

SIUE Department of Civil Engineering Safety Policy (revised 10/24/2022)

Purpose

The purpose of this policy is to ensure Department of Civil Engineering personnel and students are 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 Emergency Management & Safety Policies](#)

[SIUE Civil Engineering Lab Safety Rules](#)

[Civil Engineering Training Assignment and Log](#)

SIUE School of Engineering Student Design Center General Shop Safety Rules

Scope

This policy applies to all activities undertaken in Department of Civil Engineering (Department) facilities.

Responsibilities

All Department personnel, including permanent employees, 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](#) and the *SIUE Department of Civil Engineering Safety Policy* will be kept in the department office and linked to on the department website. All permanent employees, laboratory instructors, student workers and graduate assistants are required to review this document at least once per year to ensure they are familiar with the material. 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.

Evacuation of Persons with Disabilities

1. All persons shall move toward the nearest marked exit. As a first choice, the person who uses a wheelchair or who has a mobility impairment may use the building elevator, BUT NEVER IN THE CASE OF FIRE OR EARTHQUAKE.
2. As a second choice, when the person who uses a wheelchair or who has a mobility impairment reaches an obstruction, such as a staircase, he or she should request assistance from others in the area. If assistance is not immediately available, the person who uses a wheelchair or who has a mobility impairment should stay in the exit corridor or the stairway landing. He or she should continue to call for help until rescued.
3. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.

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. No one shall use CE laboratory equipment, materials or chemicals without prior authorization from CE faculty or staff.

Student workers and graduate assistants

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.

- 1) All student workers and graduate assistants assigned Departmental duties shall complete training relevant to their job function. In addition, students working on departmental or independent research projects in CE labs or shop facilities shall also be provided training as described below. At a minimum, each worker shall be trained about:

SIUE Department of Civil Engineering Safety Policy

- a) [CE Department Safety Policy](#)
 - b) [SIUE University Safety and Emergency Procedures](#)
- 2) If the duties of the student worker/graduate assistant/independent study student will include laboratory or field-related tasks then they shall also be trained about:
- a) [SIUE Civil Engineering Lab Safety Rules](#),
 - b) proper use of basic personal protective equipment (PPE)
 - c) general laboratory hygiene
 - d) additional training specific to assigned tasks.
- 3) A safety training log shall be initiated and maintained for each student worker/graduate assistant/independent student hired by the department, or when the student's duties change substantially (e.g. if moving from a grader to working in a laboratory setting).
- a) The safety training log can be downloaded from Civil Engineering Training Assignment and Log at [Civil Engineering Training Assignment and Log](#).
 - b) The student's supervisor and the student shall fill out the first page of the form (see instructions on the second page of the log form).
 - c) The training log should next be sent to the CE Laboratory Specialist to determine the appropriate training program to follow and ensure the student has access to that training.
 - d) Once the assigned training has been completed the date will be recorded on the log and the log will be filed in the CE department's files for future reference.

Students enrolled in laboratory courses

- 1) Each student entering their first CE laboratory course in the upper division (typically CE330L) shall be provided with a copy of [SIUE Civil Engineering Lab Safety Rules](#) and a pair of safety glasses.
- 2) Each 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.
- 3) Each student will be required to complete an on-line quiz in one or more of the laboratory courses and the quiz results will be maintained in the CE laboratory database until after graduation.
- 4) Prior to or in 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.

Student Competition Teams

Students involved with competition teams or other extracurricular activities sponsored by the Department are expected to follow the same Laboratory Safety program described above. In addition, students engaged in recognized student organization competition projects, 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. The School of Engineering Fowler Student Design Center (FSDC) rules shall apply to students working in the FSDC.

I confirm that I have read and understand the Department of Civil Engineering Safety Policy, and that I agree to abide by the policy and the current safety rules.

Signature

Name

Date