7.3. Dismissal may occur with 20% of program absentee as program content can’t be obtained by contracted end date.
 - 7.4. Limit any personal errands and phone calls to before or after class.
 - 7.5. Do not miss classroom instruction as it is a “one time” 2-1/2 week module scheduled sometime during the program. If this module is missed, make up time may not be available before date of program completion.
8. Abstain from the use of foul and obscene **language** as this can be grounds for 1-2 day suspension. On the 3rd suspension Can-Weld may take dismissal action. (See Student Policy ST05)
9. **Break time** is at 10:00 A.M., 3:00 P.M. and 9:30 PM for 10 minutes and students must return to their booth after break. Limit any other breaks to a short 5 minutes if needed.
 - 9.1. Turn off the welding machine and the light and clean up your mess on the break tables, etc.

- 9.2. Blue box for cans and a garbage can for trash are provided.
10. Do not ask to use Can-Weld telephones/phones. If you have an emergency see the front office staff. No long distance or directory assistance calls will be allowed.
11. Illegal or legal substances and intoxication will not be allowed for safety reasons, once discovered immediate dismissal from class will result.
- 11.1 Can-Weld will not make referrals to a perspective employers of students discovered intoxicated while at Can-Weld.
12. Personal items are not allowed in the welding booths, i.e. back packs, bags, etc. Use a locker located in the designated area for your personal items while you are in class.
- 12.1 Locks are optional and must be provided by the student.
- 12.2 Locker must be emptied daily for the next class to use.
13. No snacks and drinks of any kind allowed in the welding booths.
- 13.1 Coffee/tea is available for only .25cents per cup to cover the cost of the supplies.
- 13.2 A beverage and snack vending machine is available and requires exact change. If problems occur with any vending machine, notify the staff.
- 13.3 There is a microwave available in the shop. Keep items covered at all times and microwave clean.
- 13.4 Bring personal cooler for items that need to be chilled.
14. Safety gear and consumable supplies, each student shall be required to have their own welding shield, welding jacket, welder's gloves and safety glasses.
- 14.1 May purchase a welding kit/package, gloves, glasses, etc. if needed.
- 14.2 The rod oven and coupon box will remain locked at all times.
- 14.3 Use all of the supplies to the fullest as they will not be replaced until they are completely consumed. See the instructor for any extras/replacements.
- 14.4 Do not throw away any unused metal.
- 14.5 Instructors can lock up partially prepared coupons in a locker for the next day.
15. Lost items left at the school, especially the locker room will be kept for a total of 2 weeks. If not recovered within this time items will be donated to charity.
16. Instruction on how to use and care for welding machines, changing and care of gas cylinders will be taught, however student's may need to asked continued questions on proper maintenance.
- 16.1 Students are never under any circumstances to touch the compressor, saw, or the lathe.
17. An iPod or walkman is allowed, but if abused it may be revoked.
- 17.1 Texting and calls is to be limited for break time only. After break time, you will be told 1 (once) only to stop.
- 17.2 The 2nd time, you will be told to leave your cell phone in your locker or car.
- 17.3 A 3rd offense, you will be told to leave for the rest of the day. Instructors are here to teach you and will not wait till you are off your cell.

18. Daily cleanup begins 10 minutes before end of shift. Leave welding booth clean daily. If you enter a dirty booth, notify the instructor so that the previous student can be spoken to.
 - 18.1 To clean: always grind off the weld splatter etc. off your welding table.
 - 18.2 When restarting a weld, do not weld it on the table; weld it on the back up plate.
 - 18.3 No tacking on the arms.
 - 18.4 Sweep the top of booth table and replace items. Use the small table broom and dustpan located on the top of the welder under each welding booth table. The larger brooms are located by the lathe to sweep up under and around booth at the end of shift.
 - 18.5 Leave booth buckets in the designated booth for instructors to dispose.
 - 18.6 Put unused coupons back in the coupon bin.
 - 18.7 There is a metal garbage bin located out back for throwaway items.
 - 18.8 Always turn off your welding machine and the light. Make sure that the M.I.G. machines including the nozzles are cleaned after use.
 - 18.9 Return equipment and/or tools to their proper place.