

Technical College of the Lowcountry  
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**BCT 105**  
**TOOLS USAGE AND SAFETY**

**COURSE DESCRIPTION**

This course covers tool skills and their safe use in construction.

3 Cr (3 lect/pres, 0 lab, 0 other)

**COURSE FOCUS**

The instructor will instruct the correct and safe use of tools and equipment used in the residential construction. The student will demonstrate proper use of the tools in the wood shop.

**TEXT AND REFERENCES**

CARPENTRY by Floyd Vogt, 6<sup>th</sup> Edition and Workbook, © 2010, 2006, 2001, 1995 Delmar, Cengage Learning, Book # ISBN-13: 978-1133-6073-66 / Workbook # ISBN-10: 1-133-60843-4

**COURSE GOALS**

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (\*designates a CRUCIAL goal)

1. adjust power saw
2. align safety guards
3. avoid distractions
4. avoid horseplay
5. choose proper tools
6. cut identical lengths
7. cut lumber
8. demonstrate hand tool safety
9. describe carpenter hand tools
10. describe portable power tools
11. identify carpenter hand tools

12. identify key concepts and terms
13. identify portable power tools
14. keep tools clean
15. maintain hand tools
16. make cove cuts
17. make square and miter cuts
18. operate power miter saw
19. operate radial arm and table saws
20. practice safe operating techniques
21. prevent tripping hazards
22. read manufacturers operating instructions
23. select proper circular saw blades
24. state portable power tools safety rules
25. turn power tools off
26. use hand tools
27. use portable power tools safely
28. use safety precautions
29. wear eye and ear protection
30. wear properly fitting clothing

## **STUDENT CONTRIBUTION**

The student is expected to be prepared for class and to be in class on time.

The student is required to observe and practice all safety rules.

The student will not be allowed in the lab with any type of open toe shoe or loose fitting pants and shirts. (flip flops etc.)

No cell phones are allowed to be used in the classroom. This includes texting.

## **COURSE EVALUATION**

The grading scale is as follows:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

## **COURSE SCHEDULE/OUTLINE**

The class meets for 1 lecture/presentation hours per week for a total of 16 weeks during fall and spring semesters.

### ***Unit 5: Hand Tools***

Chapter 11 Layout Tools

Chapter 12 Boring and Cutting Tools

Chapter 13 Fastening and Dismantling Tools

### ***Unit 6: Portable Power Tools***

Chapter 14 Saws, Drills, and Drivers

Chapter 15 Planes, Routers, and Sanders

Chapter 16 Fastening Tools

**Unit 7: Stationary Power Tools**

Chapter 17 Circular Saw Blades

Chapter 18 Miter and Radial Arms Saw

Chapter 19 Table Saws and Other Shop Tools

**Unit 14: Scaffolds, Ladders, and Horses**

Chapter 39 Wood, Metal, and Pump Jack Scaffolds

Chapter 40 Brackets, Horses, and Ladders

Approved by: Kenneth Flick Developed/Revised: 01/2017  
Ken Flick, Division Dean for Business/Industrial Division

**ADA STATEMENT**

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

**ACADEMIC MISCONDUCT**

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

**ATTENDANCE**

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

## **HAZARDOUS WEATHER**

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

## **EMERGENCY TEXT MESSAGE ALERT**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

## **Syllabus Safety Addendum**

### **Purpose**

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

### **Definition**

**An incident** is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**An emergency** is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

**A disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

### **Types of Emergencies**

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

### **Procedures**

#### **Active Shooter**

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video> )

#### **Building Evacuation**

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

#### **Campus Evacuation**

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

**Lockdown**

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

Developed/Revised: January 9, 2017