

AC516 Response to Student Academic Lab Safety Violation

Policy Title:	Response to Student Academic Lab Safety Violation
Policy Number:	AC516
Owner:	Sr. Vice President Academic
Approved by:	College Executive Team
Effective Date:	September 2024
Reference:	
Links to Other Policy:	AC203: Student Code of Conduct

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Academic Lab Space – Space where academic learning, specific to practical hands-on training, is either demonstrated by faculty and/or conducted by students where safety related controls (i.e. documented processes, posted rules, use of Personal Protective Equipment, etc.) have been identified as a lab requirement.

Personal Protective Equipment (PPE) – Consists of clothing, gowns, helmets, safety glasses or goggles, respirators, masks, safety footwear, gloves, and other devices designed to protect the individual from specific hazards.

Repeat Failure – Occurs when safety-related controls (i.e. documented processes, posted rules, use of Personal Protective Equipment, etc.) which have been identified as a lab requirement were observed insufficient by College staff or faculty two or more times, regardless of the time between different failures.

Student Code of Conduct - Defines the general standard of conduct expected of students, provides examples of conduct that may be subject to disciplinary action by the College and outlines potential disciplinary sanctions that may be imposed because of violation of the Code of Conduct. The Student Code of Conduct also provides a framework to resolve issues when the code is violated, and informal resolution is not possible.

Purpose:

St. Lawrence College is committed to providing a safe and healthy work and learning environment for all Community Members. The College expects students act in a manner that respects the safety and wellbeing of other students, College employees, and College property.

The policy outlines expectations for compliance as well as the disciplinary process and penalties for students who demonstrate repeat failure to follow the lab safety requirements while participating in their practical learning within the academic labs, tri-campus.

Scope:

This policy applies to all students in all academic labs, tri-campus, where safety-related controls (i.e. documented processes, posted rules, use of Personal Protective Equipment, etc.) have been identified and communicated to students as a lab requirement.

POLICY STATEMENTS

1. Lab specific PPE is a requirement of the lab space and not solely based on the activities performed at the time which may require additional PPE. Many academic lab spaces have a minimum PPE requirement to enter the lab at any given time, regardless of an active lab or the type of activities that will be performed in the lab.
2. All PPE required to enter the academic lab space is to be posted at all entry doors leading into the academic space. Signage is to be maintained and reinstated as required (i.e. new PPE required, missing information or signage has become illegible).
3. Students are required to review and sign off on their applicable academic safety related practices and procedures, including the portion of the document that describes the PPE lab requirement.
4. Faculty members and technical support staff have the authority to ask any student whose behaviour and conduct is considered detrimental to the safety of self and others to immediately leave the academic lab.
5. Faculty members and technical support staff are authorized to deny entry to the academic lab, any student who is not prepared to participate in the lab due to insufficient or inappropriate PPE. The student may return to lab when the required

- PPE to enter the lab is donned by the student. The student is responsible for any instructions or deliverables they may have missed prior to their return to the lab.
6. Failure to abide by the applicable academic safety related practices and procedures will result in Student Code of Conduct sanctions. Improper conduct examples include, but are not limited to, failing to wear the required PPE, using powered tools recklessly, horseplay, etc.

MONITORING

This policy will be reviewed when new information or legislation is presented or following a critical injury associated with the requirements outlined within the policy.

NEXT POLICY REVISION DATE

September 2029

SPECIFIC LINKS

AC203: Student Code of Conduct

APPENDIX AND ATTACHMENTS

Appendix A - Disciplinary Penalties Process based on the Student Code of Conduct

Disciplinary Penalties are based on the Student Code of Conduct and include the following progressive sanctions:

1. **First Offense - Verbal Warning**

Verbal warning given by faculty. Faculty are to keep track of verbal warnings provided to students and ensure the verbal warnings are documented.

Documentation is to include which violation was contravened, date, time, class, and the student's response to the verbal warning.

2. **Second Offense – Written Warning**

Verbal warning as well as written notification is sent to the student from the faculty, indicating that the student will need to meet with their respective Associate Dean.

Associate Dean provides letter which is addressed to the student and outlines the disciplinary penalties should future violations occur. Letter to be signed by Associate Dean. Written warning includes description of problematic behaviour, history of past offenses and failure to follow direction, how to change conduct moving forward and consequences should the behaviour not change.

Associate Dean to track meetings and violation information and update the Student Rights & Responsibilities Office (SRRO).

3. Third Offense – Meeting with SRRO and Associate Dean

A written notice is provided to the student indicating that they have violated the Student Code of Conduct and that further incidents may result in progressive sanctions (i.e. behavioural contract, conduct probation, short or long term suspension).

The student is required to meet with the Associate Dean and SRRO.