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## **Subject: CAUS Safety Policy for Wood/Metal Shops**

### **1. Purpose**

This Policy is intended to; help prevent accidents and injuries; increase safety awareness; meet safety requirements of Virginia Tech, VT Environmental Health and Safety (EHS) and federal and state safety laws and regulations; reduce institutional liability; and establish safety responsibilities for CAUS shops' personnel and shop users (enrolled-students, faculty and staff).

As stated in VT Policy No. 1005, "safety is everyone's responsibility". Therefore, all shop personnel and users are expected to be properly trained and thoroughly familiar their safety responsibilities and commit to following established safety practices at all times.

### **2. Policy**

The College of Architecture and Urban Studies (CAUS) and Virginia Tech (VT) are committed to providing a safe and healthy living, learning and working environment for faculty, staff and students which complies with Occupational Safety and Health Administration (OSHA) and Virginia Tech Environmental Health and Safety (EHS) programs. There are inherent safety risks in wood/metal shops and it is everyone's responsibility to ensure that these risks are mitigated through individual EHS training, equipment orientation and safety monitoring and enforcement.

#### **2.1 Entities Affected by this Policy**

This policy applies to all CAUS shops, including all faculty, staff and enrolled-students using these shops.

### **3. Procedures**

#### **3.1 Responsibilities**

##### **3.1.1 Shop Supervisors**

1. Implement and maintain EHS Safety Management System portal listing all shop users and training requirements. No one is permitted to use the shop without passing the required course modules.
2. Supervisor or designee must create, update annually and make available to all working in the shop the Safety Data Sheets (SDS) and the shop's Hazardous Communication Plan.
  - a. SDS must be updated as new chemicals are added or old chemicals are safely disposed of through EHS
  - b. Hazcom Plans must be updated each December.
3. Represent the shop in all safety meetings with the Dean's Office or department.
4. Attend annual CAUS Shop Safety Committee meetings as detailed in Section 3.1.4

### **3.1.2 Shop Staff**

1. Shop staff shall enforce all shop safety rules.
2. Provide instruction to shop users on equipment operation, including heavy machinery and powered hand tools, according to manufacturer's requirements . Machine-specific training must be documented by hard copy or SMS as non-EHS training.
3. Coordinate equipment maintenance in their shop.

### **3.1.3 Shop Users**

1. Shop users are required to follow all safety protocols and direction by shop staff. The term "Shop User" is defined as anyone (enrolled-students, staff and faculty) utilizing the shop's machinery, hand tools, work benches, materials and/or chemicals (lacquer, paint, stains, etc...)

### **3.1.4 CAUS Shop Safety Committee**

1. Committee will meet annually each summer to review shop safety policy and modify, if needed.
2. The committee shall be composed of the CAUS Safety Coordinator and Shop Supervisors or designees.
3. The committee will discuss ways to improve shop safety and implement safety improvements.

## **3.2 Shop User Training**

1. Prior to anyone using the shops they must pass a minimum of four EHS training modules, they are;
  - a. Hazcom Right To Know (Hazcom RTK)
  - b. Machine Shop Safety
  - c. Personal Protective Equipment (PPE) Awareness
  - d. Portable Fire Extinguisher.
2. Additional courses may be required based on work to be performed, such as, Welding and Cutting Safety, Fall Protection are some examples. If you have questions concerning any course or course requirement, contact the CAUS Safety Coordinator, squibb@vt.edu  
Training modules can be found at the following EHS website:
  - a. <http://ehss.vt.edu/train.php>
  - b. Select "View Training Profile" from the center menu
  - c. Login with your PID credentials to view the training module requirements

It is required that all shop users (enrolled-student, faculty or staff ) be trained on shop equipment prior to use. This can be accomplished through group or individual shop-specific orientation in addition to the four required EHS training modules noted in section 3.2

No one is permitted to use any shop machinery or access the active shop area without completing the four minimum training modules listed in section 3.2.1

## **3.3 Shop Personnel Training**

Each CAUS shop shall have at least one staff member hold a current First Aid/CPR/AED certification. Two would be preferable for redundancy. In addition, supervisors are required to be EHS certified for PPE Coordinator, Machine Shop Safety Coordinator, Hot Work Permit Coordinator (if welding is used in the shop), Lockout/Tagout Authorized Person and Hazard Communication Coordinator

### 3.4 EHS Training Verification

1. Ensuring that everyone who uses the shop and its equipment are properly trained in safety by completing the four EHS required training modules is the responsibility of the shop supervisor and shop staff.
2. Verification shall be accomplished through EHS' Safety Management System (SMS).
3. Each CAUS shop shall have a SMS portal whereby all training and shop users are recorded and monitored. For access, go to:
  - a. <http://ehss.vt.edu>
  - b. Select "Safety Management System" at the left side menu

### 3.5 Shop Safety Enforcement

1. Any shop user (enrolled-student, faculty or staff) working without proper PPE or working in an unsafe manner will be asked to correct the safety violation immediately. A second violation in the same semester will require the user to leave the shop until the CAUS Safety Coordinator is notified. The Safety Coordinator will be required to counsel the violator on proper safety protocol. A third violation will result in the person being prohibited from shop access for the rest of the semester or a length of time determined by the shop supervisor.
2. The shop supervisor/staff, CAUS Safety Coordinator and EHS have the express authority to enforce safety violations.

### 3.6 Accident Reporting

Shop injuries must be reported to VT Human Resources and a copy of the report (Employer's Accident Report <http://www.hr.vt.edu>) must be forwarded to the CAUS Safety Coordinator at [squibb@vt.edu](mailto:squibb@vt.edu).

## 4. References

1. VT Health and Safety Policy #1005 (<http://www.policies.vt.edu/1005.pdf>)
2. University Safety and Security Policy #5615 (<http://www.policies.vt.edu/5615.pdf>)
3. EHS Policies/Documents/Programs (<http://ehss.vt.edu>)

## 5. Approvals

**CAUS Safety Coordinator:** Brian Squibb, 231-2332/o, 315-0661/c, [squibb@vt.edu](mailto:squibb@vt.edu)

**CAUS Assoc. Dean for Research:** Bob Schubert, 231-5607/o, 204-3537/c, [silver@vt.edu](mailto:silver@vt.edu)

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