

Program/Services Trades instructors and students		Document ID RSS 18.29.5	Department: Risk and Safety Services
Personal Protective Equipment or Devices Used CSA approved eyewear or face shields Appropriate respirators (N95/particulate, elastomeric with filters/cartridges) Hearing protection (where noise >85 dB) CSA-approved protective footwear Work Gloves Hard Hat	Training Requirements Classroom safety training Hands-on practical training Orientation for New/Young Workers/Students	Applicable Documents Student records Instructor managed records Inspection checklists as required Safety Data Sheets as required Equipment and task specific safe work procedures as relevant	Creation Date: 02/24/2014
			Effective Date: January 2026
			Next Review: January 2027
			Revision no.: 5
			Reviewer: Safety Technician

ELECTRICAL HAZARD	PINCH POINTS	HIGH SOUND LEVELS	FOOT INJURY
			
Do not attempt to service live electrical wires.	Apply lockout procedures before performing maintenance or working within 30 cm (12 inches) of exposed pinch points. Never place hands, feet, or any body part near moving gears or pinch points.	Hearing protection is mandatory in designated areas or when noise levels exceed 85 dB Confirm hearing protection is properly fitted before starting work.	Wear CSA-approved protective footwear whenever there is a risk of: - Slipping or uneven terrain - Abrasion or crushing hazards - Temperature extremes - Corrosive substances
EXPLOSIVE	FALL FROM HEIGHT	COMPRESSED GASSES	EXPOSURE
			
Make sure volatile chemicals are stored and handled correctly. Proper grounding must be used for all containers.	- Lanyard is attached to an anchor point. - Guardrails are in place - Ladder has a level footing. - Three-point contact while ascending, working or descending a ladder. Inspect and document before use.	- Secure cylinders upright - Keep valve caps on - Store away from heat - Segregate incompatible gases - Use correct regulators.	Identify chemicals in your work area or those being transported by forklift. Consult the Safety Data Sheet (SDS) and wear appropriate PPE before handling or moving hazardous materials.

PURPOSE

To outline mandatory safety rules and regulatory practices for trades students working in labs and shops. This procedure ensures compliance with WorkSafeBC Occupational Health and Safety Regulation (OHSR), CSA standards, and TRU Risk & Safety Services requirements.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- CSA-approved safety glasses (including prescription glasses with side shields) worn at all times in designated areas.
- CSA-approved safety shoes or boots, laced and secured.
- Work gloves as required by task.
- Respirator with HEPA filters when working with dust or hazardous substances.
- Hard hats where overhead hazards exist.
- Hearing protection when sound levels exceed 85 dB.
- Fitted clothing; no loose garments, jewelry, or unsecured hair.

PRE-USE REQUIREMENTS

- Obtain instruction and permission from the instructor before using any machine or equipment.
- Inspect tools, machines, and workstations for damage or hazards.
- Review SDS and WHMIS training requirements before handling chemicals and wear appropriate PPE.
- Ensure safety equipment is present and functional; report any missing or defective items.
- Confirm work area is clean and free of slip/trip hazards.
- Eyewash stations and safety showers must be tested monthly by RSS on campus. For off-campus locations, instructors are responsible for monthly testing and documentation. Ensure signage is posted and units are accessible.

HOUSEKEEPING

- Keep floors clear of oil, grease, and debris.
- Clean spills immediately under instructor supervision.
- Return tools and equipment to designated storage after use.
- No eating or drinking in lab/shop areas.
- Clean and tidy workstations at the end of each day.

POTENTIAL HAZARDS

Hazard	Control Measure
Electrical	Do not work on live equipment or wires, follow lockout procedures
Pinch Points	Lockout before maintenance; keep hands clear.
High Sound Levels	Wear hearing protection when sound exceeds 85 dB.
Foot Injury	Wear CSA-approved protective footwear at all times.
Explosive	Store volatile chemicals correctly; ground all containers.
Exposure	Review SDS; wear respirator and gloves; use ventilation.
From Height	Use guardrails, lanyards, and inspect ladders; maintain three-point contact.
Compressed Gases	Secure cylinders; do not drop; keep away from heat sources.

ORIENTATION FOR LABS & WORKSHOPS

Instructors must provide a site-specific lab/shop safety orientation any time students attend a new space or worksite. If the worksite is not controlled by TRU, that of the responsible contractor or manager must be used. Orientation will include:

- Site-specific identification of hazards in labs and shops (chemical, mechanical, noise, fall hazards).
- Site-specific required PPE and its correct use.
- Emergency procedures (evacuation routes, eyewash/shower use, first aid).
- WHMIS and SDS access for hazardous materials.
- Reporting injuries and incidents through the RSS online form.

Records of orientation must be maintained by the instructor.

SAFETY RULES

- No loose jewelry or loose clothing in shop areas.
- Report all injuries immediately to department leadership/supervising instructor, confirm first aid report form is completed by first aid attendant
- Do not engage in practical work during breaks unless approved low-risk activity.
- No work outside instructional hours.
- Always use provided safety equipment.
- Report hazardous conditions or missing safety equipment immediately.

RECORDS/VERIFICATION OF UNDERSTANDING

- Instructor to maintain training records and verification of understanding.
- Report all injuries and incidents to RSS. Maintain first aid records for 3 years; keep confidential and accessible for legitimate safety/medical needs.
- Inspection and safety tour records must be retained on site for 1 year, copies sent to safety@tru.ca

WORKING ALONE

Students are strictly prohibited from working alone in any lab or shop. If an instructor anticipates isolation during work activities, a Working Alone assessment and check-in procedure must be implemented per TRU policy.

COMPLIANCE AND DISCIPLINARY ACTION

Failure to comply with these rules may result in:

- Discussion/intervention
- Verbal warning
- Written warning
- Suspension or removal from program

ANNUAL REVIEW

Risk and Safety Services (RSS) will complete a review of this Safety Rules and Regulatory Lab & Shop Practices for Trades Students Safe Work Procedure annually to ensure it remains current and effective. The Joint Occupational Health and Safety Committee (JOHSC) may be consulted during this review.

A review will also occur if:

- Regulatory requirements change.
- The procedure is reported to be ineffective.
- An incident occurs involving operation.

APPLICABLE OCCUPATIONAL HEALTH AND SAFETY REGULATION (OHSR)

SWP Section	Requirement Met	OHSR Reference
Personal protective equipment (PPE)	CSA-approved eye, foot, head, hand, respiratory, and hearing protection	OHSR 8.2–8.11; 7.2–7.5
Pre-use requirements	Lockout before maintenance; inspect tools; SDS review; WHMIS training	OHSR 10.3-10.7; 5.3-5.7
Housekeeping	Floors clear of oil/grease; spills cleaned; tools stored; no food/drink	OHSR 4.39–4.42
Potential hazards	Chemical exposure, Electrical, fall hazards, pinch points, compressed gases	OHSR 5; 10; 11; 12
Orientation for new/young workers	Site-specific hazard ID, PPE, emergency procedures, WHMIS	OHSR 3.23–3.24
Records/verification	Maintain first aid records ≥3 years. Maintain training/instruction records per TRU policies.	OHSR 3.19
Working alone	Risk assessment and check-in procedures	OHSR 4.20.1–4.21
Chemical/emergency washing	Eyewash/shower testing and signage	OHSR 5.85–5.93
High sound levels	Hearing protection when noise exceeds 85 dBA; signage	OHSR 7.2–7.5
Fall protection (from height)	Guardrails, lanyards, ladder inspection, 3-point contact	OHSR 11.2–11.9
Compressed gases	Secure cylinders upright; valve caps; proper storage	OHSR 5.36–5.38

SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1	01/23/2014	NEW	OHS Officer
2	04/17/2019	Review and Revision – New Format	Safety Officer
3	08/31/2023	Review and Revise	HSE Manager
4	08/26/2024	RSS update	Safety Advisor
5	01/08/2026	Full restructure for clarity and compliance: added Purpose, Scope, PPE, Pre-Use, Housekeeping, Potential Hazards table (Electrical, Pinch Points, High Sound, Foot Injury, Explosive, Exposure, From Height, Compressed Gases), Working Alone, Records, Compliance, Annual Review; updated Applicable OHSR table with Chemical Safety and Fall Protection references. Title changed to “Lab and Shop Safety Rules for Trades Program” previously known as “Safety Rules and Regulatory Lab & Shop Practices for Trades Students”	Safety Technician