

# **Pipe Trades Training Center**

## **Health & Safety Plan**

### **April 18<sup>th</sup>, 2024**

#### **OVERVIEW**

Promotion of good health for all students, employees and guests is essential to achieving educational goals. Pipe Trades Training Center is committed to providing instruction to students under conditions which are safe and healthy. Pipe Trades Training Center periodically reviews practices which impact upon the health and safety of students, employees and guests and make improvements as desirable.

#### **DRUGS AND ALCOHOL PROHIBITED**

Apprentices are not permitted to attend any training classes or to be on the property or premises of the Pipe Trades Training Center while under the influence of drugs or alcohol. Entering the premises or classes under the influence or in any manner which raises a question of being under the influence will be cause for removal from class and the premises.

#### **FIRST AID**

First aid supplies are kept on hand in the training center.

#### **STUDENT SAFETY**

Promotion of good health and safety for all Pipe Trades Training Center students has always been a primary concern as it is essential to achieving educational goals. The Pipe Trades Training Center Injury & Illness Prevention Program is specifically designed to address the issues involved in providing a safe and healthful space in which to learn and work.

#### **ON-THE JOB**

If an apprentice is asked to work in an environment that they believe to be unsafe they must inform their journey worker or foreperson immediately. If there is a difference of opinion as to the safety of the work environment the apprentice should call the Apprentice Coordinator and/or a Local 393 Business Agent. All apprentices shall wear proper clothing and maintain their personal appearance in such a manner as not to create a health or safety hazard to themselves, their fellow workers or their employers.

## **IN THE TRAINING CENTER**

All apprentices attending related training classes are required to wear suitable clothing and footwear necessary to protect themselves from unforeseen hazards. This clothing will be in such condition as not to soil the carpeting, chairs or stools in the PTTC. If an apprentice continues to appear for class in grimy clothing and shoes or without the proper footwear, they are to be dismissed from class and marked absent. The determination of what is suitable is left to the discretion of the instructors or PTTC staff.

Chapter 1891 of the Education Code requires the wearing of protective eye devices by all persons performing/attending hazardous operations. Places such as the Welding & Brazing shops and some areas used for rigging, are considered “high-hazard” areas and require the wearing of protective eye coverage and protective footwear at all times in order to guard against accident, injury and potential liability. All accidents, regardless of how minor, should be reported to the instructor in charge who will report the accident to an appropriate Training Center staff member.

By order of the Joint Apprenticeship Training Committee and as prudent safety practices dictate, all guards and appropriate personal protective equipment shall be in place when engaging in any activities at the Pipe Trades Training Center. Any person observed ignoring this policy will be asked to leave.

## **PROCEDURES FOR ACCIDENTS/INCIDENT**

Apprentices or others at the school: If you are injured, report to an instructor immediately.

- ❖ Instructor: Assess the first aid or injury situation:
  - For serious injuries or emergencies, call 911 immediately.
  - For first aid or minor injuries, call On-Site Health & Safety at (510) 245-2700. Be sure to get a name and estimated wait time of arrival from On-Site. Arrival should be within one hour.
- ❖ Instructor: Keep injured person comfortable in the Training Center until help arrives.
- ❖ Instructor: Call the Coordinator on duty at (408) 453-6330 to notify them of the situation.
- ❖ Coordinator: Call an NCMCA Safety Officer at (925) 766-3221 to notify them of the situation.
- ❖ Coordinator & Safety Officer: Assess the situation and return call to instructor with further instructions.
- ❖ Instructor: Ensure On-site is managing the injured person’s first aid.
- ❖ Instructor: Complete accident/incident report immediately and forward the report to the NCMCA Safety Officer ASAP.
- ❖ Coordinator & Safety Officer: Follow-up with needed documentation:
  - Safety Officer forwards the On-Site report to the employer of the apprentice and their Coordinator.
  - If an injured apprentice is employed, that contractor forwards a WC-1 Form to the injured apprentice for information and signature.
  - If a Worker’s Compensation case, the NCMCA Safety Officer notifies employed apprentice’s contractor to contact their insurance carrier to start a claim.

- ❖ Contractor and/or Coordinator: Monitor the injured apprentice's condition, situation, and documentation through the entire process with the goal in mind to get the employee safely back to work with minimal loss.
- ❖ Contractor and NCMCA Safety Officer: Close out the case file once the apprentice has been cleared to work.

## **SECURITY**

The safety and security of our students, employees and guests while on the campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) No guns or other weapons are permitted on the campuses or in the parking lots at any time. Any student or employee found to possess these items on campus will be immediately dismissed. Guests will be barred from campus.
- 2) Individuals are to report any threats or attacks made by anyone to the Director of Training. A full investigation will be conducted. If these reports are substantiated, the offending individual will be immediately dismissed or barred from campus.
- 3) Any other incidents or actions that may threaten the harmony of the security of the campus shall be reported immediately to the Director of Training.

## **ACTIVE SHOOTER**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

### **1. Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## 2. Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

## 3. Alternatives

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence
- If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## 4. When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers

- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, yelling, and screaming
- Do not stop to ask for help or directions while evacuating

### **Distribution**

The Director of Training, or his designee, is responsible for disseminating the contents of this plan to all employees. A copy of this plan is available in the Apprentice Handbook and the Instructor Handbook. Each employee is given the plan as part of the onboarding process and provided a new plan each time the plan is updated.

### **ANNUAL EVALUATION**

The Director of Training, or his designee, reviews this plan annually in order to make a determination as to what, if any, changes or improvements should be made. Any changes or improvements are reflected in a revised written version of this plan and shall be appropriately communicated to staff, faculty and students. New revisions are emailed to staff upon changes and posted on the website for faculty and students. Faculty and students are notified through email that a revised plan has been posted.