

# **CANADIAN WELDING SKILLS INC**

[www.weldingskills.com](http://www.weldingskills.com)

## **Mailing Address:**

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Phone: 705 292-0494

## **Facility Address**

576 Robinson Road  
Ennismore, Ontario  
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## **SHOP POLICIES – CODE OF CONDUCT**

### **1. Cause for Dismissal:**

CWS reserves the right to place on probation, suspend or dismiss any student based on \*unsatisfactory performance, unexcused absence, failure to comply with published rules or destruction of company equipment or property.

\*Unsatisfactory performance means the inability to progress at a normal rate typically expected of welding trainees.

Trainees whose actions or performance are impaired by the use of alcohol, drugs, or prescribed medications will be permanently dismissed from training.

**Use of any intoxicant/drug on training facility property will result in immediate dismissal from the balance of the program. Management's decision is final, based on the concern for the health and safety of all trainees and staff, as well as compliance with insurance regulations.**

**Zero tolerance to drugs or alcohol on training facility property.**

### **2. Re-Admittance:**

Dismissed trainees may be re-admitted upon review of the individual circumstances, and acceptance of a written request submitted by the trainee. Request must be submitted within 5 training days of dismissal. Permanent dismissal will not entitle the trainee to a refund of unused tuition.

### **3. Importance of Disclosing Learning or Physical Disabilities:**

Trainees who may have physical limitations or learning disabilities should discuss matters with the instructor prior to start of training. Disabilities do not necessarily impair the ability to learn to weld or earn an income, but may hinder your ability to progress at an acceptable rate, unless suitable arrangements are made with the instructor.

### **4. Anti-Bullying Policy:**

Canadian Welding Skills has zero tolerance for actions that are deemed to be bullying. This includes, but is not restricted to:

- Physical / Verbal bullying
- Cyber bullying

There are many types of bullying behavior. Each case will be determined separately.

### **5. Anti-Disparagement Policy:**

Canadian Welding Skills prohibits students from making disparaging remarks about students, faculty or the school. Please refer to our Student Complaint Procedure Policy to seek resolution to school related issues.

## **6. Sexual Assault and Sexual Violence Action Policy:**

Canadian Welding Skills is committed to maintaining a healthy and safe learning environment. We are committed to making this environment free of discrimination and harassment and strive to foster an atmosphere of healthy attitudes and behaviours towards sexuality, sex and gender roles. Canadian Welding Skills will not tolerate behaviour that contributes to a hostile and inequitable learning environment. We take seriously our commitment to supporting those who experience sexual violence and we work diligently to provide information and resources to ensure that our college remains free from sexual violence as per our Sexual Assault and Sexual Violence Action Policy.

## **7. Equipment & Materials:**

CWS supplies the necessary equipment, practice material and consumables for each welding station. Practice material is to be used completely with little or no waste. New material is provided as required & for welder's practice/performance tests.

## **8. Electrode stubs:**

### **Electrode stubs are not to exceed 2" in length.**

As a training facility our goal is to instill in students good techniques and habits which will be transferable to the work place. To many employers, efficient use of consumables and materials is paramount. If you are habitually wasteful it will not reflect well on either yourself or our facility. Rod pails to be emptied at the end of each shift into the scrap pails provided. Slag swept from the floor to be deposited in the pail provided.

## **9. Material Preparation:**

Students will spend sufficient time during training preparing raw materials for practice and test plates as well as preparation and bending of test plates and pipe.

## **10. Work Station:**

- ✓ Useable practice material will be returned to the storage rack.
- ✓ Unused welding rods to be returned to the proper location.
- ✓ All cables, torches etc. to be hung neatly in their proper location.
- ✓ Thoroughly clean ALL booth surfaces of slag, rod stubs etc.
- ✓ Partially used rods should be used for stop/start practice at end of shift.
- ✓ **Absolutely no partially used rods to be returned to rod storage.**
- ✓ Ensure that booth curtains are kept closed while welding.
- ✓ Food and drinks are not permitted in the training booths.
- ✓ No smoking allowed in booths, smoking area is the designated area only.
- ✓ Personal belongings, tools and safety gear may be left in the storage room.
- ✓ Unless otherwise instructed, no tack welding or welding of work pieces to the welding tree plates. Tack welds must be ground off at the end of the day.
- ✓ All machines & exhaust fans to be shut down during breaks and lunch period and at the end of the day.

## **11. Smoke Extraction Equipment:**

Trainees are reminded that smoke removal equipment is for everyone's benefit. Ensure that fume pickup is located as close as possible to weld zone. Failure to comply may reduce the health and safety for you and your co-workers.

## **12. Safety Equipment / Clothing:**

- Safety glasses must be worn at all times during training.
- Approved and suitable safety footwear is mandatory for admittance on the shop floor.
- Ear-plugs or ear muffs and face shield must be worn in grinding booth. Ear plugs may be re-used and are not intended to be discarded after a single use.
- Nylon pants / clothing are not permitted. Nylon is extremely flammable.
- Jeans are suitable for training; however no holes, rips or frays are accepted. Shorts are not permitted.

## **13. Personal jewelry:**

- Wearing jewelry has the potential to lead to personal injury for trainees. Metal is conductive and may result in burns or electrical shock. Protruding and hanging jewelry has the potential to get caught.
- Therefore rings, watches, bracelets, dangling piercings are to be removed before going on the shop floor. Necklaces are accepted only if worn underneath protective clothing. If it is impossible to remove the item (ear/nose/eyebrow piercing) it must be covered with medical tape before using a welding helmet.
- Exception: Acrylic/wood ear plugs are permitted-acrylic and wood are not conductive, plugs are not a catching hazard.

## **14. Payment Policy:**

Students are required to abide by the payment schedule agreed to in the signed Student Contract. Non-payment of fees may result in delay of training, until account is up to date.

## **15. Refund Policy:**

Canadian Welding Skills will issue tuition refund as outlined in the student contract, in compliance with the Ministry of Advanced Education and Skills Development guidelines.

## **16. Theory Program & Text Books:**

- Students are required to complete the theory program to achieve their diploma. Canadian Welding Skills utilizes a self-paced; home study theory based training program using modules from the Hobart Institute of Welding Technology. Theory guidance is available upon request.
- The theory program includes 5 written examinations and 2 homework assignment booklets. Homework to be turned in for marking as required. Failure to turn in work for marking may result in temporary interruption of practical training.
- Final transcript, resume, letter of introduction, and welder qualification cards will not be available until theory portion has been satisfactorily completed.

## **17. Program Modifications:**

Any program modifications are at the sole discretion of instructors upon consultation with management.

## **18. Hours of Instruction:**

- 8:30am to 4:30pm Monday through Thursday, (thirty hours of instruction/week).
- Training may be undertaken on more than one shift, depending on demand and booth availability.

**19. Attendance:**

- Students are expected to be punctual, and to honour lunch and break times. Arrival 15 minutes prior to your scheduled start time is sufficient. Lunch is from 12:00 to 12:30. Breaks begin at 10:00am and 2:30pm. Break times are 15 minutes in length.
- Students providing advance notice of times when they will not be present (for just reasons) may have that time added to the end of the course, depending on booth availability. Otherwise your failure to arrive on time / miss class may result in loss of that time.
- Attendance is considered an employability skill and is therefore monitored throughout each students program. The percentage of time absent is taken into consideration for your final mark and deductions for absenteeism will be made as follows:
  - up to 15 hours absent - No deduction to final mark
  - 15-30 hours absent - 2% deducted
  - 30-60 hours absent - 5% deducted
  - 60+ hours absent - 10% deducted
- CWS reserves the right to postpone training on short notice.

**20. Professional conduct:**

Students are expected to behave in a professional manner at all times. Conduct will be reviewed throughout the program.

**21. Cell Phones/ Electronic Devices:**

- General/ personal use of cell phones is only permitted during lunch and break times, in lunchroom area or outside.
- Emergency calls can be conducted in lunchroom or upstairs office.
- Students are not permitted to use their cell phones in their booths or on the shop floor.

**PLEASE NOTE: Failure to comply with shop policies may result in loss of training hours at the discretion of the instructor.**

**Trainee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CWS Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_