SIUE Department of Civil Engineering Safety Policy

Purpose

The purpose of this policy is to make Department of Civil Engineering personnel and students aware of safety policies and procedures and to promote a culture of safety as part of the educational experience.

Referenced Documents

SIUE University Safety and Emergency Procedures
SIUE Civil Engineering Lab Safety Rules
SIUE Hot Work Policy
Student Project Shop Activities Safety Rules- SIUE School of Engineering (when available)

Scope

This policy applies to all activities undertaken as part of normal operations in the Department of Civil Engineering (Department).

Responsibilities

All Department personnel, including permanent employees, part-time adjunct faculty, student workers and graduate assistants, shall be required to read and understand the policies and procedures outlined in the SIUE University Safety and Emergency Procedures manual. In addition, any of those persons involved in laboratory work shall also be responsible for understanding the SIUE Civil Engineering Lab Safety Rules and, if appropriate to their assignment, the SIUE Hot Work Policy.

Procedures

General

A current copy of the SIUE University Safety and Emergency Procedures will be kept in the department office and on the department website. All permanent employees, part-time adjunct faculty, laboratory instructors, student workers and graduate assistants are required to read this document at least once per year to ensure they are familiar with the material. A copy of this SIUE Department of Civil Engineering Safety Policy, which also shall be read, shall be included at the front of the manual. Once the material has been read and understood, each person required to know the material shall sign and date the log sheet also included in the manual

Laboratory Safety

Laboratory safety rules and procedures (SIUE Civil Engineering Lab Safety Rules) shall be developed and periodically revised as needed and posted in each Civil Engineering laboratory.

Student workers and graduate assistants - All student workers and graduate assistants assigned to perform laboratory or field-related tasks shall complete training relevant to their job function. At a minimum, each worker shall be trained about

- SIUE University Safety and Emergency Procedures,
- proper use of SIUE basic personal protective equipment (PPE)
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- general laboratory hygiene
- *SIUE Civil Engineering Lab Safety Rules*,
- additional relevant training specific to assigned tasks.

Appropriate training shall be completed by the student worker/graduate assistant annually.

Student workers and graduate assistants are expected and required to act as positive examples, particularly with respect to knowledge of and adherence to lab safety procedures, proper use of PPE, and supervising students to ensure that they do the same.

**Students enrolled in laboratory courses** - Each student entering their first CE laboratory course in the upper division (either CE330L or CE354L) shall be provided with a copy of *SIUE Civil Engineering Lab Safety Rules* and a pair of safety glasses. The student is required to read the rules and submit the signed agreement that they have received, will keep, and abide by the rules. The signed agreement will be kept in the student’s file. In addition, a database will be maintained listing students in compliance with the lab safety requirements. Each student will be required to complete an on-line quiz at some point in one or more of the laboratory courses and the quiz results will be maintained in the CE laboratory database until after graduation.

Prior to or on their first laboratory session in the Department, the laboratory course instructor shall review the list of students to identify students who have not yet achieved compliance with this policy. Each student not yet in compliance shall be provided with a copy of *SIUE Civil Engineering Lab Safety Rules* and a pair of safety glasses.

Students shall wear safety glasses as required by the laboratory activities. If they have lost/misplaced/forgotten their safety glasses, then a loaner pair will be provided and the student will receive a grade deduction for that lab session.

**Student Competition Teams**

Students involved with competition teams or other extracurricular activities sponsored by the Department, including but not limited to the ASCE Student Chapter Steel Bridge and Concrete Canoe competitions, are expected to follow the same Laboratory Safety program described above. In addition students engaged in the Steel Bridge and Concrete Canoe, or other activities identified by the Department, shall also be required to comply with policies and procedures which shall be developed specifically for those activities.