



Panola College School of Energy & Welding Student Handbook

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1. Welcome & Purpose

The Panola College School of Energy & Welding is committed to providing high-quality, hands-on training that prepares students for successful careers in energy, industrial, and manufacturing industries.

Safety, professionalism, and accountability are our highest priorities.

This handbook provides the rules and expectations that ensure a safe, productive, and respectful learning environment.

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Panola College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Panola College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.

2. Laboratory Safety Guidelines

Emergency Procedures

In the event of an emergency requiring immediate medical attention:

- **Call 911 first.**
- **Notify Panola College Campus Police at 903-693-1111** immediately after contacting emergency services.
- If the **instructor is unable to make the call**, any student present should contact **911** and **Campus Police** without delay.
- The **instructor and department chair** will then notify the appropriate college personnel in accordance with the **Panola College Emergency Safety Plan**, which is available online at: [Panola College Safety Plan](#)

2.1 General Safety Contract

The School of Energy emphasizes hands-on learning in laboratory environments.

Due to potential hazards, student safety is the highest priority at Panola College.

If a student is under 18, both the student and a parent/guardian must sign this contract before lab participation.

General Safety Guidelines

- Act responsibly and follow all instructions. Ask questions if unsure.
- Never work alone; an instructor must be present.
- Do not touch any equipment or materials until instructed.
- No food or beverages in the laboratory.
- Wear safety glasses at all times. Goggles when handling chemicals or heat; gloves for chemicals or hot surfaces.
- Maintain a clean workspace.
- Know the locations of first aid kits, eyewash, safety showers, fire extinguishers, and exits.
- **Report** unsafe conditions or accidents immediately.
- Operate only the equipment you've been trained and authorized to use.
- Never remove or bypass safety guards.
- No horseplay or distractions.
- Respect others' work.
- Turn off and clean all equipment after use.
- Failure to demonstrate safe work practices may result in removal from the course.
- General Laboratory Safety
- Keep aisles clear; store cords/hoses safely.
- Tag damaged tools "OUT OF SERVICE."
- Know emergency equipment locations.
- Report all injuries immediately.

PPE Requirements

- Safety glasses are always required.
- Insulated gloves for live electrical work.
- Hearing protection when operating engines/compressors.
- Flame-resistant (FR) clothing is recommended for electrical/mechanical work.
- Closed-toe work boots are required (steel toe optional).
- Dispose of all oily or combustible-soaked rags in the red metal, flame-retardant trash cans provided in the labs.

Lock-Out / Tag-Out (LOTO)

- Identify energy sources.
- De-energize and isolate.
- Apply a personal lock/tag.
- Verify zero energy.
- Only the person who placed the lock may remove it.

Daily Toolbox Safety Rules

- Inspect all tools before use.
- Use the correct tool for the task.
- Keep handles clean/dry.

- Maintain proper posture and grip.
- Return tools to the assigned location.
- Store heavy tools securely.
- Wear required PPE.
- Never leave tools on ladders/scaffolds.
- Report missing/broken tools immediately.
- Maintain accountability for issued tools.

Job Safety Analysis (JSA) Requirement

- All hands-on classes must complete a JSA on Day One of each semester. See Appendix D
- JSA identifies tasks, hazards, PPE, and controls.
- Must be signed by the instructor and students before work.
- The instructor keeps a copy for inspection.
- New projects/equipment require an updated JSA.

General Power Tool Safety

- Operate only after instructor training.
- Inspect cords, guards, and switches before use.
- Keep safety guards in place.
- Never bypass safety switches.
- Disconnect power before blade or bit changes.
- Maintain balance and secure workpieces.
- Keep hands/clothing away from moving parts.
- Use correct extension cords.
- Report damaged cords or housings immediately.

Compressed Air & Air Tool Safety

- Use of compressed air and pneumatic tools is common in all School of Energy & Welding laboratories. Follow these rules to prevent injury and equipment damage:
- Inspect air hoses, fittings, and couplers for cracks, leaks, or wear before each use.
- Use only hoses, quick-connects, and tools rated for the required pressure.
- Ensure hoses are routed away from walkways and sharp edges to prevent tripping or abrasion.
- Always disconnect the air supply before changing accessories, clearing jams, or performing maintenance.
- Never crimp, kink, or pull hoses to move equipment.
- Never use compressed air to clean clothing, hair, skin, or eyes.
- When cleaning work areas or equipment, limit air pressure to 30 PSI and use chip guards or shields to contain debris.
- Wear safety glasses and a face shield when using compressed air or pneumatic tools.
- Keep your hands and body away from the discharge path of air nozzles.

- Only trained students may operate pneumatic equipment, and all use must be under instructor supervision.
- Report any damaged air tools, fittings, or hoses immediately and tag them “OUT OF SERVICE” until repaired.

Bench & Stationary Equipment

- Keep the area clean.
- Verify guard and emergency stop function.
- Maintain safe walkways.
- Do not leave machines running unattended.
- Disconnect power and replace guards after use.
- Instructor Accountability
- Instructors ensure JSA completion and filing.
- Failure to document JSAs may result in review.
- Students who refuse to participate may be removed from the lab.

Dress Code:

Appropriate attire is required at all times in the School of Energy classrooms, laboratories, and shop environments to maintain personal safety, professionalism, and readiness for industry employment. Students must adhere to the following standards

- **Shirts:**
 - Shirts must have sleeves (short or long); sleeveless, tank tops, cut-offs, or torn shirts are not permitted.
 - Logos or wording must be professional and appropriate for an academic and workplace setting—no offensive or suggestive graphics.
- **Pants:**
 - Long pants are required at all times in labs and shops.
 - Pants must be made of durable material such as denim or work-grade fabric; no shorts, sweatpants, or athletic wear.
 - Pants should fit properly—loose, frayed, or excessively baggy clothing that could catch on machinery is prohibited.
- **Footwear:**
 - Closed-toe **work boots** are required; sandals or open-toe footwear are not allowed.
 - Work boots should be leather or equivalent with oil-resistant, slip-resistant soles.
 - Steel or composite toe boots are strongly recommended for labs involving heavy mechanical or electrical work.
- **Eye Protection:**
 - **Safety glasses must be worn at all times** in all labs and shop areas, regardless of activity.

- When grinding, cutting, or performing tasks that generate debris, a face shield should also be used in addition to safety glasses.
- **Additional Protective Clothing:**
 - Flame-resistant (FR) clothing or lab coats are recommended in welding, electrical, and other labs where arc flash or flame hazards exist.
 - Long hair must be tied back, and jewelry such as rings, watches, and dangling necklaces should be removed before lab work.
 - Gloves, ear protection, and other PPE must be worn when designated by the instructor or signage.
- **Cleanliness and Presentation:**
 - Students are expected to report to class in clean, presentable attire that reflects professionalism and readiness for work.
 - Students failing to meet dress code standards may be sent home to change and marked absent for the period.

Other:

- Cell Phones: Silent or vibrate; no calls/texts during class or testing.
- Computers: Academic use only.
- Three unexcused absences may result in grade reduction consistent with the course syllabus and Panola College policy.

2.2 Energy Program Specific

Electrical Safety

- Treat all circuits as energized until verified otherwise.
- Perform lock-out/tag-out (LOTO) before servicing.
- Verify absence of voltage using an approved meter.
- Keep hands and tools dry; use insulated mats.
- Do not bypass fuses, breakers, or overloads.
- Maintain safe approach distances.
- Ensure proper terminations for connections.
- Ensure proper cord/wire length for all connections, avoiding stretching or tight connections.

Hydraulic Safety

- Inspect hoses, fittings, and connections for leaks, cracks, or wear before each use.
- Never check for hydraulic leaks using your hands; use cardboard or paper to detect leaks safely.
- Depressurize hydraulic systems before connecting, disconnecting, or performing maintenance.
- Ensure all hydraulic lines are properly rated for the system's maximum operating pressure.

- Keep body parts away from potential leak points and moving components.
- Do not tighten fittings or connections while the system is pressurized.
- Avoid sudden movements of actuators and keep clear of pinch or crush zones.
- Report any fluid injection injuries immediately and seek emergency medical assistance — hydraulic fluid injection is a serious medical emergency.
- Dispose of used hydraulic fluid properly according to SDS and environmental procedures.

Mechanical & Engine Safety

- Keep hands, hair, and clothing clear of belts, pulleys, fans, and shafts.
- Never remove guards while running.
- Use rated stands/lifts for heavy components.
- Allow engines to cool before service.
- Check for fuel leaks and avoid ignition sources.

HVAC & Refrigeration Safety

- Handle refrigerants per EPA Section 608.
- Handle Oxy/Acetylene torches only after proper training.
- Wear safety glasses and gloves when charging systems.
- Use recovery equipment—never vent refrigerant.
- Guard against burn or frostbite hazards.

LOTO

- Disconnect power before maintenance.
- Apply a lock/tag with name/date.
- Verify zero energy before work.

Prohibited Acts

- No Horseplay. Zero Tolerance.
- Using compressed air to clean clothing/skin.
- Operating equipment while fatigued or under the influence.

Safe Work Practice Statement

All students must demonstrate safe work habits. Failure to comply after instruction and a written warning will result in removal from the laboratory and possible withdrawal.

2.3 Welding Program Specific

Equipment & Work Area Safety

- Operate welding, cutting, or fabrication equipment only after authorization and demonstration.
- Inspect leads, torches, and grinders before use.
- Do not remove or modify guards.

- Keep hands/feet clear of moving parts.
- Maintain a clean, clutter-free area.

Fire & Hot-Work Safety

- Inspect for combustibles; maintain clearances.
- Use fire-resistant curtains or shields.
- Keep a fire extinguisher nearby.

Metal Working Equipment Safety

Metal fabrication areas include equipment such as the ironworker, tubing roller, tubing bender, bandsaw, and chop saw.

Follow these rules to ensure safe operation:

- Operate only after proper training and instructor authorization.
- Inspect machines, guards, and emergency stop buttons before each use.
- Never remove, bypass, or modify any safety guard or interlock device.
- Never place any part of your body into, behind, or near a guard, blade, die, crush point, or pinch point.
- Keep hands, gloves, and clothing clear of moving blades and rollers.
- Secure materials firmly before cutting, punching, or bending.
- Use push bars or tools to position stock—never your hands.
- Maintain safe footing and balance; keep the floor area clean and free of scrap metal.
- Disconnect power and ensure moving parts stop completely before clearing jams or performing maintenance.
- Report damaged guards, switches, or controls immediately and tag equipment OUT OF SERVICE until repaired.

Gas Cylinders & Cutting Equipment

- Secure cylinders upright.
- Open valves slowly; check for leaks.
- Never use oil or grease on fittings.
- Purge hoses before lighting torches; close valves after use.

PPE Requirements

- Proper welding helmet and shade filter.
- FR clothing recommended; avoid synthetics.
- Long pants and closed-toe work boots required (steel toe optional).
- Safety glasses under a helmet.
- Welding gloves, hearing protection if needed.

LOTO

- Disconnect power before maintenance.
- Apply a lock/tag with name/date.
- Verify zero energy before work.

- Prohibited Acts
- No Horseplay. Zero Tolerance.
- Using compressed air to clean clothing/skin.
- Operating equipment while fatigued or under the influence.

Safe Work Practice Statement

All students must demonstrate safe work habits. Failure to comply after instruction and a written warning will result in removal from the laboratory and possible withdrawal.

3. Drug Test & Background Check Policy

Drug testing and background screening are required for eligibility to participate in Panola College–sponsored employment activities associated with the School of Energy, including, but not limited to: on-campus interviews, internships, employer site visits, job postings distributed through the department, and department-sponsored job placement communications.

These screenings are not academic assessments and do not measure course learning outcomes. Therefore, refusal to consent, failure to complete screening, or a positive result will not, by itself, change academic grades for course assignments or exams. However, refusal, failure to complete, or a confirmed positive result will result in loss of eligibility to participate in Panola College–sponsored employment activities and will limit the department’s ability to provide employment recommendations to external employers, consistent with program requirements and college policy.

If a student consents to screening, the department will publish available testing windows in Canvas. Students must complete the drug screen within the stated timeframe. Failure to appear without documented emergency circumstances may result in loss of placement eligibility until the screening is completed at the student’s expense.

- All majors are required to complete screening for eligibility to participate in Panola College–sponsored employment activities.
- A confirmed positive drug test, refusal to test, refusal to sign, or failure to complete required screening may result in ineligibility for Panola College–sponsored interviews, site visits, internships, and job placement assistance, and recommendation letters, coordinated by the department.
- Background check information may be reviewed for placement eligibility; employers ultimately determine their own hiring requirements.
- Screening results are handled as confidential student records to the extent permitted by law and college policy and are used only for program placement eligibility purposes.

- Course enrollment and academic grading are governed by the course syllabus and Panola College academic policy; screening status affects placement eligibility only.

Appeal & Consultation Policy

Students who fail a drug test or background check may submit a Student Appeal & Consultation Request Form to the Department Chair.

- Students have 5 business days to notify the chair that they wish to appeal the drug test results. (Appendix B)
- Decision: Re-evaluation or Denial.
- If the student disagrees with the Department Chair's placement-eligibility decision, the student may request an administrative review by the Dean of Career and Technical Programs in accordance with Panola College policy. The Dean's decision is final for departmental placement eligibility, subject to applicable Panola College grievance and appeal procedures.

4. Syllabus Notes & Academic Policies

- Late Work: All listed assignments are due according to the due date provided in Canvas and on the course calendar. If you do not complete the assignments on time, a 5% per day penalty will automatically be applied to all assignments. If you have missed an assignment due to an approved class absence, please contact your instructor for further instructions.
- Missed Exams: Missed exams due to legitimate reasons should be taken before the reporting of a midterm or final grade, as applicable. It is the responsibility of the student to reschedule the makeup with the instructor. The Instructor reserves the right to change the test format of any makeup. Instructors are not required to issue makeup work for an unexcused class absence. The instructor also reserves the right to give full or partial credit for any makeup work that is allowed and that resulted from an unexcused absence.
- Missed Quizzes: Missed quizzes due to legitimate reasons should be rescheduled within one week of the scheduled quiz or a date assigned by the Instructor. It is the responsibility of the student to reschedule makeup quizzes. The Instructor reserves the right to change the test format of the makeup quiz. The instructor is not required to make up work for unexcused class absences. The instructor reserves the right to give full or partial credit for any makeup work that is allowed and that resulted from an unexcused absence.
- Attendance: Attendance is based on the student missing no more than 10% of the semester without a valid excuse. After exceeding 10% absence, the instructor may recommend withdrawal in accordance with Panola College attendance and withdrawal policies. Any student thirty or more minutes late will be counted absent. Students who

leave before class is dismissed will be counted absent. The Instructor reserves the right to dock points for any missed class without a legitimate excuse.

- Missed Lab Exercises: Students will have one day out of the semester assigned by the instructor to make up any lab exercises missed due to the student being absent for legitimate reasons. Instructors are not required to make up work for unexcused class absences. Instructors reserve the right to give full or partial credit for makeup work that is given because of unexcused absences.
- Plagiarism: Plagiarism shall be defined as appropriating, buying, receiving as a gift, or obtaining by any other means, another person's work, and the unacknowledged submission or incorporation of it in one's own written work. All papers submitted to Canvas will be scanned, and the instructor reserves the right to assign grade penalties based on the results.
- Cheating: Cheating on a test shall include:
 - Copying from another student's test
 - Using test materials not authorized by the person administering the test
 - Collaborating with or seeking aid from another student during a test without permission from the test administrator
 - Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
 - The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
 - Substituting for another student, or permitting another student to substitute for one's, to take a test.
 - Bribing another person to obtain an unadministered test or information about an unadministered test is absolutely not tolerated.
 - If a student is suspected of cheating, the instructor will follow Panola College academic misconduct procedures, which may include removal from the testing environment and assignment of a zero, consistent with institutional policy.
- Class Conduct: All cell phones should be turned off in all classes. If you must receive a call, notify your instructor and step out of the classroom. No cell phones are allowed during testing. No disruptive behavior is allowed in class; if a student is being disruptive, as determined by the instructor, one warning will be given. If the behavior persists, the student will be sent home and counted absent.
- Students may be dropped from the course on the 12th class day if they have not completed any assignments.
- Some mandatory meetings outside of class days and times may be required to attend for credit. Valid excuses must be submitted with proof via email to your professor to avoid grade penalties.

5. Continuing Education Certification Requirements

Certain School of Energy & Welding courses include **mandatory Continuing Education (CE) certifications** that are directly tied to specific college credit courses. These certifications are required for program completion and reflect industry expectations for employment readiness. The following CE certifications are currently aligned with credit-bearing coursework:

- **ELPT 1341 - Motor Control:** CPR Certification
- **DEMR 1316 - Basic Hydraulics:** Forklift Certification
- **HART 2336 - Air Conditioning Troubleshooting:** EPA 608 Certification

Mandatory Participation

Students enrolled in the credit courses listed above are required to attend the corresponding CE certification class and must complete all instructional sessions and examinations to receive certification.

Single Attempt Policy

CE certification dates are determined by enrollment and instructional availability. There may or may not be multiple scheduling options provided. When options exist, students must select one session.

Once a student selects or is assigned to a CE session:

- That session becomes the **only** session the student may attend.
- Students must attend the selected session as scheduled.
- Failure to attend, except for approved documented emergencies, will result in a **zero** for the associated exam grade in the parent course.

Attendance Requirements

Attendance for all CE certification classes is **mandatory**. These sessions operate under the same expectations as standard course instruction.

- Unexcused absences are not permitted.
- Late arrivals or early departures may result in dismissal and a failing score.

Grade Impact

Each CE certification exam will count as an **exam grade** in the corresponding credit course.

Examples:

- CPR exam → **ELPT 1341**
- Forklift certification exam → **DEMR 1316**

- EPA 608 exam → **HART 2336**

Certification Completion

Students who fail to attend, fail to participate, or fail the CE certification exam will receive a **zero** for the associated exam grade in the parent course. CE certifications are industry requirements and are non-negotiable components of program completion.

Students will only be required to repeat the credit course if the resulting grade of zero causes them to **fail the course overall**.

6. Written Warning Policy

Purpose

The Written Warning Policy establishes a clear, consistent, and fair process for addressing unsafe behavior, misconduct, or failure to comply with Panola College School of Energy & Welding safety and conduct standards.

The intent is to correct behavior, ensure accountability, and maintain a safe, professional laboratory environment.

Disciplinary Procedure

Step 1 – Verbal Warning

A verbal warning is issued for the first minor offense or safety violation.

The instructor will discuss the issue with the student and document the conversation for reference.

Examples of Minor Offenses:

- Not wearing the required PPE after instruction
- Being late to the lab or leaving early without permission
- Disruptive talking or inattention during safety briefings

Step 2 – Written Warning

- A written warning is issued when a student repeats a violation or commits a more serious offense.

The written warning form documents:

- The specific rule or policy violated
- Description of the incident
- Corrective action required
- Student acknowledgment

A copy of the written warning will be kept in the course file and the student's departmental record.

Students may submit a written response for inclusion in the file.

Step 3 – Temporary Removal from Lab or Class

- If a student's actions compromise safety or disrupt instruction:
- The instructor may remove the student for the remainder of the class period.
- The absence will be recorded as unexcused unless deemed otherwise by the instructor.
- The student must meet with the instructor or Department Chair before returning to class.

Step 4 – Course Removal or Administrative Action

- Repeated offenses or any major safety violation may result in removal from the course and referral to college administration for further disciplinary review.
- Examples of Major Violations:
 - o Tampering with or disabling safety equipment or guards
 - o Working unsafely with live electrical circuits or ignition sources
 - o Physical confrontation or harassment
 - o Possession of weapons or drugs on campus
 - o Ignoring a lock-out/tag-out or instructor stop order

Immediate Removal Clause

Immediate removal, course failure, or administrative withdrawal may occur when a student's conduct demonstrates intentional disregard for safety, creates imminent danger to persons or property, constitutes a major safety violation listed herein, or follows prior written warnings, and will be handled in accordance with Panola College policy.

Documentation and Record Keeping

All written warnings and removals are documented on the official Written Warning Notice Form (Appendix A).

The student will receive a copy at the time of issuance.

The Instructor and Department Chair retain a copy for departmental records.

Students who wish to appeal a drug test have 5 business days to fill out a Drug Test Appeal Request Form (Appendix B)

7. Student Acknowledgment Signature

This may be recorded electronically and maintained by the department chairs:

I have read and understand the Panola College School of Energy & Welding Student Handbook and agree to follow all policies and safety rules contained herein.

Student Printed Name: _____

Student ID# _____

Signature: _____

Date: _____

Parent/Guardian Printed Name:(if under 18): _____

Signature: _____

Date: _____



Appendix A – School of Energy Drug Testing/Background Check Policy

1. All School of Energy and Welding majors are required to take a drug test and complete a background check for eligibility to participate in Panola College–sponsored employment activities, including interviews, internships, employer site visits, job placement assistance, and recommendation letters coordinated by the department.
2. A confirmed positive drug test, refusal to test, or failure to complete required screening may result in ineligibility for Panola College–sponsored employment activities, consistent with college policy and applicable law. If a legally prescribed medication results in a positive test, the student must provide appropriate documentation from a licensed healthcare provider for review.
3. A background check will be administered through Panola College. Please disclose below any DWI, DUI, major driving offense, criminal charge, or other background-related issue that may appear. Some offenses may or may not disqualify you.
4. Panola College reserves the right to disqualify any student from participating in Panola College–sponsored job placement or interview opportunities based on background history and/or drug test results.
5. By signing below, you acknowledge these minimum requirements and understand that failure to complete all minimum requirements forfeits your right to Panola College–sponsored interviews.
6. By signing below, you acknowledge that Panola College will use your personal information to administer a background check and a drug test.

Student Information

Name: _____ **Student ID:** _____

Program / Major: _____ **Phone:** _____

Email: _____

Background / Driving / Legal Disclosure

(List any DWI, DUI, major driving offense, criminal charge, or other issue that may show up on your background check.)

Consent and Authorization

I acknowledge that I have read and understand the Waiver Checklist above. I consent to:

- Drug testing
- Background screening
- Release of results to Panola College School of Energy for determining eligibility for interviews, site visits, and job placement activities.

I understand that a positive drug test, refusal to test, or failure to complete required screening may remove me from placement and interview opportunities.

Student Signature: _____ Date: _____

If under 18: Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Refusal to Consent

I do not consent to the required drug test and/or background check. I understand that by refusing, I am ineligible for Panola College-sponsored interviews, site visits, or job placement assistance.

Student Signature (Refusal): _____ Date: _____

If under 18: Parent/Guardian Printed Name: (Refusal) _____

Parent/Guardian Signature (Refusal): _____ Date: _____



Appendix B – Drug Test/Background Check Appeal Request Form

Student Information:

Name: _____

Student ID: _____

Program/Major: _____

Phone Number: _____

Email Address: _____

Reason for Appeal: (Please check all that apply)

☐ Failed Drug Test

☐ Background Check Issue

☐ Other (Please Specify): _____

Explanation: (Provide details regarding your situation and why you are requesting a consultation)

Consultation Request Agreement

By signing this form, I acknowledge that I do not meet the minimum requirements outlined in the Panola College **SCHOOL OF ENERGY BACKGROUND/DRUG TESTING WAIVER**. I am requesting a face-to-face consultation with the Department Chair to discuss my situation.

I understand that:

Approval for re-evaluation is at the Department Chair's discretion.

Students have 5 business days from the announcement of the test date to appeal.

If approved for re-evaluation, the department may fund the test; if this is the second test, the student is responsible for out-of-pocket expenses, as determined by the department chair below.

If my request is denied due to the nature of my failure, I will not be eligible for job placement opportunities through Panola College or letters of recommendation from my instructors.

Student Signature: _____

Date: _____

Parent or Guardian Signature (if under the age of 18) _____

Department Chair Decision:

☐ Re-evaluation Approved – The student may retest/reapply with a department-funded test on the date given below.

Re-evaluation Date: _____

Department Chair Signature: _____

Date: _____

☐ Re-evaluation Approved – The student may retest/reapply at their own expense on the date given below.

Re-evaluation Date: _____

Department Chair Signature: _____

Date: _____

☐ Re-evaluation Denied – Due to the nature of the failure, this student is not eligible for reconsideration.

Department Chair Signature: _____

Date: _____

☐ Doctor Prescribed Drug – Student has provided the department chair with the appropriate letter from their physician stating that a prescribed drug is showing a positive test.

Department Chair Signature: _____

Date: _____



Appendix C – Written Warning Notice Form

Student Name: _____

Student ID: _____

Course: _____

Instructor: _____

Date of Incident: _____

Type of Violation (check one):

☐ Safety Violation	☐ Attendance/Tardiness
☐ Conduct Violation	☐ Other: _____
☐ Academic Misconduct	_____

Description of Incident:

Action Taken / Disciplinary Step: (Check all that apply)

☐ Verbal Warning	☐ Written Warning	☐ Removal for Day	☐ Referred to the Chair
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Corrective Action Required:

Student Acknowledgment

I acknowledge receipt of this warning. My signature does not necessarily indicate agreement.

Student Signature _____ Date _____

Parent or Guardian Signature (if under the age of 18) _____

Instructor Signature _____ Date _____

Department Chair _____ Date _____

Administrative Note: This form must remain on file for a minimum of two (2) years from the date of issuance.



Appendix D – JSA

Panola College – School of Energy & Welding

Job Site Safety Analysis (JSA) Form

Purpose and Instructions:

This Job Site Safety Analysis (JSA) is designed to help students identify and prevent hazards in Panola College instructional labs. Each student must complete this form before performing hands-on work to demonstrate understanding of lab-specific risks.

Instructions:

1. Define the Job/Task – Break the assignment into logical steps.
2. Identify Hazards – For each step, think about what could cause harm.
3. Develop Controls – Describe how to avoid, mitigate, or correct the hazards.
4. Verify PPE – Check all protective gear before beginning work.
5. Submit and Review – Review your JSA with your instructor.

Section 1 – Administrative Information

Instructor:		Program Area:	☐ Welding ☐ Energy
Course / Section:		Lab Location:	
Date:		Student Name:	
Semester:			

Section 2 – Job Steps, Hazards & Controls

Step / Task	Potential Hazards	How to Avoid, Mitigate, or Correct the Hazard

Section 3 – Personal Protective Equipment (PPE)

☐ Safety Glasses ☐ Face Shield ☐ Welding Helmet ☐ Gloves ☐ Leather Apron	☐ FR Clothing ☐ Steel-Toe Boots ☐ Hearing Protection ☐ Respirator ☐ Hard Hat
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All required PPE must be worn at all times while in lab areas.

Section 4 – Certification and Acknowledgment I have reviewed my assigned lab area, equipment, and procedures. I understand the hazards and agree to follow all safety controls and requirements.

Student Signature: _____

Date: _____

Student ID# _____

Parent or Guardian Signature (if student is under the age of 18) _____

8. Administration Signature Page

The policies and procedures contained in the Panola College School of Energy & Welding Student Handbook have been approved by the following officials of Panola College:

Daniel Hall

Digitally signed by Daniel Hall
DN: urn:DanielHall, o=Panola College, ou=Energy,
email=dmh@panola.edu, c=US
Date: 2026.07.14 12:19:31 -0500

Daniel Hall

Chair, School of Energy

Date: 7/14/26



Clint Cassell

Chair, Welding Technology

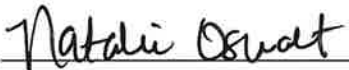
Date: 8-30-26



Dr. Rebecca Morris

Dean of Career and Technical Programs

Date: 7-30-26



Natalie Oswalt

Vice President of Instruction

Date: 7-30-26



Dr. Jessica Pace

President

Date: 7-31-26