



A&J TRAINING TRUST

2024/2025

STUDENT HANDBOOK & CATALOG

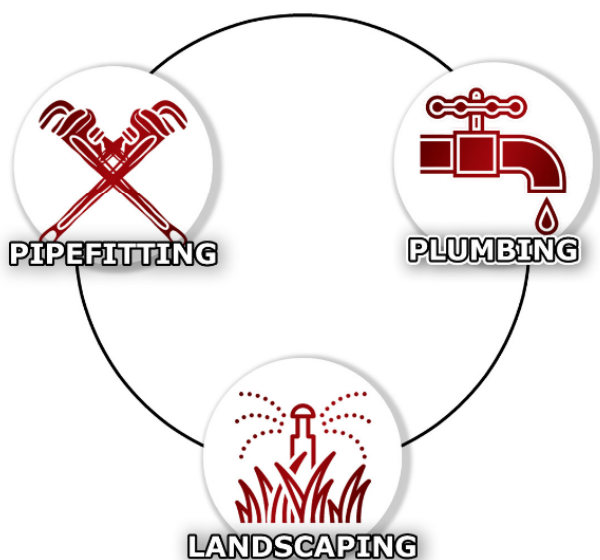


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From the CEO

Welcome to A&J Training Trust. By joining our program, you join a legacy of students who have made us the industry standard for excellence in the plumbing and piping industry.

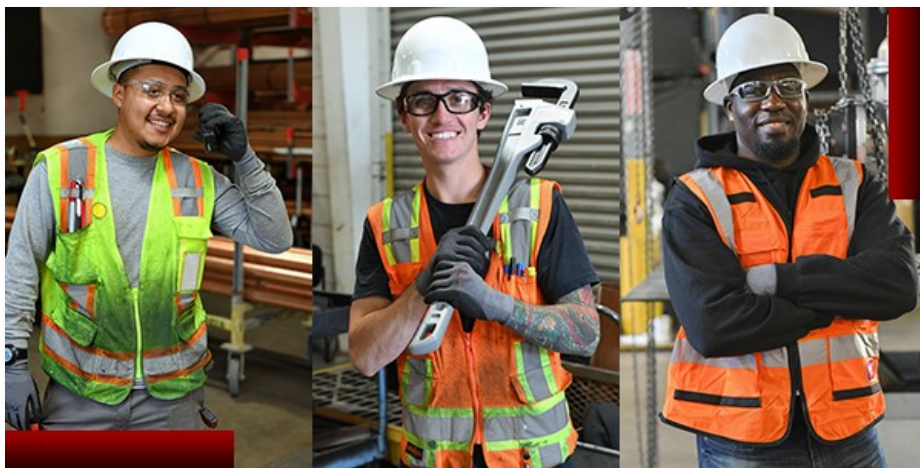
Our curriculum design ensures your access to the latest information and industry techniques, enabling you to be the best in your chosen trade. Our comprehensive training will not only equip you with the necessary piping knowledge to excel in your field, but also aid in your long-term financial sustainability and professional success.

PRESTON

Preston Riehl
Chief Executive Officer

Mission Statement

To deliver excellence in training to cultivate the advancement and growth of elite piping professionals. Thus, strengthening the competitive advantage of our industry partners with the highest quality workforce.



Who We Are

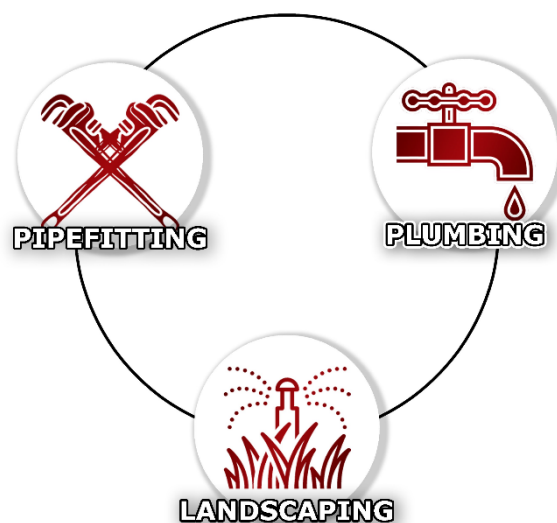
A&J Training Trust's 5-year apprenticeship program delivers state of the art education to District Council 16 members and offers apprentices the opportunity to explore and achieve more than a trade skill. Our apprentices embark on a career path guided by experienced faculty members and mentors. Every day, apprentices can put their skills to work on the job, earn competitive compensation, graduate with no debt, and continue their lifelong journey of learning.

Enrollment Requirements

- Admission criteria and applications for admission to A&J apprenticeship programs are determined by the local union JATCs in accordance with the demand for apprentices in the field. Enrollment in apprenticeship programs is processed through the local union JATCs.

Program Completion Requirements

- Complete all on-the-job learning hours
- Complete all related instruction coursework and certifications



Apprenticeship Programs

Apprenticeship programs available with A&J Training Trust include:

- Pipefitting
- Plumbing
- Landscape Irrigation

Welding & Instrumentation are available career paths within the pipefitting program and are not available at every training center. All paths are subject to required student to teacher ratios, training requirements and approvals.

Pipefitter Curriculum

Pipefitter	
Year	Class Name
1	Advanced Piping Math and Related Science
	Copper Joining Methods
	OSHA 30/Standard for Excellence
	Pipe Fabrication & Installation Fundamentals
	Plan Reading & Isometric Drawing Fundamentals
	Trade Related Math
2	Hydronics
	Introduction to Computers
	Introduction to Tube Bending & Basic Electricity
	Safe Rigging Practices
	Steam Systems
	Underground Installation & Utilities
3	Advanced Computers & Technology
	Basic Instrumentation
	Grinding, Beveling, Fit Up, Alloy Cutting Awareness
	Introduction to Arc Welding I
	Pipe Fabrication & Layout
	Safe Bolting & Pressure Testing
4	Advanced Drawing & Plan Reading
	Introduction to Mechanical Codes
	Quality Assurance & Control
	Rigging Techniques
	UA Crane Signal
	Valve Repair
5	Advanced Trade Related Technologies
	Foreman Training
	NITC Pipefitter Exam
	Project Estimation Awareness & Productivity
	Refrigeration & NITC Pipefitter Prep
	Risk Assessment & Communication Skills

The Pipefitter path is a 5-year apprenticeship program.

Plumber Curriculum

Plumber	
Year	Class Name
1	Advanced Piping Math and Related Science
	Copper Joining Methods
	OSHA 30/Standard for Excellence
	Pipe Fabrication & Installation Fundamentals
	Plan Reading & Isometric Drawing Fundamentals
	Trade Related Math
2	Hydronics
	Introduction to Computers
	Introduction to Tube Bending & Basic Electricity
	Safe Rigging Practices
	Steam Systems
	Underground Installation & Utilities
3	Advanced Drawing
	Design & Layout
	Drainage I
	Drainage II
	Plumbing Fixtures & Appliances
	Water Supply Systems
4	Plumbing Modules
	Project Estimation
	Pumps, Valves & Regulators
	Risk Assessment, QAQC & Customer Service
	Service & Repair
	Storm Drain/Rain Water Harvest
5	CAD & Job-Site Technology
	Code I - NITC Plumber Prep
	Code II - NITC Plumber Exam
	Foreman Training
	Medical Gas Installation Procedures
	Medical Gas Installer NITC 6010 Certification

The Plumber path is a 5-year apprenticeship program.

Landscape Irrigation Curriculum

Landscape Irrigation	
Year	Class Name
1	Landscape & Irrigation 102
	Orientation - OSHA 30
2	Landscape & Irrigation 103
	Landscape & Irrigation 104
3	Advanced Drawing
	Basic Drawing
4	Landscape & Irrigation 107
	Landscape & Irrigation 108
5	Landscape & Irrigation 109
	Landscape & Irrigation 110

The Landscape Irrigation path is a 5-year apprenticeship program.

Licensure & Accreditation

Apprentice & Journeymen Training Trust JATC's have standards of apprenticeship on file with the California Division of Apprenticeship Standards (DAS).

Inquiries regarding this registration should be addressed to:

Richard Robles

California Division of Apprenticeship Standards
320 West Fourth Street, Room 950
Los Angeles, CA 90013

www.dir.ca.gov

(213) 576-7750

(213) 576-7758 (fax)

Apprentice & Journeymen Training Trust is accredited with the Council on Occupational Education.

Inquiries regarding this accreditation should be addressed to:

The Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

www.council.org

Telephone (Local): 770-396-3898

Telephone (Toll-Free): 800-917-2081

Fax: 770-396-3790



Main Campus & Instructional Service Centers

The Van Nuys main campus is located at 7850 Haskell Avenue, Van Nuys, CA 91406. The facility has 46,000 square feet which includes five classrooms, a computer lab and solder, braze, weld and thread shops, 144 capacity lecture hall, and student lounge.



BAKERSFIELD

6820 Meany Avenue
Bakersfield, CA 93308



BUELLTON

93 Thomas Road
Buellton, CA 93427



COLTON

225 S. Rancho Avenue
Colton, CA 92324



EL MONTE

9420 Telstar Avenue
El Monte, CA 91731



Main Campus



GARDENA

18349 S. Figueroa Street
Gardena, CA 90248



SAN DIEGO

8616 Cuyamaca Street
Santee, CA 92071



SAN LUIS OBISPO

3710 Broad Street
San Luis Obispo, CA 93401



VAN NUYS

7850 Haskell Avenue
Van Nuys, CA 91406



VENTURA

547 Sandy Circle
Oxnard, CA 93036



CAMP PENDLETON

20250 Vandegrift Blvd
Oceanside, CA 92058

VIP: Veterans In Piping

Board of Trustees

Labor Trustees		Management Trustees	
	Doug Marian Co-Chairman District Council #16		Chip Martin Chairman CPMCA
	Greg Lewis Co-Secretary Local 761, Burbank		Jeff Hachey Secretary H.L. Moe Company
	David Baldwin Local 403, San Luis Obispo		Lyle Ferguson Verne's Plumbing
	Steve Beringer Local 230, San Diego		Steve Fosdick Murray Company
	Shane Boston Local 484, Ventura		Jay Lusita Tier One Plumbing
	Ben Clayton Local 250, Los Angeles		Ed Newville Southland Industries
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	Steven Gomez Local 460, Bakersfield		Mike Stewart Couts Heating and Cooling, Inc.

Board of Trustees

Labor Trustees	Management Trustees
 <p>David Hanson Local 398, Rancho Cucamonga</p>	 <p>Bryan Suttles Suttles Plumbing & Mechanical</p>
 <p>Robert James Local 582, Orange</p>	 <p>Michael Teague Schultz Industrial</p>
 <p>Sasha Stevens Local 114, Santa Barbara</p>	 <p>Matt Whisnand ARB, Inc.</p>
 <p>Ricardo Perez Local 345, Duarte</p>	 <p>Chris Young Pan Pacific Mechanical</p>
 <p>Joe Raymond Local 364, Colton</p>	

Contact

Administrative Office

7850 Haskell Avenue
Van Nuys, CA 91406

Office Phone

(310) 604-0892

Office Hours

Monday – Friday:
8:30am - 4:00pm

Website

<http://www.ajtraining.edu>



Department Emails

General Inquiries
Finance Inquiries
Apprentice Inquiries
Journeyman & JUT inquiries
Journey Worker CAD Program
Service & Repair
Skilled & Repair
Welding Inquiries
Management

info@ajtraining.edu
finance@ajtraining.edu
apprentice@ajtraining.edu
jut@ajtraining.edu
cad@ajtraining.edu
servicerepair@ajtraining.edu
skilledtrained@ajtraining.edu
welding@ajtraining.edu
management@ajtraining.edu

Faculty List

Full Name	Job Title	Training Center	Higher Education
Andrews, Donald Lee	FT Instructor	Bakersfield	
Miller, Timothy D	FT Instructor	Bakersfield	
Thomas, Robert D	FT Instructor	Bakersfield	
Albarran, Tony	FT Instructor	Colton	
Rios II, Ricardo	FT Instructor	Colton	
Sandford, Robert	FT Instructor	Colton	
Shelby, Gary E	FT Instructor	Colton	
Torres, John Ochoa	PT Instructor	Colton	
Wade, Edward H	FT Instructor	Colton	
Andersen, Brian	FT Instructor	Gardena	
Bergman, Adam M	FT Instructor	Gardena	B.A., Philosophy, San Francisco State University
Betancourt, Nicholas A	FT Instructor	Gardena	A.A., Liberal Arts, Moorpark College
Dominguez, Eduardo D	FT Instructor	Gardena	B.A., Chicano Studies, California State University, Dominguez Hills
Koester, Emil	FT Instructor	Gardena	M.A., Music, University of Redlands
Kollar, Ashley M	FT Instructor	Gardena	A.A., Business Administration, Long Beach City College
Magana, Ruben	FT Instructor	Gardena	A.A.S., Industrial Training, Washtenaw Community College
Zamora, Alejandro	FT Instructor	Gardena	
Negrette, Nathaniel	PT Instructor	Gardena	
Berg, Lance R	FT Instructor	San Diego	
Carrillo, Victor	PT Instructor	San Diego	
Glover, Mike	FT Instructor	San Diego	A.A.S., Industrial Training, Washtenaw Community College
Hairgrove, Eric	FT Instructor	San Diego	A.A., Palomar College

Faculty List

Full Name	Job Title	Training Center	Higher Education
Peel, Jerry	FT Instructor	San Diego	
Potts, Carlson G	FT Instructor	San Diego	
Healy, Michael G	FT Instructor	Santa Barbara & SLO	
Bender, Jeffrey	FT Instructor	Van Nuys	B.S., Psychology, University of Oregon
Bodo, Christopher M	FT Instructor	Van Nuys	
Demirel, Bora	PT Instructor	Van Nuys	M.S., Landscape Architecture, Ankara University
Estrada, Luis G	FT Instructor	Van Nuys	
Herndon, Chris	FT Instructor	Van Nuys	
LaSala, Vincent	FT Instructor	Van Nuys	
Martinez, Omar M	FT Instructor	Van Nuys	
Morgan, James S	FT Instructor	Van Nuys	
Riano, Justino	PT Instructor	Van Nuys	
Stolley, Marcus	FT Instructor	Van Nuys	
Vera, Jaime	FT Instructor	Van Nuys	

Semester Calendar & Important Dates

Spring 2025 Calendar

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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APRIL						
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27	28	29	30			
FEBRUARY						
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MAY						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
MARCH						
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23	24	25	26	27	28	29
30	31					
JUNE						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Subject to change without notice.

Important Spring 2025 Dates

January 1, 2025

January 7, 2025

February 17, 2025

April 20, 2025

May 26, 2025

New Years Day

Spring Semester Begins

Presidents Day

Easter

Memorial Day

Block Training Key

Green Weeks = 1st session of block classes

Yellow Weeks = 2nd session of block classes

Red Weeks = 3rd session of block classes

Gray Weeks = Makeup session for prior block session

- Spring 2025 schedules assume passing all Fall 2024 coursework.
- A&J does not send schedules via email, they are on member profiles on www.ajtraining.edu.
- Failing/incomplete Fall 2024 students may have a schedule change directed by their respective JATC.
- It is a member's responsibility to know their schedule, so double check on A&J Training Trust's website. Once classes are viewable on the web, apprentices can check/re-check their schedule at any time by logging in on the member login page.

COMING SOON

Important Fall 2025 Dates

July 4, 2025	Independence Day
July 9, 2025	Fall Semester Begins
September 1, 2025	Labor Day
November 11, 2025	Veterans Day
November 27, 2025	Thanksgiving
December 25, 2025	Christmas

Block Training Key

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Yellow Weeks = 2nd session of block classes

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Admissions, Enrollment & Registration

Applications are accepted at individual local unions. Admissions vary depending upon the criteria established by the governing JATC(s) at that training center. Enrollment in the program will also be through that local JATC.

Upon approval from the JATC apprentices enrolled in the apprenticeship program are eligible for registration for classes each term. For continuing education, available classes are published on A&J Training Trust's website at www.ajtraining.edu.

Are You a Veteran?

If you are a veteran and are entitled to G.I benefits as an apprentice, an application should be submitted on a VA form 22-1999, obtainable at your JATC Office or on the VA website www.gibill.com.

Please contact your local JATC for further assistance.

Health & Safety

Health Care Services

Maintaining good health requires access to health care when it is needed. The following medical facilities, health centers and hospitals are references to render the necessary health and medical services. For more information visit Southern California Pipe Trades Health and Benefits' website at www.scptac.org or call (213) 385-6161.

MAJOR INJURIES, INCIDENTS, OR ILLNESSES (OUTSIDE OF 911 CALLS)	
On-Site Health & Safety - ALL Locations 24 hours/7 days (866) 998-2750	Bakersfield Adventist Health Hospital 2615 Chester Ave Bakersfield, CA 93301 (661) 632-5000
Colton Arrowhead Regional Medical Center 400 N. Pepper Avenue Colton, CA 92324 (909) 580-1000	El Monte Greater El Monte Community Hospital 1701 Santa Anita Avenue South El Monte, CA 91733 (626) 579-7777
Gardena Memorial Hospital of Gardena 1145 W Redondo Beach Blvd. Gardena, CA 90247 (310) 532-4200	San Diego Sharp Grossmont Hospital 5555 Grossmont Center Drive La Mesa, CA 91942 (619) 740-6000
Santa Barbara Santa Ynez Valley Cottage Hospital 2050 Viborg Road Solvang, CA 93463 (805) 688-6431	Van Nuys Northridge Hospital Medical Center 18300 Roscoe Blvd. Northridge, CA 91325 (818) 885-8500
Ventura Dignity Health - St. John's Regional Medical Center 1600 N Rose Ave Oxnard, CA 93030 (805) 988-2500	
URGENT CARE – MINOR INJURIES, ILLNESS, OR INCIDENTS	
On-Site Health & Safety - ALL Locations 24 hours/7 days (866) 998-2750	Bakersfield Concentra 1800 Westwind Drive Suite 301 Bakersfield, CA 93301 (661) 327-9617 Monday through Friday: 8:00am – 5:00pm
Colton U.S. Healthworks 850 E. Washington Street Colton, CA 92324 (909) 370-0572 Monday through Friday: 8:00am – 5:00pm	El Monte Concentra Urgent Care 9350 Flair Dr Suite 102 El Monte, CA 91731 Monday through Friday: 8:00am – 5:00pm

URGENT CARE – MINOR INJURIES, ILLNESS, OR INCIDENTS	
<p>Gardena Concentra Urgent Care 16630 S Broadway Gardena, CA 90248 (310) 768-8155 Monday through Friday: 8:00am – 5:00pm</p>	<p>San Diego Sharp Rees Stealy Urgent Care Center 8701 Cuyamaca St Floor 1 Santee, CA 92071 (619) 568-8025 Monday through Friday: 8:00am – 8:00pm</p>
<p>San Luis Obispo Family & Industrial Medical Center 47 Santa Rosa Street San Luis Obispo, CA 93405 (805) 542-9596 Monday through Friday: 8:00am – 7:00pm Saturday and Sunday 9:00am – 7:00pm</p>	<p>Santa Barbara Buellton Medical Center 195 West Highway 246 Buellton, CA 93427 (805) 686-8555 Monday through Thursday: 9:30am – 5:00pm Friday: 9:30am – 4:30pm Saturday: 9:00am – 2:00pm</p>
<p>Van Nuys Concentra Urgent Care 16300 Roscoe Blvd. Suite 1-A Van Nuys, CA 91406 (818) 893-4426 Monday through Friday: 7:00am – 7:00pm Saturday and Sunday 7:00am – 3:00pm</p>	<p>Ventura Concentra Urgent Care 1851 North Lombard St. Suite 100 Oxnard, CA 93030 (805) 983-2234 Monday through Friday: 8:00am – 5:00pm</p>

Additional Injury, Illness or Accident Protocol

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call & Care)
- Supervise the evacuation of the building (Please follow guidelines as set forth on the emergency evacuation floor plans).
- Provide basic care for an injury or sudden illness until the victim receives professional medical help.
- Appropriate first aid supplies are stocked and readily available at all locations.

Substance Abuse and Mental Health Issues

A&J Training Trust does not provide any direct counseling services but does encourage students to seek any assistance needed. Students should consult Southern California Pipe Trades Benefits for a comprehensive list of providers and plan coverage for counseling services.

Southern California Pipe Trades Benefits Office: (213) 385-6161
For Military Veterans in Crisis: (800) 273-8255

Emergency Procedures

Fires

All students acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the training facility. In case of fire, dial 911 immediately. Give the 911 operator the precise location of the fire and they will alert the fire department.

Emergency Evacuation

When a fire alarm sounds or an emergency announcement is made, all instructors and students should proceed to the closest exit and assemble in the parking lot for a head count by the instructor before being dismissed. Emergency evacuation instructions for each Instructional Service Center are available at that location.

Police

To summon the police, dial 911, and the operator will alert the police department.

Theft

If a theft has taken place, please report it immediately to an Instructor, Training Center Supervisor, Training Coordinator or to the Administrative Office.

Accidents and Illness

In the event of injury or illness at the main campus or one of the Instructional Service Centers, the Instructor should contact emergency response. Emergency personnel will make determinations as to the needed medical attention and transportation.

Inclement Weather

If bad weather forces campus closure, students must complete assigned work, and classes will be rescheduled. Students will be notified via email, phone and/or ISAQR push notification when possible.

National and/or State Local Health Emergencies

In the event of a pandemic or other widespread health emergency, A&J Training Trust will follow CDC and OSHA guidelines as in alignment with California state and/or local public health policy guidelines as they apply to in-person gatherings, including, but not limited to the size of gatherings; social distancing; protective covering and equipment requirement; and other requirements designed to protect the health and welfare of the public from the spread of communicable disease.

Active Shooter

No single response fits all active shooter situations; however, making sure everyone is aware of their response options. Knowing how to respond to active shooter situations is crucial. This guide aims to equip you with essential knowledge and actions to take in the event of an active shooter incident.

The purpose of this procedure is to provide protocols for assessing the threat and immediately responding during active shooter situations to limit serious injury or loss of life. While the term “active shooter” is used throughout, this procedure applies to all situations where there is an active assailant or assailants posing an ongoing deadly threat, to include, but not limited to, those from firearms, vehicles, explosives, and knives.

General

Overall good practices for coping with an active shooter situation include:

- Familiarize yourself with campus emergency procedures and evacuation routes.
- Be vigilant for warning signs or suspicious behavior that may precede an active shooter incident.
- Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

Information to provide to law enforcement or 911 operator:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

Run/Evacuate

If it is safe to do so and there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Avoid escalators and elevators.

- Evacuate regardless of whether others agree to follow.
- Leave personal belongings behind.
- If possible, help others escape.
- Keep your hands visible.
- Call 911 when safe to do so.
- Follow all instructions from law enforcement.

Hide

If evacuating is not a safe option, hide in as safe a place as possible.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the doors.
- Barricade the doors with heavy furniture.
- Close and lock windows and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices.
- Remain silent.
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room).
- Use strategies to silently communicate with first responders, if possible, for example, in rooms with exterior windows make signs to silently signal law enforcement officers and emergency responders to indicate the status of the room's occupant.
- Remain in place until given an all clear by identifiable law enforcement officers.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

Fight

If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, those in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, and chairs.

- Yelling and acting as aggressively as possible against him/her.
- Throwing items and improvising weapons such as fire extinguishers, chairs, etc.
- Committing to your actions.

When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions.
- Put down any items in your hands. (i.e., bags, jackets)
- Immediately raise hands and spread fingers.
- Always keep your hands visible.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Safety, Security & Incident Reports

Apprentices' safety and well-being are a top priority for A&J Training Trust. Therefore, promptly reporting any accidents or incidents causing injury, illness, or damage to A&J Training Trust property is essential to ensure a thorough investigation takes place.

This procedure efficiently manages all incidents, identifying causes and taking appropriate actions. It applies to everyone involved in school activities, including students, employees, and visitors. Our policy offers clear guidelines for reporting and investigating incidents, ensuring legal compliance and proactive hazard prevention.

On-The-Job

If an apprentice is asked to work in an environment, they believe to be unsafe they must inform their journeyman, foreman, safety personnel or Local Union Apprentice Coordinator immediately. If the situation still exists as to the safety of the work environment the apprentice should call their Local Union Apprentice Coordinator or Business Manager. All apprentices shall follow contractor guidelines and safety policies specific to each jobsite.

Main Campus or Instructional Service Centers

Apprentices attending related supplemental instruction are required to follow the A&J Student Dress Code and Fit for Duty Policy. This policy outlines what is suitable clothing and footwear necessary to protect themselves from unforeseen hazards during training. This clothing and footwear will be in such condition as not to soil the carpeting, chairs, or stools in the training facilities. If an apprentice continues to appear for class not in accordance with the A&J Student Dress Code and Fit for Duty policy, he or she shall be dismissed from class, marked absent. The instructor will fill out an instructor evaluation that is sent to the respective local JATC for disciplinary action.

All A&J Training Trust safety policies are to be followed. The Eye and Face Protection Policy and Procedure outlines places such as the Welding & Brazing shops and other "high hazard" areas, requiring the use of protective eye coverage to guard against accidents, injury, and potential liability. All accidents, regardless of how minor, should be reported to the instructor in charge who will report the accident to an appropriate Training Center Supervisor and Training Coordinator.

By order of the Board of Trustees of A&J Training Trust all safety practices and policies regarding guards and appropriate personal protective equipment shall be in place when engaging in any activities at any Apprentice & Journeyman Training Trust facility. Any person found in non-compliance with these policies shall be asked to leave the training center immediately and reported in an incident report form.

Campus Security

In addition to the health of our students, the safety and security of our students, their property and training center property is of primary concern. The following procedures are in effect to ensure this security.

All faculty, staff and students are to report the loss or damage of school equipment to the Training Center Supervisors. Supervisors will then report to Training Coordinators and the Chief Executive Officer shall be notified. An incident report form should be used for this purpose.

No firearms or other weapons outside of tools commonly used in the trade are permitted on the training center facilities or in the parking lots at any time. Any student found to possess these items at an A&J Training Center will be immediately dismissed.

Students are to report any threats or attacks made by fellow students to the Instructor or Supervisor immediately. A full investigation will be conducted by Training Coordinators and reported to the Chief Executive Officer. If these reports are substantiated by the respective JATC, the offending student will be immediately dismissed.

Any other incidents or actions threatening the safety and/or security of a training center should be reported immediately to all parties: Training Center Supervisor, Training Coordinators, and the Chief Executive Officer.

Incident Reports

Complete and submit an incident written report form for every incident, no matter how minor, should be made to both Training Coordinators and Management, which includes the Chief Executive Officer and Operations Manager within 24 hours of the incident. Copies of incident reports can be obtained from the Instructor Binder and Teams. Copies of completed reports should be filed at the training center in which the incident occurred. For non-emergencies related to police, fire, and rescue, contact the training center Supervisor, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at (911) and Training Coordinator notification and then file an incident report as described above.

Internal Reporting

The primary responsibility for investigation of an injury or incident lies with the Instructor or Supervisor or Training Coordinator or an authorized representative, which may include the Chief Executive Officer.

The authorized representative is responsible for writing the investigation report, which shall include:

- An account of the injury or incident as indicated on the incident report form.
- Recommendations for remedial actions to prevent recurrence; and
- The names of the departments, services, and persons to which the recommendations have been forwarded for follow up.

All reports are returned and stored in each administrative office. A copy of the investigation report shall be sent to A&J Training Trust Training Coordinators and Management.

Grades & Required Number of Work Hours

- A minimum of 70% (C) is required to pass.
- Your local JATC will be notified of any apprentices who are failing.
- It is the apprentice's responsibility, not the instructor's, to keep up with classwork.

All apprentices must have completed the required number of on-the-job training hours before they are granted approval by their local JATC to complete the apprenticeship program. It is important that apprentices accurately record their work hours, including the dates and hours worked.

Grading Scale

A+	96
A	95
A-	90
B+	86
B	85
B-	80
C+	76
C	75
C-	70
F	0

A minimum score of 70 or higher is required to receive a passing grade.

Failed or Incomplete

Missing more than one day will result in being marked incomplete according to the block training policy, available on page #42:

If a student has gone “incomplete” or “failed”, the apprentice will be rescheduled upon notification from the local Joint Apprenticeship and Training Committee (JATC) to A&J.

Apprentice Status

Organized Apprentices

Applicants who successfully complete the application process for apprenticeship and are entering through recognized preparatory programs (including the Helmets to Hardhats Program, Veterans in Piping Program, etc.) shall be evaluated, in terms of their prior experience. The period of probation is the first 12 months of the apprenticeship program.

Withdrawals

To withdraw from the apprenticeship program, apprentices must submit a written request to their local JATC. Your local JATC may grant a Leave of Absence for personal or medical reasons. If approved, you will receive written notification. All students are on probation for 360 days from the signed apprenticeship agreement.

Continuing Education

A&J Training Trust also offers continuing education to Journey Workers. Journey Workers are required to complete 16 hours of Journeymen Upgrade Training every JUT year. The JUT Catalog is available on A&J Training Trust's website:
<http://www.ajtraining.edu>.

Academic Advisement & Student Records

A&J Training Trust works in collaboration with local JATC's to identify struggling students and provide individual strategies for early intervention.

The Training Coordinator(s) and educational staff are available to provide general advisement on available services and continuing education opportunities.

Tutoring

Tutoring is open to all Apprentices and takes place every Thursday from 5:30pm to 9:00pm online via Zoom. To attend tutoring please call A&J Training Trust's administrative office at (310) 604-0892 during business hours: Monday through Friday from 8:30am to 4:00pm. Or contact us by visiting www.ajtraining.edu and submitting an apprentice inquiry on the contact form found in the About navigation menu under Contact.

Requesting Reasonable Accommodations

If a student requires reasonable accommodations, the student should notify their Local Apprentice Coordinator for guidance. The Local Apprentice Coordinator will then communicate and coordinate with the A&J Training Coordinator(s) to arrange services.

Transcript Requests

Transcript requests may require Local Union approval and may take up to 10 business days to process. To request a copy of your apprenticeship transcript please email us at apprentice@ajtraining.edu with your name, local union, member ID, and phone number.

You may also visit www.ajtraining.edu and submit an apprentice inquiry on the contact form found in the About navigation menu under Contact. Or call A&J Training Trust's administrative offices at (310) 604-0892 during business hours: Monday through Friday from 8:30am to 4:00pm.

Family Education Rights & Privacy Act of 1974

UA International Training Fund Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution, including apprentices and journeymen who attend courses offered by the United Association International Training Fund ("ITF")). These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the ITF receives a request for access. A student should submit to the UA Registrar a written request that identifies the record(s) the student wishes to inspect. The UA Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the ITF official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask ITF to amend a record should write the UA Registrar, clearly identifying the part of the record the student wants changed, and specify why it should be changed.

If the ITF decides not to amend the record as requested, the ITF will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before ITF discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

ITF discloses education records without a student's prior written consent under the FERPA exception for disclosure to ITF officials with legitimate educational interests. An ITF official typically includes a person employed by the ITF in an administrative, supervisory, or support staff position or a person serving on the Board of Trustees. An ITF official also may include a volunteer or contractor outside of the ITF who performs an institutional service or function for which the ITF would otherwise use its own employees and who is under the direct control of the ITF with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. An ITF official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the ITF.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the ITF to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

STUDENT INFORMATION RELEASE AUTHORIZATION

In compliance with the Federal Family Educational Rights and Privacy Act of 1974 ("FERPA"), the UA International Training Fund ("ITF") is prohibited from providing certain information, including grades and other student record information, to any third party unless a student gives us written permission.

You may grant the ITF permission to release information about your records to a third party, such as your Local Union Joint Apprenticeship and Training Committee ("JATC"), by completing and submitting the form below.

Please note that your authorization to release information has no expiration date; however, you may revoke authorization at any time by written request. Please also note that failure to sign and submit the form below may impede your Local Union JATC's ability to sign you up for future courses.

Technology & Media Services

The A&J main campus and all instructional service centers have a computer lab which is open to students according to the hours posted. Please review the Student Technology Policy available on page #61 for all rules and regulations.

UA Online Learning Resources

The UA Online Learning Resources (UAOLR) is an online portal that contains a comprehensive collection of educational and instructional resources for both instructors and students. This resource may be accessed by our Training Coordinators, Curriculum Development team, Supervisors, Instructors and Students, enrolled by Training Coordinators, at any time from any device with internet access.

The Instructor Resource Library (IRL) contains instructor outlines, presentations, interactive illustrations, exams, answers keys, illustrated glossaries, flashcards, and updates are available online to all educational personnel: Training Coordinators, Curriculum Development, Instructors, and Supervisors. Currently the contents of 22 instructional guides and manuals reside within this resource.

The Student Resource Library (SRL) is a digital resource for studying, taking sample quizzes, viewing flash cards, and accessing instructional videos. UA e-books are also accessible if available for the selected title.

Blackboard Learning Management System (LMS)

Directed toward meeting the most important learning objectives of our apprenticeship programs, the Learning Management System provides access to e-books, lessons, instructor developed presentations, study guides as well as additional resources to support Related Supplemental Instruction.

It may be accessed by our Supervisors, Instructors, and Students at any time from any device with internet access.

Grievance Procedure

If an apprentice identifies an issue that negatively impacts their apprenticeship program or violates the stipulations outlined in the Apprenticeship Agreement, Standards, Rules and Regulations and/or employment they have the option to pursue relief through their respective Joint Apprenticeship Training Committee (JATC).

For any issues or causes for concern related to the apprenticeship, the apprentice may request to appear before his or her respective JATC. To do so, the apprentice shall request in writing to appear before the JATC in accordance with its rules.

The respective JATC shall hear and consider all complaints as to violations of the Apprentice Agreement, Rules and Regulations, and Apprenticeship Standards. The JATC will make rulings as needed in each specific case. Either party to the Apprentice Agreement may consult with the registration agency for the interpretation of any provision of the standards over which disputes occur.

The JATC may adjust or determine all disputes and complaints regarding the apprenticeship Standards, Rules and Regulations, Apprentice Agreements, and with employment and training of apprentices, subject to an appeal to the Administrator of Apprenticeship.

In matters where the student believes that the A&J has violated its Apprenticeship Agreement or other administrative issues that do not receive resolution at the JATC or institutional level, students may register an appeal with:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
www.council.org
800-917-2081



Frequently Asked Questions

Q: I am interested in training with A&J Training Trust. How do I become an apprentice in one of your programs - plumbing, pipefitting, or landscape irrigation?

A: A&J Training Trust's apprenticeship programs offer apprentices the opportunity to explore and achieve more than a trade skill. Our apprentices embark on a career path guided by experienced faculty members and mentors. Every day, apprentices can put their skills to work on the job, earn competitive compensation, graduate with no debt and continue their life long journey of learning.

Enrollment Requirements:

- Admission criteria and applications for admission to A&J apprenticeship programs are determined by the local union JATCs in accordance with the demand for apprentices in the field. Enrollment in apprenticeship programs is processed through the local union JATCs.

Program Completion Requirements:

- Complete all on-the-job learning hours
- Complete all related instruction coursework and certifications

To apply for an apprenticeship program with A&J Training Trust, please submit an application with Pipe Careers by visiting www.pipcareers.com.

Please note that not all programs listed with Pipe Careers are available with A&J Training Trust. Available programs are denoted by the following statement: "Apprenticeship program available with A&J Training Trust."

Q: How do I check my semester schedule?

A: Additional detailed instructions are available on the A&J Training Trust website.

- Go to www.ajtraining.edu and find **Login** in the navigation menu and select **Member Login** from the dropdown menu.
- Click the red **Member Login** button.
- Click the gray **Login / Login Request** button to enter your username and password.

Your Username:

- This is your 7-digit UA card # followed by "AJ". Please note that AJ is case-sensitive and must be capitalized.
- Example:** If your UA card # is 1234567, then **1234567AJ** is your username.

Your Password:

- Your password is the last four digits of your social security number.
- After entering your username and password, click the gray **Sign In** button.

Q: I need to change my address, phone number, or email on file with A&J Training Trust. How do I do this?

A: A&J Training Trust cannot update your information. If you need to update your contact information on file with A&J Training Trust, please contact your Local Union. Find your Local's contact information on www.ajtraining.edu by going to About in the navigation menu and selecting Resources.

Q: What happens if I am late to class?

A: According to the block training policy, available on page #42:

- Two (2) tardies (arrival within the first 30 minutes of class) will be equivalent to an absence, and the absence must be made up.
- Two (2) late returns from any break, including lunch, will be equivalent to an absence, and the absence must be made up.
- An apprentice who arrives 30 minutes after the start of class or from any break will be considered absent for that class, and the absence must be made up.

Only one (1) absence will be allowed to be made up.

Q: What happens if leave early from class?

A: According to the block training policy, available on page #42:

- Leaving class prior to dismissal shall be equivalent to one (1) absence, and the absence must be made up.

Only one (1) absence will be allowed to be made up.

Q: What happens if I miss a day of my scheduled block week?

A: If you miss **one** day of the four day class, you will be enrolled in a makeup class. According to the block training policy, available on page #42:

- One (1) absence will be allowed to be made up for each block class.

Q: What happens if I miss more than one day of class in my scheduled block week?

A: Missing more than one day will result in being marked incomplete according to the block training policy, available on page #42:

Failed or Incomplete

If a student has gone “incomplete” or “failed”, the apprentice will be rescheduled upon notification from the local Joint Apprenticeship and Training Committee (JATC) to A&J.

Q: I cannot attend class the week I am scheduled. Who do I speak to?

A: Please contact your Local JATC as it is responsible for overseeing your apprenticeship. Find your Local’s contact information on www.ajtraining.edu by going to About in the navigation menu and selecting Resources.

Q: How will I know if and when I am scheduled for a makeup class?

A: If scheduled for makeup it will appear under your enrolled classes. If you do not see a makeup class under your enrolled classes and you believe you qualify to take one, please visit www.ajtraining.edu and submit an apprentice inquiry using the contact form or call (310) 604-0892. It is your responsibility to know your schedule, inform your employer of training dates and check for scheduling updates regularly.

Q: What happens if I miss my makeup class?

A: If you miss your makeup class, you will be marked incomplete. According to the block training policy, available on page #42:

Failed or Incomplete

If a student has gone “incomplete” or “failed”, the apprentice will be rescheduled upon notification from the local Joint Apprenticeship and Training Committee (JATC) to A&J.

Q: I need extra help with my class(es). Where and how do I get help?

A: Tutoring is open to all Apprentices and takes place every Thursday from 5:30pm to 9:00pm online via Zoom. To attend tutoring, you may submit an apprentice inquiry using the contact form or call (310) 604-0892.

Q: I do not agree with my grade. What do I do?

A: If you have a question about your grade, please reach out to your instructor or training center site supervisor.

Q: As an apprentice, am I allowed to take Click Safety classes?

A: Click Safety Classes are designated for journey workers.

Q: How do I apply for unemployment with EDD for my scheduled week of block class?

A: Information on how to apply for EDD during your scheduled week of block class is available by going to the Apprenticeship menu on www.ajtraining.edu and selecting EDD. A&J Training Trust is not associated with EDD and the guide provided is for reference only.

Q: I missed or failed my scheduled NITC exam during my apprentice class. How do I take this exam now?

A: You may be able to test directly with NITC if you missed or failed your NITC exam during your apprentice class.

Contact NITC by calling (213) 380-6482 or by visiting www.nationalitc.com/contact-us.

Q: I lost my First Aid/CPR Certification wallet card. What do I do?

A: If it has been 1 year or less since you received your First Aid/CPR certification, please reach out to A&J Training Trust for a **copy** of your card. A duplicate of your original card may be ordered by A&J Training Trust's administrative office at your request for a fee paid in advance by you. Please reach out to A&J Training Trust to order and pay.

If it has been over 1 year you will need to retake a First Aid/CPR class for this updated certification.

Q: I lost my High Hazard or Safety Monitor card issued by A&J Training Trust. What do I do?

A: A&J Training Trust does not hold a **copy** of your card. A duplicate of your original card may be ordered by A&J Training Trust's administrative office at your request for a fee paid in advance by you. Please reach out to A&J Training Trust to order and pay.

Q: How do I fill out an NITC application?

A: You may download the NITC application you need from their official website www.nationalitc.com. Please follow the instructions on the application as directed by NITC.

Q: I would like to request a copy of my apprenticeship transcript. How do I request one?

A: Transcript requests may require Local Union approval and may take up to 10 business days to process. To submit a transcript request please visit www.ajtraining.edu and send an apprentice inquiry using the contact form or call (310) 604-0892.

Q: Who do I speak to about my vacation and benefit information?

A: A&J Training Trust is your training and educational entity. For vacation and benefit information please visit the Southern California Pipe Trades Trust Fund's website www.scptac.org or call (213) 385-6161.

Q: I have questions about my work hours. Who do I speak to?

A: A&J Training Trust is your training and educational entity. For questions about your work hours please contact your Local Union. Find your Local's contact information on www.ajtraining.edu by going to About in the navigation menu and selecting Resources

Q: I need to pay my dues. Who do I speak to?

A: A&J Training Trust is your training and educational entity. For questions about your dues please contact your Local Union. Find your Local's contact information on www.ajtraining.edu by going to About in the navigation menu and selecting Resources.

Q: I have questions about my health and welfare benefits. Who do I speak to?

A: A&J Training Trust is your training and educational entity. For health and welfare information please visit the Southern California Pipe Trades Trust Fund's website www.scptac.org or call (213) 385-6161.

Q: I have questions about my pension(s) and 401K. Who do I speak to?

A: A&J Training Trust is your training and educational entity. For health and welfare information please visit the Southern California Pipe Trades Trust Fund's website www.scptac.org or call (213) 385-6161.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Acknowledgement of All Student Policies

Supervisors to return this form electronically to apprentice@ajtraining.edu.

I, have access to, understand and will abide by the following policies and procedures:

1. Attendance Policies — Block and Local 345 (if applicable)
2. Classroom Integrity Policy
3. UA Standard for Excellence
4. UA Standard for Safety
5. Cell Phone Policy
6. Discrimination & Harassment Policy
7. Dress Code and Fit for Duty Policy
8. Drug & Alcohol Policy
9. Electives Policy
10. Electronic Communication Policy
11. EDD Acknowledgement
12. Media Release
13. Parking Policy
14. Smoking, Tobacco and Nicotine Delivery Systems Policy
15. Social Media Policy
16. Technology Policy
17. Union Election Policy
18. Zoom Policy - Code of Conduct for Online Instruction
19. Safety - Bench Grinder Policy & Procedure
20. Safety - Compressed Gas Cylinder Policy & Procedure
21. Safety - Diesel Fueling and Storage Policy & Procedure

- 22. Safety - Eye and Face Protection Policy & Procedure
- 23. Safety - Eyewash/Drench Hose Requirements
- 24. Safety - Forklift Operator Policy & Procedure
- 25. Safety - Hand Tools Policy & Procedure
- 26. Safety - Hearing Protection Policy & Procedure
- 27. Safety - Ladder Policy & Procedure
- 28. Safety - Pipe Roll Grooving Policy & Procedure
- 29. Safety - Pipe Threading Machine Policy & Procedure
- 30. Safety - Portable Grinder Policy & Procedure
- 31. Safety - Power Tools Policy & Procedure
- 32. Safety - Sewer Snake Policy & Procedure
- 33. Safety - Torch Work Policy & Procedure

Current A&J Policies are initially distributed within the Scholarship Loan Agreement Packet. Updates to existing policies or new policies will be communicated via e-mail to apprentices. All current policies will be made available for review and/or consent on the A&J website: www.ajtraining.edu within the student documents. Additionally, A&J Student Policies will be reviewed in the first position apprentice class each semester as well as in the first class of each spring semester. Should an apprentice be absent during in class review, it is the responsibility of the apprentice to review and/or consent to Student Policies on the A&J website. Consent and/or review of the Student Policies shall be completed on an annual basis by each apprentice attending class on an A&J campus.

Name (please print)

Signature

Local Union

UA ID# and last 4 of SSN

Date

Training Center Location

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Block Training Policy

Block training will be scheduled in one-week blocks. Related and supplemental instructional (RSI) classes will consist of five (5) school years with a minimum of two-hundred and sixteen (216) hours. Class schedules, including weeks, days, hours, and location are subject to change at any time.

- Six (6) class sessions will be conducted each year.
- Each class session will be held for one (1) week, consisting of either four (4) consecutive days (6:30am – 4:00pm) or five (5) consecutive days (6:30am – 2:30pm).
- For each apprenticeship year, there will be multiple weeks of blocked training sessions.

Attendance

Absences will be recorded in the manner below. In the case of a prolonged absence, the apprentice should contact his/her Local Union's Joint Apprenticeship and Training Committee (JATC) for a leave of absence.

- Attendance will be taken daily.
- There are NO excused absences.
- Two (2) tardies (arrival within the first 30 minutes of class) will be equivalent to an absence, and the absence must be made up.
- Two (2) late returns from any break, including lunch, will be equivalent to an absence, and the absence must be made up.
- An apprentice who arrives 30 minutes after the start of class or from any break will be considered absent for that class, and the absence must be made up.
- If an apprentice fails to sign in and/or initial out on the sign-in sheet, he/she will be absent, and the absence must be made up.
- Leaving class prior to dismissal shall be equivalent to one (1) absence, and the absence must be made up.
- If a student has gone incomplete or failed, the apprentice will be rescheduled upon notification from the local Joint Apprenticeship and Training Committee (JATC) to A&J.

Make-up Classes

- One (1) absence will be allowed to be made up for each block class.
- The absence(s) must be made up prior to the next block session.
- Makeup is subject to availability and may require attendance at a training center different from the original class location.
- Missed day(s) must be made up on the corresponding day. (i.e., class missed on Monday, must be made up on Monday)
- If a Friday class is missed, certification exams will not be available in the Friday makeup class. If available, it is the apprentice's responsibility to schedule a certification exam on their own time with the appropriate testing entity. Some certification exams may not be able to be made up.

JATC Responsibilities

- Take applications and accept eligible apprentices into the program.
- Notify the A&J of new apprentices to schedule for classes.
- Discipline and advance apprentices.
- Schedule their own Local Union JATC meeting.

Student Responsibilities

- Check class schedule on www.ajtraining.edu.
- Must provide Contractor/Employer with class schedule.

Failed or Incomplete

If a student has gone “incomplete” or “failed”, the apprentice will be rescheduled-upon notification from the local Joint Apprenticeship and Training Committee (JATC) to A&J.

Each apprentice will be required to sign an agreement to comply with A&J policies which includes a clause releasing class records to his or her Joint Apprenticeship and Training Committee and appropriate City, State and Federal agencies.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Classroom Integrity Policy

It is the expectation of the Apprentice & Journeymen Training Trust Fund that all A&J students conduct themselves with the professionalism and integrity that will be expected of them throughout their careers in the plumbing and piping industry, in the classroom and hands-on labs.

All A&J students should have knowledge of and adhere to all A&J student policies while on A&J property.

Classroom Integrity: There is zero tolerance for classroom dishonesty, including, but not limited to:

- Plagiarism.
- Copying work from a fellow student.
- Theft of a fellow student's work.
- Theft and mass distribution of assignments, tests, drawings, and answer keys of any kind.
- Use of technology to extract information during closed book sessions.
- Collaboration during autonomous projects or assignments.
- Any advantage taken that is not within the directions of the assignment, exam, or project that is deemed unfair by the instructor.

Students caught committing such acts will receive 0 credit for the day, will be marked as absent and reported to their JATC for further disciplinary action. Cheating of any kind during a certification exam will result in disqualification from the certification testing.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

UA Standard for Excellence

Member & Local Union Responsibilities

- Meet their responsibilities to the employer and their fellow workers by arriving on the job ready to work, every day on time. (Absenteeism & tardiness will not be tolerated).
- Adhere to the contractual starting and quitting times, including lunch & break periods (Personal cell phones will not be used during the workday with the exception of lunch & break periods).
- Meet their responsibility as highly skilled craftworkers by providing the required tools as stipulated under the local Collective Bargaining Agreement while respecting these tools and equipment supplied by the employer.
- Use and promote the local union and international training certification systems to the membership so they may continue on the road of lifelong learning, thus ensuring UA craftworkers are the most highly trained and sought after workers.
- Meet their responsibility to be fit for duty, ensuring a zero tolerance policy for substance abuse is strictly met.
- Be productive and keep inactive times to a minimum.
- Meet their contractual responsibility to eliminate disruptions on the job and safely work towards the on-time completion of the project in an auspicious manner.
- Respect the customers' property (Waste and property destruction, such as graffiti, will not be tolerated).
- Respect the UA, the customer, client and contractor by dressing in a manner appropriate for our highly skilled and professional craft (Offensive words and symbols on clothing and buttons are not acceptable).
- Respect and obey employer and customer rules and policies.
- Follow safe, reasonable and legitimate management directives

Problem Resolution - Member & Local Union Responsibilities

- The local union and steward will work with members to correct and solve problem related to job performance.
- Job stewards shall be provided with steward training and receive specialized training with regard to the UA Standard for Excellence.
- Regular meetings will be held where the job steward along with UA supervision will communicate with the management team regarding job progress, work schedules and other issues affecting work processes.
- The job steward shall communicate with the members about issues affecting work progress.
- The business manager or his delegate will conduct regularly scheduled meetings to discuss and resolve issue affecting compliance of the UA Standard for Excellence policy.
- The steward and management will attempt to correct such problems with individual members in the workplace.
- Individual members not complying the membership responsibility shall be brought before the Local Union Executive Board, which will address such members' failure to meet their obligation to the local and the UA, up to and including filing charges. The local union's role is to use all available means to correct the compliance problem.

Problem Resolution - Member & Local Union Responsibilities

- Replace and return to the referral hall ineffective superintendents, general foremen, foreman, journeyworkers and apprentices.
- Provide worker recognition for a job well done.
- Ensure that all necessary tools and equipment are readily available to employees.
- Minimize workers' downtime by ensuring blueprints, specifications, job layout instructions and material are all readily available in a timely manner.
- Provide proper storage for contractor and employee tools.
- Provide the necessary leadership and problem-solving skills to jobsite supervision.
- Ensure jobsite leadership takes the necessary ownership of mistakes created by management decisions.
- Encourage employees but, if necessary, be fair and consistent with discipline.
- Create and maintain a safe work environment by providing site specific training, proper equipment and following occupational health and safety guidelines.
- Promote and support continued education and training for employees while encouraging career building skills.
- Employ an adequate number of properly trained employees to efficiently perform the work in a safe manner, while limiting the number of employees to the work at hand, thereby providing the customer with a key performance indicator of the value of the UA Standard for Excellence.
- Treat all employees in a respectful and dignified manner, acknowledging their contributions to a successful project.
- Cooperate and communicate with the job steward.

Problem Resolution – Employer & Management Responsibilities

- Regular meetings will be held where the management team and UA supervision will communicate with the job steward regarding job progress, work schedules, and other issues affecting the work process.
- Management will address concerns brought forth by the steward or UA supervision in a professional and timely manner.
- A course of action shall be established to allow the job steward and/or UA supervision to communicate with higher levels of management in the event there is a breakdown with the responsible manager.
- In the event that the employee is unwilling or unable to make the necessary changes, management must make the decision whether the employee is detrimental to the UA Standard for Excellence's platform and make a decision regarding his/her further employment.
- In the event the issue is irresolvable at this level, the local or the contractor may call for a contractually established labor management meeting to resolve the issues.
- Weekly job progress meeting should be conducted with job stewards, UA supervision and management.
- The local or the contractor may involve the customer when their input is prudent in finding a solution.
- Foremen, general foremen, superintendents and other management should be educated and certified as leaders in the UA Standard for Excellence policy.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

UA Standard for Safety Member & Local Union Responsibilities

- Take pride in working safely
- Never take shortcuts
- Always wear the proper personal protective equipment
- Pay attention at safety meetings
- Don't try something if you don't know how to do it
- Make sure your work area is clean and well lit
- Keep walkways clear
- Focus on your task at hand
- Know where the exits are
- Lift with your legs and push rather than pull a heavy load
- Inspect all rigging equipment prior to use
- Remove defective equipment from service immediately
- Never work under a suspended load
- Use and place ladders carefully
- Never stand on the top two rungs of a ladder
- Fall protection to be worn when exposed to a fall of 6 feet or more
- Never attempt to move a person who has fallen unless they are in immediate danger
- Learn CPR, first aid and emergency procedures
- Don't overload electrical outlets
- Report near misses
- Keep hazardous substances off of skin and clothing
- Report exposures to your employer
- Know the hazards of the materials you work with
- Never take lunch boxes into work areas where chemicals may contaminate your food
- Carry sharp tools with the points down
- Lock out Tag machinery before repairing it and prove that it is de-energized
- Inspect tools for damage and repair or remove from service
- Check for fraying on power cords
- Have properly guarded tools
- Dress right for heat or cold
- Long hair should be tucked away under hard hat or cap. especially when working around moving equipment
- Always wear long sleeved shirts when working with welders or around steam
- If you wear prescription glasses, have your eyes check annually
- Stay alert and get the proper amount of sleep
- When taking medications, know the side effects such as dizziness, etc.
- When working shift work, never drink alcohol within 8 hours of your shift
- All UA jobs have zero tolerance for drugs and alcohol
- In the hot summer months, drink plenty of water to stay hydrated and avoid heat stroke
- Cell phones are to be used at break and lunch time only

- Always put caps on oxygen and acetylene bottles when transporting them
- Store flammables correctly
- Lock out Tag machinery before repairing it
- Check for fraying on power cords
- Remove unsafe tools from service
- Have properly guarded tools
- Provide adequate sanitary facilities
- Supply first aid kits with periodic inspections
- Treat injuries promptly
- Provide safety training
- Require pre-task planning for potentially hazardous tasks
- Provide proper ventilation
- Plan the job before you start
- Provide Material safety data sheets
- Have basic, standard personal protective equipment available for use
- Require fall protection to be worn when exposed to a fall of 6 feet or more
- Maintain rigging equipment in safe operating condition
- Remove defective equipment from service immediately
- Encourage all foremen and general foremen to advance and take OSHA 30 when available (this will increase their safety awareness, like recognizing if a scaffold is built properly before they ask their UA brothers and sisters to get on a dangerous scaffold).
"UA 10 & UA 30 are available at no charge in many Local Unions"

Name (please print)

Local Union

Signature

Social Security Number

Date

School Attending

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Cell Phone Policy

Cell phone and other portable devices are very disruptive to Instructors and other students and must be turned off during all class hours. This includes trips to the restrooms and other areas within the Training Center. Cell phone cannot be used as calculators during class time. Students may only use their cell phone during scheduled breaks or for an emergency and must turn off all devices before entering the classroom.

Anyone having his/her cell phone on will be marked absent for the day!

Name (please print)

Local Union

Signature

Social Security Number

Date

School Attending

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Student Discrimination and Harassment Policy

The California Fair Employment and Housing Act and Title VII of the Civil Rights Act of 1964 strictly prohibit discrimination or harassment because of race, religion, color, national origin, ancestry, physical handicaps, medical conditions, marital status, sex or age.

It is the policy of the Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry ("A&J Trust") and the affiliated Joint Apprenticeship Committees that have indentured you as an apprentice to provide classroom training free from all types of discrimination and harassment. Any instructor, staff member, student or other person found to have violated this policy shall be subject to immediate and appropriate discipline, which may include termination of the person's relationship with the program.

Unlawful Harassment

Unlawful harassment may take many forms, including, but not limited to:

Verbal Conduct

Such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.

Visual Conduct

Such as derogatory posters, cartoons, drawings or gestures.

Physical Conduct

Such as assault, blocking normal movement or interference with work directed at you because of your race, religion, color, national origin, ancestry, physical handicaps, medical conditions, marital status, sex or age.

Threats and Demands

To submit to sexual requests in order to remain in the apprenticeship program or to receive a passing grade or offers of other benefits for sexual favors.

Retaliation

For having resisted or reported harassment.

Students Rights and Responsibilities

Every student has the right to be treated with respect and to attend school in an environment free from discrimination, harassment or coercion. A student who perceives the comments, gestures or actions of an instructor, staff, other student or any person connected with the apprenticeship program to be unwelcome should immediately communicate to that person that such behavior is unwelcome. However, failure to do so does not prevent the student from filing a complaint nor does it in any way exonerate the harasser.

Any student who believes that he or she has been discriminated against or harassed should immediately report the incident. If the harasser is a student, the incident(s) should be reported to an instructor or supervisor. If the harasser is an instructor or staff member, the incident(s) should be reported to the Human Resources Representative. Any reported incidents shall be thoroughly

and objectively investigated by impartial representatives of the A & J Trust. Appropriate remedial account will be taken against any person found to have engaged in inappropriate conduct under this policy.

No person will be retaliated against for reporting discrimination or harassment or for participating in an investigation of discrimination or harassment.

Jobsite Discrimination and Harassment

State and Federal law strictly prohibit discrimination or harassment based on race, religion, color, national origin, ancestry, physical handicaps, medical conditions, marital status, sex or age. Employers are responsible for maintaining a workplace free from any such harassment or discrimination.

Should any apprentice believe that he or she has been discriminated against or harassed at the workplace, he or she should report such incident(s) to the employer in accordance with the employer's policy on discrimination and harassment. In the absence of an employer policy, the incident(s) should be reported to the employee's immediate supervisor or other supervisor if the immediate supervisor is the harasser. The apprentice should also report any such incident(s) to his or her union business agent.

Employee Training

Must be completed every two years: two hours for every Supervisor and one hour for every employee.

_____ Name (please print)	_____ Local Union
_____ Signature	_____ Social Security Number
_____ Date	_____ School Attending

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Student Dress Code and Fit for Duty Policy

The purpose of this policy is to establish the basic requirements for the appropriate dress code for our students and outline the Fit for Duty requirements while attending classes offered at all A&J Training Facilities.

The following minimum standards of dress will apply to all schools throughout District Council 16 and will be strictly enforced.

A student's dress and appearance should not be such that it causes disruption, is immodest, distracts from the educational process or creates a health or safety issue. All students, including Journeymen, have the responsibility to comply with this policy.

1. Full length denim type pants, sleeved shirts and closed toe shoes must be worn at all times.
2. Underwear must be completely covered with outer clothing at all times.
3. Pants must be worn near the waist and long t-shirts must be tucked in.
4. Hoods shall not be worn inside the classroom.

PPE as it pertains to the health and safety of self and others, shall be worn at all times while on A&J campus. Failure to comply with this standard is grounds for removal from A&J property.

In addition to the above, the following will apply to all shop type classes:

1. Long sleeve shirts must be worn.
2. Work boots (no tennis shoes).
3. No loose clothing or jewelry is permitted. Long hair should be kept tied back so as not to risk becoming caught in any machinery.
4. All appropriate personal protective equipment shall be worn at all times.

Students who violate the Student Dress Code Policy shall be required to modify their appearance. Any student who refuses to comply shall be removed from class and marked absent for the day. Any student who repeatedly fails to comply, will be removed from training indefinitely and referred to their JAC for appropriate disciplinary action. Reinstatement to school requires a JAC action.

All students attending classes must report Fit for Duty. This includes reporting to class well rested, coherent, and able to safely perform hands on and laboratory work. Students who have been medically restricted from working in the trade will not be permitted to attend school until the student is medically cleared to work without restrictions. On a case-by-case basis, in consultation with the student's JAC, exceptions to this restriction may be granted by the Chief Executive Officer of the A&J Training Trust. It is also the responsibility of students to report minor injuries to their instructors before beginning any hands on or laboratory work. This would include reporting any cuts, knicks, sprains or strains.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Student Drug and Alcohol Policy

The Trustees of the Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry have adopted the following policy concerning drugs and/or alcohol use, possession, or sale while attending classes:

All students are strictly prohibited from manufacturing, distributing, possessing, being under the influence of or using any controlled substance and/or alcohol while attending classes at school.¹

Prohibited use of a controlled substance and/or alcohol while attending classes is not limited to use while on school property. It is a violation of this policy to attend school while under the influence of controlled substances and/or alcohol. Students are warned not to consume alcohol and/or take both legal or illegal controlled substances before class or at breaks.

All Training Center Supervisors (TCS) will attend drug and alcohol awareness training. If an Instructor suspects a student of being in violation of this policy, the Instructor shall notify the TCS. The TCS will immediately remove the student from the classroom and assess the student's sobriety or impairment. If the TCS reasonably suspects the student to be in violation of this policy, the TCS will inform the student that he/she is in violation of the policy and that they must leave the campus and not return unless authorized to do so at a later date by the JATC. The student will be instructed to arrange safe transportation home by means other than their own vehicle. All reasonable efforts will be undertaken to arrange for a student's safe transportation home. This removal shall be recorded as an absence and the student shall not be permitted to return to school unless his/her return is authorized by the JATC / Board of Trustees after a review of the circumstances leading to the removal from school. The violation shall be recorded on a Student Evaluation Form, which will include statements from the Instructor and TCS summarizing their observations and interactions with the student and the basis for the conclusion that the student violated the policy. The Student Evaluation Form will be forwarded to the JATC for review by the Board of Trustees and to the student's Joint Apprenticeship Committee for disciplinary action, which in most instances will result in the student's termination from the program.

Name (please print)

Local Union

Signature

Social Security Number

Date

School Attending

¹ Under this policy, a controlled substance includes prescription medications which impair a student's ability to attend class and/or perform training activities at the Training Center. Students taking such medications must inform the JATC. The JATC shall take appropriate steps to arrange an approved leave of absence from school during the period the student is taking the prescribed medication.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Student Electives Policy

After completing the first three (3) years of training, students are given a choice of career paths to follow: Instrumentation Technician or Welder.

Supervisors are to distribute to third year apprentices during the first class of the second semester. Students must declare a desired path before the end of the first class in the second semester of their third year. Requests shall be coordinated between the A&J and respective JATC for eligibility and approval. Supervisors are to send the forms to the Training Coordinator as well as respective scheduler.

Note: Career paths and electives are not available at every Training Center.
All paths are subject to maintaining required student to teacher ratios.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

A&J Student Electronic Communication Policy

Email

An A&J email address will be provided to each apprentice. Apprentices are required to activate and maintain their A&J Training account. The A&J email address is the primary communication method for students to receive all school and class communication. Failure to activate, check and maintain an A&J Training account may result in JATC disciplinary action.

ISAQR App from Integrated Software (web version: <https://m.gotomyunion.com>)

Apprentices are required to download Integrated Software's Application called ISAQR available on the Appstore or Playstore. This application allows students to receive push notifications and access other student functions online.

Texting capabilities are available through the ISAQR App if not opted out. If opted in, students will receive text notifications sent to their cell phone number on file with their respective local union. Students are responsible for keeping cell phone numbers current with their respective local unions should they opt in to receive text messages. Standard data rates for messaging may apply.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

EDD Acknowledgement

Unemployment benefits are available through the Employment Development Department of California (EDD) to block apprentices during the weeks of block training. Based on EDD policies, apprentices may not work at any time during the week(s) of block training including the Monday before block training begins in order to be eligible. Apprentices are solely responsible for creating an EDD profile, applying for the benefits, and responding to and answering questions from the Employment Development Department of California (EDD) in the timeline(s) EDD requires.

I understand it is my sole responsibility to create an EDD profile. I further understand and acknowledge that I must apply for benefits, respond to and answer questions from the Employment Development Department of California (EDD) in the timeline(s) outlined by EDD. Should I fail to do so, eligibility for unemployment benefits may be jeopardized.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Parking Policy

All vehicles must adhere to the parking signs as displayed and the painted zones in the parking area. Please note red areas and no parking areas or signs. Please park in designated spaces only.

Any violation to parking zones will result in vehicles being towed from the property at the owner's expense.

Additional Sheriff and/or police patrol units have been requested to be in the area at the beginning and end of class sessions.

Please remember that it is everyone's responsibility to provide a safe environment for learning. This begins with each of us as we arrive and depart from work and school, as well at a home.

Additionally: There will be one designated parking space per training center that will be reserved for the Apprentice of the Month. Students cooperation in ensuring the availability of this spot remain reserved for the Apprentice of the Month is expected.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry Smoking, Tobacco & Nicotine Delivery Systems Policy

Purpose:

To maintain a safe, healthy, and respectful environment for all apprentices, instructors, and staff, this policy outlines the rules regarding the use of smoking, vaping, and smokeless tobacco products within the facility.

Policy Statement:

Smoking, vaping, and the use of smokeless tobacco are permitted only in designated smoking areas. The use of these products is strictly prohibited in all classrooms, workshops, restrooms, and any other indoor or enclosed spaces within the facility.

Designated Smoking Areas:

- Smoking, vaping, and smokeless tobacco use are only allowed in outdoor areas specifically designated for these activities.
- These areas will be clearly marked and equipped with appropriate disposal containers for tobacco waste.
- Apprentices, instructors, and staff are expected to use these areas responsibly and ensure that waste is properly disposed of.

Prohibited Areas:

- Classrooms, workshops, and all indoor spaces are strictly non-smoking and non-vaping zones.
- The use of smokeless (chew) tobacco is also prohibited within these areas. The use of a receptacle to receive smokeless tobacco waste is not permitted outside of the designated smoking areas.
- Anyone found using tobacco products in these prohibited areas will be subject to disciplinary action.

Enforcement:

- All apprentices, instructors, and staff are required to strictly adhere to this policy.
- Violations of the policy will result in disciplinary action by the apprentice's JATC, up to and including termination from the apprenticeship program for repeat offenders. Instructors and staff are subject to disciplinary actions, up to and including termination for repeat offenders.

Review and Updates:

This policy will be reviewed periodically and updated as necessary to ensure it remains relevant and effective.

This policy ensures that the facility maintains a professional environment while accommodating those who use tobacco products.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Student Social Media Policy

Introduction

This policy is intended to provide a context for the responsible and professional use of electronic communication/social media for A&J Training Trust students.

Broadly defined, electronic communication and social media encompass any online platform or channel for user-generated content that allows anyone to publish and access information, collaborate on a collective effort, and build relationships. Commonly known examples are but not limited to platforms such as: Facebook, X (formerly known as Twitter), Instagram, Tik Tok, LinkedIn, Pinterest, Tumblr, Snapchat, and YouTube.

Professionalism, respect, and awareness are key factors in all forms of communication but are critical in online content due to its high visibility, permanency, and reach. The purpose of this policy is to address professional online engagement, its potential challenges, and outline appropriate online conduct.

Personal Responsibility and Liability

Communications posted via social media are not exempt from the expectations and obligations set forth in A&J Training Trust's policies or from the laws and regulations that govern personal liability across general and traditional forms of communication. Students are responsible for content posted on their personal online platforms and on the platforms of others.

Online Conduct

Conduct within your role, as a student, embodies both yourself and the A&J. This includes your engagements on social media, even in private conversations that could become public.

Appropriate Conduct:

- Professional: Refrain from any language or posts that could be considered offensive, mean-spirited, discriminatory or harassment.
- Respectful of Privacy and Confidentiality: Respect the privacy and confidentiality of others, and the A&J. Refrain from sharing any personal or confidential information about yourself, others, or the A&J without explicit consent.
- Upholds Academic Integrity: Maintain academic integrity standards online, refrain from any form of cheating, plagiarism, or dishonest behavior, including sharing or soliciting answers for assignments or tests.
- Free of cyberbullying and/or harassment: Do not engage in cyberbullying, harassment, threats, or any form of online intimidation or abuse.

Responsible: Ensure content shared on social media platforms is appropriate, accurate, and does not violate any laws or A&J Training Trust policies.

Criminal and Civil Law Implications

Inappropriate use of electronic communications and/or social media may result in criminal or civil charges.

Examples include but are not limited to:

- Making inappropriate online comments that may lead to civil action, such as defamation.

- Disclosing confidential information about colleagues, students, staff, and the A&J Training Trust.
- Posting the work of others without proper attribution.
- Using technology to harass another student, instructor, administrator, staff member or colleague.

Online Content

A&J Training Trust students shall not work on personal content during class.

Online Social Posting, Commenting, Networking, Perusing, Reading, Video Watching/Listening, Shopping

Do not use any form of personal social media during class.

Disciplinary Implications

A&J Students:

Using social media during class, posting any inappropriate, private, or confidential content or producing content on behalf of the A&J Training Trust if not officially authorized to do so may result in JATC disciplinary action.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Student Technology Policy

A&J may provide students with technology resources, including computers, iPads/tablets, internet access, learning platforms/management systems and software, other computer software, hardware and internet access services ("Computer Services"). There are limits on how Computer Services may be used by students. Accordingly, A&J has adopted the following policies governing them. Each student's continued use of A&J Computer Services is expressly conditioned upon his/her adherence to these policies, which are subject to change without prior notice.

General

All Computer Services provided to students are the property of A&J. The Computer Services are to be used for educational purposes.

All students who use or have access to Computer Services owned or operated by the A&J must comply with A&J's policies. These policies include, but are not limited to, the following:

- All technology including but not limited to computer hardware, software programs, learning platforms/management systems, disks, drives, data and documentation used are the property of A&J and/or licensed to A&J.
- Any documentation or other work students create, or work on, using A&J Computer Services, are owned by A&J.

Use of Technology

Students should not use or access any equipment and/or Computer Services, or allow others their use and access, in any manner that is unlawful, inappropriate or contrary to A&J's best interests or policies. Students should never allow, condone or permit unauthorized individuals to use A&J's equipment and/or Computer Services, or access information on such technology regarding A&J that has not been publicly disclosed.

Students shall use A&J provided technology resources, including but not limited to computers, iPads/tablets, internet access, learning platforms/management systems and software, responsibly, respectfully and for educational purposes only.

Respect for Equipment: Students must treat all A&J owned and licensed technology equipment with care and respect, avoiding any intentional damage, vandalism, or theft. Any accidental damage should be reported immediately to the student's instructor and/or facility supervisor.

Cybersecurity: Students must take precautions to ensure the security of A&J technology resources, including but not limited to safeguarding passwords, avoiding the installation of unauthorized software, and refraining from accessing or sharing sensitive, private or confidential information.

Digital Citizenship: Students should demonstrate good digital citizenship by practicing lawful, responsible and ethical behavior online, including respecting the privacy and rights of others, avoiding cyberbullying and harassment, and critically evaluating online information.

Filtering and Monitoring: A&J provided technology and internet access may be filtered and monitored. Students should not attempt to bypass or circumvent these security measures

Copyright Compliance: Students must respect copyright laws and intellectual property rights when using digital resources, including properly citing sources and obtaining permission when using copyrighted materials for educational purposes.

Personal Devices: Personal electronic devices such as smartphones, laptops, or iPads/tablets are not permitted for use during class.

Prohibited Conduct

Technology and/or Computer Services should not be used in connection with the downloading, transmittal, access to, review or dissemination of inappropriate materials of any kind, including (a) sexually suggestive materials, pornographic, obscene, or sexual images, graphics or language (b) unlicensed or unauthorized access to proprietary or copyrighted information of another individual or entity or (c) materials that is perceived as offensive based on any characteristic protected by state or federal law, including but not limited to sex, race, color, religion, national origin, ancestry, physical disability, mental disability, marital status, pregnancy, age, citizenship, or sexual orientation.

The A&J's commitment to the spirit and letter of all acceptable civil rights and equal opportunity laws applies to the use of its technology and Computer Services and access to information as a result of such use. The use of any type of technology or to convey messages or information that could constitute unlawful harassment or discrimination of any kind, including sexual harassment, is strictly prohibited, and will not be tolerated.

No expectations of Privacy

Students should not expect that information on any A&J provided technology and Computer Services will be confidential or that they will have proprietary, privacy or protected confidentiality rights with respect to such information. Such information may be accessed and reviewed by the A&J at any time to ensure compliance with policies.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Policy Prohibiting Union Election Politics in Classrooms and at Training Centers

Federal law prohibits employers from supporting a candidate in a union election or in any way participating in union elections. As an employer, the A&J Training Trust must take appropriate steps to assure that its training centers are free from any and all local union politics. Therefore, the A&J Training Trust has established a strict policy **prohibiting any and all union politics at its training centers**. This policy specifically prohibits the following conduct:

1. Instructors shall not discuss local union elections in their classrooms or while at training centers with students, other instructors or with staff.
2. Staff shall not discuss local union elections while at the training center with students, instructors or other staff.
3. There shall be no posting of any political literature, stickers, banners or similar campaign materials at any training center.
4. There shall be no campaigning at or on the property of the training centers.
5. Instructors, staff, and students shall not wear clothing, buttons or caps identifying and/or supporting other members running for local union office while on training center property.
6. Nothing herein shall prohibit or otherwise limit any student, instructor or staff to run for a local union office or support local union candidates of their choice while not on training center property or conducting business on behalf of the A&J Training Trust.
7. Any violations of this policy by instructors or staff shall be subject the violator to discipline, up to and including termination.

Any violations of this policy by a student shall result in the student being removed from school and an absence being recorded along with the student to being referred to their Joint Apprenticeship Committee for possible disciplinary action.

The above list is not intended to be all inclusive but to provide specific examples of prohibited politicking. This policy prohibits all politicking at training centers no matter the form or content.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Student Zoom Policy

Code of Conduct for Online Instruction

A&J Zoom meetings & Blackboard content is solely intended for those enrolled and employed.

All A&J standard classroom policies are to be upheld by all students utilizing the distance learning format.

Attendance – Students must type the word “HERE” in the chat room upon entering the meeting. This will be used to verify attendance. Students must register under their legal name or name on file with their local union. An alias or AKA will not receive attendance credit. The existing attendance policy is applicable to online training.

Chat Room – The first 10 minutes of class will strictly be used for attendance. After the first 10 minutes, the chat room can only be used for questions pertaining to the course material or Blackboard. In consideration of students who have legitimate questions, the chat room cannot be used as a platform for social discussion. All chats are recorded and subject to later review.

Camera & Participation – Students are required to have cameras on and visually engaged in class for the entire duration, no exceptions. Students are expected to enter class meetings on time and participate in open discussions and live quizzes when prompted by the instructor. Quizzes will not be scheduled. Instead, they will be administered spontaneously to ensure student engagement for the duration of the meeting.

Environment – Students must do their best to create a suitable environment for distance learning. One that will not be a distraction for the individual or classmates. It is never acceptable to enter a class meeting while driving a vehicle. This will result in immediate dismissal. It is neither safe nor conducive to class participation or completion of assignments and quizzes.

**For tips on creating a space suitable for distance learning click [HERE](#).*

Behavior and Etiquette – Students are on live camera and all meetings are recorded and cataloged for later review. Students are not allowed to appear anonymous, therefore the use of avatars is not acceptable. There will be zero tolerance for abusive or offensive behaviors. These behaviors include sharing of inappropriate materials, creating negative images of meetings, using screenshots or screen recordings of instructors or fellow students, causing distractions and the use of offensive language or gestures. Background images shall not be of an offensive, political, or distracting nature.

Clothing and Appearance – Appropriate clothing must be worn for the entirety of class. A sleeved shirt is required. Students wearing tank tops or shirtless will be dismissed from the meeting and will not receive attendance credit. Clothing with offensive language or images will also result in dismissal.

Complaints – Legitimate complaints, questions or concerns must be addressed privately in an email to the instructor and will be passed on to the appropriate personnel if necessary.

Discussions during class regarding complaints, concerns and inquiries that do not pertain to the course material will be considered a class disruption and treated as such. Class time is not a forum for unrelated discussion to class material.

Discussion of Politics - Class is a neutral learning space. The discussion of politics, of any sort, will result in immediate dismissal from the meeting.

Disciplinary Action – Failure to follow this policy will result in immediate dismissal from the meeting and possible suspension from online training. All incidents will be reviewed by A&J administration and the student's local JATC.

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Bench Grinder Policy & Procedure

1. Proper Protective Equipment (P.P.E.) must be worn during all grinding operations or while working near grinding operations:

- ANSI Z87 rated safety glasses with side shields are required.
- Face shield.
- Appropriate gloves. (Refer to Figure 1-10 Welding Glove Recommendations).
- Work attire – long pants, long-sleeved shirt, welding jacket, sleeves or leathers.
- Work boots must be ankle high or greater.

Use of a Portable Ground Fault Circuit Interrupter (GFCI) is required for all power tools connecting to a temporary power/extension cord

In this order: (1) Electric Plug Receptacle, (2) GFCI, (3) Cord and (4) Tool

2. Grinder, personal or provided, shall be inspected daily at start of shift:

- No frays to power cord.
- Ground prong intact.
- Bench grinder is mounted and secured to stable work surface.
- Power switch in working order.
- No cracks or defects to housing.
- Guards in place.
- Wheels inspected for correct rating, defects and are properly attached.

Grinder must be unplugged while performing maintenance or changing wheels

3. When grinding:

- Tungsten will be held by mechanical means, such as tungsten holder or drill motor. NEVER held by hand.
- Grinder must be operated with guards in place.
- While not in use, grinders must be turned off.
- NEVER grind in the direction of flammables, combustibles, equipment or others.
- Back splash, weld screen or fire blanket must be utilized.

4. Housekeeping:

- Work clean – all scrap material, grinding dust and debris will be removed as produced and put in appropriate storage containers.
- All tools, equipment, power cords, etc. must be kept out of paths of travel.
- NEVER use grinder or other power tools in wet conditions.

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Compressed Gas Cylinder Policy & Procedure

1. Transporting/handling:

- A suitable hand truck or bottle cart must be utilized when moving cylinders.
- Cylinders must be secured to hand truck or bottle cart.
- **NEVER** drag or roll cylinders.
- **NEVER** leave cylinders free-standing unattended.
- Regulators must be removed before transporting cylinders.
- Verify valve is fully closed.
- Valve protection cap must be in place, straight and snug.

2. Cylinder storage:

- Must be kept in designated area, determined by gas hazard and type.
- Incompatible gasses and materials must be stored separately.
- Secured in the vertical position, valve closed and protection cap in place.
- Empty and full cylinders must be segregated.
- Empties must be tagged and "Empty" and dated.
- Storage area shall be properly ventilated and free of trash and debris.
- Access and egress to storage area must be unrestricted.
- Cylinder storage area must be secured.
- Access to cylinder storage is limited to A&J Authorized Staff and students, under the direction of an A&J Authorized Staff Member.
- Cylinders must be protected from being struck, excessive heat, flame and sparks.
- Cylinders must be used in the order received.

3. Inspection:

- Must be inspected upon delivery from gas supplier and before each use.
 - Verify gas cylinder contents are correct type and size ordered.
 - Verify the compressed gas cylinder contains the proper type needed for the task being performed.
 - If you are not sure if gas is correct, stop work and ask.
 - Damage to bottle, including dings, dents, cracks, arc marks corrosion, etc. should be reported immediately.
 - Valve protection cap should be in place, on straight and free of damage and is easily removed.
 - Valve handle should be in place and undamaged.
 - Valve body should be free of damage, corrosion, oil and grease.
 - Fusible plug should be in place, undamaged and with no signs of tampering.
- NEVER use a cylinder if it does not meet all parts of inspection**

- Remove cylinder from service immediately.
- Clearly mark cylinder as “unsafe”, with a short description of issue, time and date.
- Inform Instructor or Supervisor. Supervisor will inform the gas supplier.

4. **Use after compressed gas cylinders have passed inspection:**

- Cracking, while standing behind or to the side of valve outlet, **NEVER** in front of the valve outlet.
- Slightly open and close cylinder valve to dislodge any dirt and debris that may be present in valve. Always crack valves in a well-ventilated area.
- If a valve key is needed to open and close a compressed gas cylinder, it must be left in place while the cylinder is in use.

5. **Regulators:**

- **NEVER** use a compressed gas cylinder without the proper regulator.
- Verify regulator is the correct type for cylinder contents.
- Inspect regulator body and connections for damage.
- Regulator must be free of oil and grease.
- Connect regulator to cylinder and snug with a wrench.
- While standing with the cylinder between you and the regulator, **NEVER** in front of or behind the regulator, perform cracking procedure.

NEVER use a regulator if it does not meet all parts of inspection

- Remove from service immediately.
- Clearly mark as “unsafe”, with a short description of issue, time and date.
- Inform Instructor or Supervisor.

Regulators must be cleaned and repaired by a qualified technician

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Diesel Fueling and Storage Policy & Procedure

1. Diesel drums must be stored:
 - In a designated area.
 - On an approved storage rack.
 - Secured to rack.
 - Bonded to rack.
 - Rack ground cable attached to grounding rod.
 - Capped with relief valve caps.

Forklift Operator must be trained and authorized by the A & J
2. When transporting rack for fueling (in this order):
 - Rack must be secured to the forklift back rest.
 - Rack must be transported to fueling location at a walking pace, as close to the ground and as safely as possible.
 - Forklift forks lowered to ground, put in neutral, parking brake set and ignition switched off before fueling begins.
3. Equipment fueling (in this order):
 - Equipment to be refueled must be turned off.
 - Connect ground clip to equipment to be refueled.
 - Uncap drum and install pumping attachment to drum.
 - Cap equipment.
 - Wipe up any fuel spilled on equipment.
 - Remove pumping attachment and recap drum.
 - Wipe any fuel spilled on drum.
 - Remove ground clamp.
4. Return drums to storage (in this order):
 - In designated area.
 - Forklift forks lowered to ground, put in neutral, parking brake set and ignition switched off.
 - Rack ground cable attached to grounding rod.
 - Unsecure rack from forklift back rest.
 - Remove forklift from fuel storage area immediately.

Forklift must be parked in designated area when not in immediate use

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Eye and Face Protection Policy & Procedure

1. ANZI Z87 rated safety glasses with side shields must be worn in shops at all times.
2. Goggles with hooded ventilation must be worn, in addition to face shields, for all tasks involving, but not limited to:
 - Overhead drilling and chipping operations.
 - Overhead PVC priming and gluing.
 - Using, mixing, dispensing or transferring hazardous liquids.
3. Face shields must be worn on top of safety glasses or goggles for tasks involving, but not limited to:
 - Splashes from hazardous liquids.
 - Flying particles while chiseling, chipping, cutting or grinding.
4. Welding hood must be worn on top of safety glasses or goggles, and hood must be equipped with a filter lens appropriate for the welding operations.
5. Shaded face shield or shaded safety glasses (refer to Figure 1-1 P.P.E. Shale Level Selection Chart) must be worn for all torch work, such as:
 - Brazing.
 - Cutting.
 - Welding.

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Eyewash/Drench Hose Requirements

- Hose line must be connected to a dedicated hose bib connection.
- Hose bib must be fully open at all times (tamper-proof or keyed type hose bib).
- Please install proper hose bib and/or water line at the approved locations.
- Outlet heads must be positioned between 33" (83.8 cm) and 45" (114.3 cm) from the floor and at least 6" (15.3 cm) from the wall or nearest obstruction.
(Section 5.4.4)
- Water flow is sufficiently high to allow user to hold eyes open while rinsing.
(Section 5.1.7)
- Protect spray heads from airborne contaminants.
(Section 5.1.3)
- "Hands-free", stay-open valve must activate in one (1) second or less.
(Sections 5.2 and 8.2.2)
- Unit must deliver at least 0.4 gallons (1.5 liters) of water per minute for fifteen (15) minutes.
(Section 5.1.6)
- Valve actuator must be easy to locate and readily accessible to the user.
(Sections 5.2 and 8.2.2)
- Unit washes both eyes simultaneously. Water flow covers area indicated on Guardian Test Gauge.
(Section 5.1.8).

Location	Install eyewash/drench hose unit within ten (10) seconds, approximately 55 feet, of hazard, on same level as hazard and with unobstructed travel path. (Sections 5.4.2 and B5)
Identification	Identify eyewash/drench hose unit with a highly visible sign. Area around unit must be well-lit. (Sections 5.4.3 and 8.2.3.2)
Water Temperature	Water delivered by eyewash/drench hose units shall be tepid, 60-100°F. (Sections 5.4.6 and 8.2.3.4)
Training	Instruct all employees in the location and proper use of the eyewash/drench hose units. (Sections 5.5.4 and 8.2.4.4)
Maintenance/Inspection	Activate eyewash/drench hose units at least weekly for five (5) minutes. Sections 5.5.2 and 8.2.4.2) Inspect annually for compliance with standard. (Sections 5.5.5 and 8.2.4.5)

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Forklift Operator Policy & Procedure

1. Forklift operator must be trained and certified through the A&J Forklift Training Program.
2. Operator must have an A&J Forklift Operator certification card on hand while operating.
3. ANSI Z87 rated safety glasses, with side shields, must be worn during all forklift operations. If corrective lenses are indicated on your State Driver's License, as a forklift operator, corrective lenses must be worn.
4. Forklift must be inspected daily, before use, and at the beginning of each shift.
5. Weekly Inspection Log must be filled out daily and kept in the Forklift Owner's Manual compartment. Log must be signed, dated and returned to Supervisor at end of week for record retention.
6. If forklift is found to be unsafe, report to Supervisor immediately. Forklift must be red tagged and taken out of service until it has been made safe.
7. Forklift must be used for loading, unloading, transporting and stacking of equipment & materials.
8. Use of forklift or its components as a fab table or cutting station is NOT permitted.
9. Unsafe operation and horseplay is NOT permitted.
10. Three points of contact must be used when entering or exiting the forklift.
11. Seat belt must be worn at all times.
12. Riders are NOT permitted anywhere on forklift or load.
13. Tools, material and/or load are NOT permitted in cab or stacked on back of forklift. Cab must be clear of all obstructions.
14. Loads must be secured to back rest with rope, ratchet straps, etc. when load is awkward, unstable, has a high center of gravity or when there is potential for the loads' weight to shift.
15. Forklift operating speed must be kept at a walking pace while in fab shops or transporting loads.
16. Loads must be carried 6" from the ground or as close to the ground as safely possible.
17. Parking lot posted speed must be followed and cutting across parking lots is NOT permitted.
18. A distance of at least three (3) car lengths must be kept between forklift and other vehicles.

19. Passing other vehicles is **NOT** permitted.
20. Pedestrians always have the right of way, and make sure pedestrians are aware of your presence.
21. Operator must stop and sound horn at all intersections, walkways and blind corners.
22. Lights must be used at night, in low light conditions and/or while operating on public streets.
23. If forward view is obstructed by load, operator is required to travel in reverse, with load trailing.
24. When load extends outside of forklift, running lines or when working in close quarters to equipment, structures and/or vehicles, a spotter must be utilized.
25. When operating on grades, forklift must be driven with load facing up grade.
26. When leaving forklift unattended (in this order):
 - Brakes set; Mast in vertical position; Forks in down position; Set in neutral; Power shut off.
 - If on an incline, use wheel chocks.
27. Forklift must not be loaded in excess of rated capacity stated on data plate.
28. Modifications to forklift or its components is **NOT** permitted.
29. Only manufacturer approved accessories, such as fork extensions, may be utilized.
30. Rigging off of forks is **NOT** permitted. Only manufacturer approved attachments and accessories, including jibs, can be used for rigging operations and must be properly installed and secured.
31. Forklift must **NEVER** be left unattended in front of doors, walkways, emergency response equipment, electrical panels or shut-off valves.
32. At end of shift (in this order):
 - Forklift must be parked in designated area; Parking brake set.
 - Mast in vertical position; Forks left in down position; Set in neutral; Propane valve shut off.
 - Allow engine to stall from lack of fuel.
 - Ignition switched off.

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Hand Tools Policy & Procedure

1. Proper Protective Equipment (P.P.E.) must be worn during all pipe roll grooving operations:
 - ANSI Z87 rated safety glasses with side shields are required.
 - Face shield must be worn during all operations which create a hazard from flying debris, metal fragments, sparks or covered overhead work.
 - Appropriate gloves must be worn at all times in shop areas. Refer to Figure 1-10 Welding Glove Recommendations.
 - Work attire – long pants, long-sleeved shirt, welding jackets, sleeves or leathers.
 - Work boots must be ankle high or greater.
2. Hand tools, personal or provided, shall be inspected daily at start of shift:
 - Any modifications to tools or equipment are prohibited.
 - Tool is free of fractures, defects and corrosion.
 - All parts of the tool are in good working condition.
 - Guards and safety features in place.
 - The proper type and size of tool must be used for the task being performed.
 - Components and attachments must be inspected before use, approved by the manufacturer, proper size, correct rating and are properly attached.
 - Any tool that does not meet inspection must be removed from service immediately.
3. Use of hand tools:
 - You must be trained and authorized in the proper use of all tools & equipment.
 - Hand tools must be used as intended by the manufacturer.
 - Any modifications to tools or equipment are prohibited.
 - While not in use, tools must be stored in a place that does not create a hazard.
4. Care of tools:
 - All manufacturer guidelines and recommendations for safety, proper use, care, maintenance, storage and record keeping must be followed.
5. Housekeeping:
 - Work clean – all scrap material, grinding dust and debris will be removed as produced and put in appropriate storage containers.
 - All tools, equipment, power cords, etc. must be kept out of paths of travel.

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Hearing Protection Policy & Procedure

1. Hearing protection must be worn in shop areas at all times.
 - Hearing protection may be removed during class lecture or instructions, if work has not yet begun or has been brought to a halt by the Instructor.
 - Hearing protection must be in place before work resumes.
2. Tasks requiring hearing protection include, but are not limited to:
 - Grinding.
 - Hammer drilling.
 - Chipping.
 - Torch cutting.
 - Cutting with chop saw or circular saw.
 - Using powder actuated tools.

The need for hearing protection can be roughly determined by the need to raise your voice to talk to someone only three (3) feet away.

Refer to Figure 1-2 P.P.E. Common Sound Decibel (dB) Levels.

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Ladder Policy & Procedure

1. Ladders must be inspected daily before use:

Step Ladder

- Ladder is made of fiberglass.
- Rails must not be twisted, cracked or missing rivets.
- Feet must be non-slip, in place with no cracks or missing rivets.
- Rungs must be in place, tight, not twisted or missing rivets.
- Spreaders must be in place, locked tight, not twisted or missing rivets.
- Top cap must not have any cracks or missing rivets.

Extension Ladder

- Ladder is made of fiberglass.
- Rails must not be twisted, cracked or missing rivets.
- Feet must be non-slip, in place with no cracks or missing rivets.
- Rungs must be in place, tight, not twisted or missing rivets.
- Guides – top and bottom must be in place, not twisted or missing rivets.
- Rung locks must be in place, complete and functioning properly.
- Pulley system – no damage to rope, free of kinks and knots. Pulleys must be in place and in good working condition.

Any ladder that does not meeting any part of inspection must be removed from service and immediately reported to Supervisor

2. Use of ladder:

- Correct size and type must be utilized.
- **NEVER** work off top two rungs or cap.
- **NEVER** use a ladder over its rated load capacity.
- When working above 6', 100% tie off is required and a spotter is needed to stabilize ladder.
- Get assistance when needed for transport or set up of ladder.
- Task will determine size and type of ladder needed and must be proper height to prevent over extension or working outside of ladder rails.
- Ladder must be set up on even, stable surface, away from edges.
- When ladder is set up in a pedestrian or vehicle traffic area, a spotter is needed and/or barriers must be put around work area to prevent ladder from being bumped or tools and material being dropped on others.
- If ladder is set up in doorway, a spotter is needed and/or signage must be visible to indicate work being performed on opposite sides. If possible, door must be secured.
- Must use three points of contact and remain centered between ladder rails.
- Ladder must always be faced while climbing or working.
- Tools and material must be in a tool belt or transported by a hand line.

Step Ladder

- Must be fully open with spreaders locked.
- NEVER climb back side of ladder.

Extension Ladder

- Must be placed against solid surface, using 4-to-1 method for set up (for every 4' up, set base 1' from wall).
- Top of ladder must extend 3' above landing and must be secured.
- Rung locks secured, and rope tied off.

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Pipe Roll Grooving Policy & Procedure

1. Proper Protective Equipment (P.P.E.) must be worn during all pipe roll grooving operations:
 - ANSI Z87 rated safety glasses with side shields are required.
 - Tight-fitting, heavy-duty leather gloves. Refer to Figure 1-10 Welding Glove Recommendations
 - Work attire – long pants, long-sleeved shirt, welding jacket, sleeves or leathers.
 - Work boots must be ankle high or greater.
 - **NEVER** wear loose clothing or jewelry, to prevent entanglement.
2. Safety precautions:
 - Pipe roll groover must be plugged into an electrical receptacle equipped with a ground. Refer to Figure 1-4 Properly Grounded Power Cord & Receptacle Chart.
 - Extension cords must be heavy-duty. Cord shall be no longer than 100 feet. Too light of a gauge extension cord can cause excessive voltage drop. Refer to Figure 1-3 Extension Cord Wire Gauge Selection Chart.
 - **NEVER** operate roll groover in standing water.
 - **NEVER** operate roll groover without a foot switch.
 - Foot switch must be locked when roll groover is left unattended. Refer to Figure 1-5 Foot Switch & Lock.
 - **NEVER** operate roll groover if power switch does not turn ON & OFF.

Use of a Portable Ground Fault Circuit (GFCI) is required for all power tools connecting to a temporary power/extension cord

In this order: (1) Electric Plug Receptacle, (2) GFCI, (3) Cord and (4) Tool

3. Operating pipe roll groover:
 - Pipe roll groover is designed for single person operation. Operator must control foot switch and groover.
 - Set up pipe roll groover on a level surface.
 - Verify power is switched to the off position before plugging in groover.
 - Remove any wrenches or adjusting keys before turning on machine.
 - Keep floors dry of slippery materials, such as oil.
 - Barricade work area to protect others from exposure to any potential hazards.
 - Unplug machine before making any adjustments or while changing attachments or accessories. Only use manufacturer approved attachments and accessories.
 - Keep hands away from moving parts of machine and pipe ends.
 - Pipe jack stand must be used to level and support long lengths of material.
4. Care of tools:
 - All manufacturer guidelines and recommendations for safety, proper use, care, maintenance, storage, and record keeping must be followed.

5. Housekeeping:

- Work clean – all scrap material, grinding dust and debris will be removed as produced and put in appropriate storage containers.
- All tools, equipment, power cords, etc. must be kept out of paths of travel.
- NEVER use pipe roll groover or other power tools in wet conditions.

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Pipe Threading Machine Policy & Procedure

1. Proper Protective Equipment (P.P.E.) must be worn during all pipe roll grooving operations:
 - ANSI Z87+ rated safety glasses with side shields are required.
 - Tight-fitting, heavy-duty leather gloves. Refer to Figure 1-10 Welding Glove Rec.
 - Work attire – long pants, long-sleeved shirt, welding jacket, sleeves or leathers.
 - Work boots must be ankle high or greater.
 - NEVER wear loose clothing or jewelry, to prevent entanglement.
2. Safety precautions:
 - Pipe threading machine must be plugged into an electrical receptacle equipped with a ground. Refer to Figure 1-4 Properly Grounded Power Cord & Receptacle Chart.
 - Extension cords must be heavy duty. Cord shall be no longer than 100 feet. Too light of a gauge extension cord can cause excessive voltage drop. Refer to Figure 1-3 Extension Cord Wire Gauge Selection Chart.
 - NEVER operate pipe threading machine in standing water.
 - NEVER operate pipe threading machine without a foot switch.
 - Foot switch must be locked when pipe threading machine is left unattended. Refer to Figure 1-5 Foot Switch & Lock.
 - NEVER operate pipe threading machine if power switch does not turn ON & OFF.

Use of a Portable Ground Fault Circuit (GFCI) is required for all power tools connecting to a temporary power/extension cord

In this order: (1) Electric Plug Receptacle, (2) GFCI, (3) Cord and (4) Tool

3. Operating pipe threading machine:
 - Pipe threading machine is designed for single person operation. Operator must control foot switch and machine.
 - Set up pipe threading machine on a level surface.
 - Verify power is switched to the off position before plugging in machine.
 - Remove any wrenches or adjusting keys before turning on machine.
 - Keep floors dry of slippery materials, such as oil.
 - Barricade work area to protect others from exposure to any potential hazards.
 - Unplug machine before making any adjustments or while changing attachments or accessories. Only use manufacturer approved attachments and accessories.
 - Verify material is properly aligned on pipe threading machine. Only use materials for which the pipe threading machine is rated.
 - Keep hands away from moving parts of machine and pipe ends.
 - Pipe jack stand must be used to level and support long lengths of material.
 - Keep hands away from rotating pipes and fittings.
 - Allow machine to come to a complete stop before touching chucks.
 - Wipe down pipe and screw on fittings after the machine has come to a complete stop.

- NEVER use the machine to make up or break fittings.
4. Care of tools:
- All manufacturer guidelines and recommendations for safety, proper use, care, maintenance, storage, and record keeping must be followed.
5. Housekeeping:
- Work clean – all scrap material, grinding dust and debris will be removed as produced and put in appropriate storage containers.
 - All tools, equipment, power cords, etc. must be kept out of paths of travel.
 - NEVER use pipe threading machine or other power tools in wet conditions.

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Portable Grinder Policy & Procedure

1. Proper Protective Equipment (P.P.E.) must be worn during all pipe roll grooving operations:
 - ANSI Z87 rated safety glasses with side shields are required.
 - Face shield.
 - Appropriate gloves. Refer to Figure 1-10 Welding Glove Recommendations.
 - Work attire – long pants, long-sleeved shirt, welding jacket, sleeves or leathers.
 - Work boots must be ankle high or greater.

Use of a Portable Ground Fault Circuit (GFCI) is required for all power tools connecting to a temporary power/extension cord

In this order: (1) Electric Plug Receptacle, (2) GFCI, (3) Cord and (4) Tool

2. Grinder, personal or provided, shall be inspected daily at start of shift:
 - No frays to power cord.
 - Ground prong intact.
 - Trigger safety intact.
 - No cracks or defects to housing.
 - Guards and handle in place.
 - Wheels inspected for correct rating, defects and are properly attached.

Modifications to grinder or grinder components are NOT permitted. Grinder must be unplugged while performing maintenance, changing wheels and if left unattended or out of sight

3. When grinding:
 - Material shall be secured by mechanical means (table vise, tripod vise, clamp, etc.) **NEVER** held by hand.
 - Grinder must be operated with both hands.
 - While not in use, grinder will be set where it will not cause a tripping hazard and away from edges of elevated work station.
 - Grinder must be set blade up facing down when not in use, not draped over or hanging off of material or equipment.
 - Never grind in the direction of flammables, combustibles, equipment or others.
 - Back splash, weld screen or fire blanket must be utilized.
4. Housekeeping:
 - Work clean – all scrap material, grinding dust and debris will be removed as produced and put in appropriate storage containers.
 - All tools, equipment, power cords, etc. must be kept out of paths of travel.
 - **NEVER** use grinder or other power tools in wet conditions.

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Power Tools Policy & Procedure

1. Proper Protective Equipment (P.P.E.) must be worn during all pipe roll grooving operations:
 - ANSI Z87 rated safety glasses with side shields are required.
 - Face shield must be worn during all operations which create a hazard from flying debris, metal fragments, sparks or overhead work.
 - Appropriate gloves. Refer to Figure 1-10 Welding Glove Recommendations.
 - Work attire – long pants, long-sleeved shirt, welding jacket, sleeves or leathers.
 - Work boots must be ankle high or greater.

Use of a Portable Ground Fault Circuit (GFCI) is required for all power tools connecting to a temporary power/extension cord

In this order: (1) Electric Plug Receptacle, (2) GFCI, (3) Cord and (4) Tool

2. Power tools, personal or provided, shall be inspected daily at start of shift:
 - No frays to power cord.
 - Ground prong intact.
 - If not equipped with a ground prong, tool must be double insulated.
 - Stationary power tools must be mounted and secured to stable work surface.
 - Power switch in working order.
 - No cracks or defects to housing.
 - Guards and handle in place.
 - Components and attachments must be inspected before use, approved by the manufacturer, proper size, correct rating and properly attached.
 - Any tool that does not meet inspection must be removed from service immediately.

Power tools must be unplugged while performing maintenance or while changing attachments, blades, grinding disks or while adding fluids

3. Use of power tools:
 - You must be trained and authorized in the proper use of all tools and equipment.
 - All manufacturer guidelines and recommendations for safety, proper use, care, maintenance and storage must be followed.
 - Modifications to tools and equipment are prohibited.
 - While not in use, power tools must be turned off and unplugged.
 - While not in use, tools must be stored in a place that does not create a hazard.
4. Care of tools:
 - All manufacturer guidelines and recommendations for safety, proper use, care, maintenance, storage and record keeping must be followed.
5. Housekeeping:
 - Work clean – all scrap material, grinding dust and debris will be removed as produced and put in appropriate storage containers.

- All tools, equipment, power cords, etc. must be kept out of paths of travel.
- NEVER use grinder or other power tools in wet conditions.

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Sewer Snake Policy & Procedure

1. Proper Protective Equipment (P.P.E.) must be worn during all pipe roll grooving operations:
 - ANSI Z87 rated safety glasses with side shields are required.
 - Heavy duty leather gloves. Refer to Figure 1-10 Welding Glove Recommendations.
 - Work attire – long pants, long-sleeved shirt, sleeves.
 - Work boots must be ankle high or greater.
2. Safety precautions:
 - Sewer snake must be plugged into an electrical receptacle equipped with a ground.
 - Extension cords must be heavy duty. Cord shall be no longer than 50 feet. Too light gauge extension cord can cause motor to overheat.
 - **NEVER** operate sewer snakes in standing water.
 - **NEVER** use a snake in lines containing chemical drain cleaner.

Use of a Portable Ground Fault Circuit (GFCI) is required for all power tools connecting to a temporary power/extension cord

In this order: (1) Electric Plug Receptacle, (2) GFCI, (3) Cord and (4) Tool

3. Use of sewer snake:
 - Snake is designed for single person operation. Operator must control foot pedal and cable.
 - Position snake within 2 feet of drain opening. If you are unable to position snake within 2 feet, you must run a cable through a piece of pipe to prevent whipping.
 - Pull cable from cage.
 - Punch cable down the drain until it will go no further.
 - Remove an additional foot of cable, forming an arc between the machine and the drain.
 - Tighten thumb screw against cable.
 - Switch machine motor to the forward position.
 - Cable must be held with two hands. Engage foot switch.
 - Guide cable into the drain with firm, even pressure. Let the machine do the work.
 - **NEVER** leave excessive slack in cable, this can cause whipping.
 - If there is too much bend or twist in the cable:
 - Operator must remove pressure from foot pedal, rotate cage in the opposite direction to relieve the twist and push excess cable back into cage.
 - When slack cable has been fed into the drain, stop the machine motor, loosen thumb screw, remove another foot of cable from the cage, tighten thumb screw and repeat until drain line is cleared.
 - When drain line is cleared, relieve pressure from foot pedal, loosen thumb screw, switch the machine motor to the reverse position, return cable back to the cage, unplug the machine and rinse off cable in an appropriate location.
4. Tips for sewer snake operations:
 - If you are having trouble getting around bends, try:

- Putting machine motor in reverse while apply steady pressure.
 - **NEVER** do this for more than a few seconds, as it can cause kinking or tangling of the cable inside the cage.
- If cable becomes caught in line:
 - With thumb screw tightened against the cable, move the machine motor into the reverse position. Pull on the cable while cage rotates in reverse.
- When the cable is free, loosen the thumb screw and move machine motor into the forward position.

Name (please print)

Local Union

Signature

Social Security Number

Date

School Attending

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Torch Work Policy & Procedure

1. Proper Protective Equipment (P.P.E.) must be worn during all torch work operations:
 - ANSI Z87+ rated safety glasses with side shields are required. Additional eye and face protection may be required for the job. Refer to Eye and Face Protection Policy & Procedure and Figure 1-1 P.P.E. Recommended Shade Level Chart.
 - Fire resistant work gloves. Refer to Figure 1-10 Welding Glove Recommendations.
 - Work attire – long pants, long-sleeved shirt, welding jacket, sleeves or leathers.
 - Synthetic materials that easily burn or flare up must not be worn.
 - Keep shirt sleeves and collars buttoned.
 - Cuffs and material frays should be eliminated from work pants.
 - Avoid tucking pants into work boots.
 - Work boots must be ankle high or greater.
2. Safety precautions:
 - Remove all flammables and combustible hazards from the work area. If they cannot be fully removed, they must be protected with fire blankets.
 - A portable fire extinguisher must be on hand while performing torch work.
 - Verify extinguisher is the correct size and type.
 - Inspect extinguisher before use – it must be in good condition, fully charged and ready for use.
 - Review operating instructions located on the side of the extinguisher.
 - Perform torch work in a well-ventilated area.
 - If proper ventilation cannot be achieved, stop work and inform the Instructor or Supervisor immediately.
 - Check for sparks and smoldering material in and around work area during hot work operations.
 - After hot work operations are completed, inspect in and around work area for sparks and smoldering material.
3. Transporting/handling:
 - A suitable hand truck or bottle cart must be utilized when moving cylinders.
 - Cylinders must be secured to hand truck or bottle cart.
 - **NEVER** drag or roll cylinders.
 - **NEVER** leave cylinders free-standing unattended.
 - Regulators must be removed before transporting cylinders.
 - Verify valve is closed.
 - Valve protection cap must be in place, straight and snug.
4. Cylinder storage:
 - Must be stored in well-ventilated location, separately, in their designated area, with a fire resistant wall separating oxygen and acetylene cylinders.
 - Incompatible gasses and materials must be stored separately.
 - Secured in the vertical position, valve closed and protection cap in place.
 - Empty and full cylinders must be segregated.

- Empties must be tagged “Empty” and dated.
- Storage area shall be properly ventilated and free of trash and debris.
- Access and egress to storage area must be unrestricted.
- Cylinder storage area must be secured.
- Access to cylinder storage is limited to A&J Authorized Staff and students, under the direction of an A&J Authorized Staff Member.
- Cylinders must be protected from being struck, excessive heat, flame & sparks.
- Cylinders must be used in the order received.

5. Inspection:

- Cylinders must be inspected upon delivery from gas supplier and before each use.
- Must verify gas cylinder contents are correct type and size ordered.
- Verify the compressed gas cylinder contains the proper type needed for the task being performed.
 - If you are not sure if gas is correct, stop work and ask.
- Damage to bottle, including dings, dents, cracks, arc marks, corrosion, etc. should be reported immediately.
- Valve protection cap should be in place, on straight and free of damage and is easily removed.
- Valve handle should be in place and undamaged.
- Valve body should be free from damage, corrosion, oil and grease.

Oil and grease on oxygen valves, regulators, torch components or connections can result in a violent chemical reaction or explosion

- Fusible plug should be in place, undamaged and with no sign of tampering.

NEVER use a cylinder if it doesn't not meet all parts of inspection

- Remove cylinder from service immediately.
- Clearly mark cylinder as “unsafe”, with a short description of issue, time & date.
- Inform Instructor or Supervisor. Supervisor will inform the gas supplier.

6. Use after compressed gas cylinders have passed inspection:

- Cracking while standing behind or to the side of the valve outlet, **NEVER** in front of the valve outlet.
- Slightly open and close cylinder valve to dislodge any dirt and debris that may be present in valve. Always crack valves in a well-ventilated area.
- If a valve key is needed to open and close a compressed gas cylinder, it must be left in place while the cylinder is in use.
- **NEVER** open the valve on an acetylene bottle more than 1 ½ turns.

7. Regulators:

- **NEVER** use a compressed gas cylinder without proper regulator.
- Verify regulator is the correct type for cylinder contents.
- Inspect regulator body and connections for damage.
- Regulator must be free of oil and grease.
- Connect regulator to cylinder and snug with a wrench.
- While standing with the cylinder between you and the regulator, **NEVER** in front of or behind the regulator, perform cracking procedure.
- **NEVER** modify or tamper with regulators or their components.

- Acetylene must not be used at pressure higher than 15 P.S.I.

The presence of oil or grease on oxygen valves, regulators, torch components or connections can result in a violent chemical reaction or explosion.

NEVER use a regulator if it does not meet all parts of inspection

- Remove from service immediately.
- Clearly mark as “unsafe”, with a short description of issue, time & date.
- Inform Instructor or Supervisor.

Regulators must be cleaned and repaired by a qualified technician

8. Hoses and connections:

- Hoses must be closely inspected before each use.
- No visible damage to hoses, such as cracks, burns, holes, etc.
- No signs of improper repairs made to any part of the hose.
- **NEVER** use tape to repair a hose.
- Hoses must be protected from flame, sparks, moving equipment, sharp and falling objects.
- Oxygen hose is the color green.
- Acetylene hose is the color red.
- Hose should be ran so as not to create a tripping hazard.
- Connections must be ferrule or clamp type.
- Connections must be capable of withstanding twice the maximum delivery pressure of the regulator being used.
- Oxygen equipment has right hand threads.
- Acetylene equipment has left hand threads & indentations on the connections.

NEVER use a hose or connection that does not meet all parts of inspection

- Remove from service immediately.
- Clearly mark as “unsafe”, with a short description of issue, time & date.
- Inform Instructor or Supervisor.

9. Torches:

- Verify torch assembly and flame tip is the proper size and type for work being performed.
- Flashback arrestors are required for torch work.
- Torches may come equipped internally with flashback arrestors.
- If flashback arrestors need to be added, they must be installed at the torch.
- **NEVER** use a torch set up without the flashback arrestors properly installed.
- Torches must be ignited with a friction lighter (striker).
- **NEVER** use matches or cigarette lighters on hot work to light torches.
- Cylinder valves must be closed when switching out torches or when time between uses exceeds 5 minutes.
- If flashback occurs, check torch tips for dirt, condition of torch seat, O-ring, connections and oxygen acetylene pressures.

10. Tips:

- Must be inspected before each use.
- Verify O-rings are in place and free of any damage.

- No physical damage to tip.
- Face of tip is square, showing no deformities.
- Tips is free of slag and dirt.
 - Sand or file off any dirt and slag on the outside face of the tip.
 - If needed, square off the face of the tip and round off any dings or sharp edges with a mill file.
 - Clean tip orifices using a tip cleaner.

NEVER use a torch or any components, attachments or accessories if they do not meet all parts of inspection

- Remove from service immediately.
- Clearly mark as “unsafe”, with a short description of issue, time & date.
- Inform Instructor or Supervisor.

ATTENTION – Oxygen and acetylene rigs must be broken down at the end of every shift or when not in use.

NEVER move compressed gas cylinders with regulators attached.

NEVER move compressed gas cylinders without valve caps.

COE Plans

Your feedback is highly valued. Please review the attached A&J plans and provide any comments, suggestions, additions, or ideas you may have for future revisions.

Send your comments and feedback to management@ajtraining.edu.

Thank you!

A&J Training Trust

Strategic Plan

2022- 2025

INTRODUCTION

A&J Training Trust regularly strives to develop and increase the scope and quality of our apprenticeship programs, ensuring its education efficiently meets the needs of the entities we serve, and the contractors who employ our apprentices in an ever-changing market.

The existence of this strategic plan and its successful implementation leads the A&J Training Trust to a more formal planning strategy. Developing a strategic direction is not a one-time event, but an ongoing commitment and process. The strategic direction represents a compass that will be used to guide future strategic decision-making and ongoing operational work.

Planning strategically identifies a limited number of *core objectives* that must be undertaken to move successfully into the future.

A strategic plan that covers the 3 to 5-year planning horizon can only stay current and relevant if the governing body ensures the plan is updated on an annual basis. A strategic plan is a *working document*.

Therefore, the governing body has both the right and the responsibility to:

- 1) Change the 3 to 5-year strategic plan when it needs to be changed based on sound reasoning and assessment
- 2) Review and update the strategic plan on an annual basis

1. MISSION STATEMENT:

The mission of A&J Training Trust is to guide planning in all disciplines of the trades-related educational programs. The importance of the mission is accentuated by its noticeable placement in the strategic plan. The mission of A&J Training Trust is clearly stated in the strategic plan as follows:

“To deliver excellence in training to cultivate the growth and advancement of elite piping professionals. Thus, strengthening the competitive advantage of our partners with the highest quality workforce.”

A&J Training Trust provides learning opportunities which meet the needs of the entities we serve; contractors and the union through quality apprenticeship programs with the following:

- Qualified staff and instructors
- Training and skills utilized in the workplace through traditional mentoring and hands-on delivery methods

- The partnership between the Training Trust and industry to provide quality training
- Quality training facilities and administrative support to all apprentices enrolled in the apprenticeship programs

2. VISION STATEMENT:

Values, beliefs, and vision are vital to keeping an organization moving forward. Although the values, beliefs and vision of the A&J Training Trust are clearly stated in the strategic plan, our Board of Trustees believe in ensuring that our vision and mission are aligned with the strategic plan and also with the California Division of Apprenticeship Standards (DAS), which oversees all disciplines of the apprenticeship programs.

Based on our current Mission and Vision statements, we envision a future with the following characteristics:

- Commitment to our apprentices to help them prepare for high-skill, high-demand, high-wage jobs in our industry
- More consistency in theory based related training and purposeful hands-on training to meet 21st century industry demands
- Significantly improved communication with the educational system and the understanding of the plumbing and pipe trades industry as a viable occupational career field
- Increased communication with all key stakeholder groups
- The ability to identify future required workforce skills and expertise
- Increased resources from grants and other funding sources
- Compliance to maintain our institutional accreditation

Our vision is to be a part of a career and technical education system that will be the preferred educational option for those adults seeking an occupational trade beyond high school. We will continue to strive to create a highly skilled workforce to assure economic competitiveness and value in the marketplace.

3. LONG RANGE GOALS:

- A. Maintain our status as an accredited institution
- B. A&J will develop new sources of revenue through grants and other educational resources
- C. A&J will be a leader in helping to improve the recognition of the plumbing and pipe trades industry as a viable and important career field through the pursuit of possible college partnerships
- D. A&J will have adequate infrastructure that supports our strategic goal including a centralized training center
- E. A&J will improve communication platforms:
 - 1) texting & app capabilities through Integrated Software Solutions
 - 2) improved website experience
 - 3) improved phone experience

- 4) .edu email addresses
- 5) social media
- F. A&J will improve our digital learning experience

4. STRATEGIES AND MILESTONES:

Strategies indicate how we will organize, focus, and expend our resources to maximize effectiveness and efficiency in achieving these goals. The strategies will be reviewed and updated on an annual basis. Milestones are used to determine the overall progress toward a goal.

The strategies were rated in importance of when they should be undertaken. The three ratings include:

High: *Work on this strategy must be undertaken in the next calendar year*

Mid: *Work on this strategy should be undertaken in the next calendar if at all possible*

Low: *Work on this strategy can wait*

Goal A:

Maintain our status as an accredited institution

Strategies:

1. **(High)** Successfully meet all COE requirements for each reporting year

Milestones:

- Successful completion of the San Diego Training Center site visit on August 10th, 2021; a COE requirement for our substantive change of location application
- Annual Report Submission
- Prepare for Re-affirmation Visit in 2024 and request simultaneous Substantive Change Visit for new main campus in El Monte

Goal B:

A&J will develop sources of revenue through grants and other educational resources

Strategies:

1. **(Mid)** Assess the current availability of grant opportunities that the states make available to educational institutions
2. **(Mid)** Consider grant resources for educational institutions and registered apprenticeship programs

Milestones:

An increase in:

- Revenues outside of employer/employee contributions such as the recent RSI \$0.30 raise the A&J will be receiving
- Increased our ETP contracts for 2 to 4 for another 2 years

- Obtained ITP UA Grant
- Maintaining the viability of our accreditation status for securing and managing grants

The existence of:

- Maintaining a good working relationship with state and local education partners (i.e. Latimer Betat with the state and our partnership with LAUSD LEA's)
- Maintain presence at public events & trade shows (i.e. CA Board of Teacher's Association and the California Apprenticeship Council)
- Exercise awareness to available funds

Goal C:

A&J will be a leader in helping to improve the recognition of the plumbing and pipe trades industry as a viable and important career field through the pursuit of college partnerships

Strategies:

1. **(High)** Offering a congruent Associate Degree through college partnerships
2. **(Low)** Through continued support of our industry partners recruitment efforts (DC 16) as they relate to training

Milestones:

An increase in:

- Evaluating and reporting on local DC 16 demographic statistics
- Began work with Rio Hondo for Certificates for Apprenticeship as a first step to an associate degree path

The existence of:

- An improved website and social media streams to promote what training can be

Goal D:

A&J will have adequate infrastructure to support our strategic goals.

Strategies:

1. **(High)** Centralized Training Center

Milestones:

- Design and Construction of El Monte Training Center
- Substantial Completion – March 2024
- Certificate of Occupancy – April 2024
- Demolition Phase 2 – February 2024
- Construction Phase 2 – March 2024
- Substantial Completion Phase 2 – November 2024
- Certificate of Occupancy Phase 2 – January 2025

The existence of:

- Hiring of General Contractor – Swinerton Builders Q1 of 2022
- Hiring of Interior Designers – FCGA- Q1 of 2022
- Began internal demolition of El Monte Buildings for Pipefitting, Plumbing and Lecture Hall -March 2023
- Construction and Tenant Improvements for Pipefitting, Plumbing and Lecture Hall – May 2023

Goal E:**A&J will improve communication platforms****Strategies:**

1. **(High)** A more advanced website
2. **(High)** An app and texting capabilities through Integrated Software Solutions
3. **(Mid)** Issuance of educational ajtraining.edu email addresses to apprentices
4. **(Mid)** Raise awareness of available training through social media platforms

Milestones:

- Continued improved phone experience through telecommunication upgrades
- Roll out of issuance of educational ajtraining.edu email addresses to administration and full time instructors
- New Website Development

The existence of:

- Hiring of Web Development Team – Union Labor Works -2023
- Monthly and weekly meetings with ULW for web roll out in Q1 of 2024
- Monthly meetings for updates on progress with Integrated Software Solutions

Goal F:**A&J to implement a more advanced digital learning experience****Strategies:**

1. **(Mid)** To create a more structured technological experience on the Learning Management System (LMS) for grading, assignments, testing, and review
2. **(Mid)** Implement iPads in apprenticeship for a more digital curriculum experience

Milestones:

- Use of Blackboard from Spring 2020 – present

The existence of:

- Utilizing the Blackboard platform as a resource for teachers & students
- Issued iPad to apprentices during classroom work

5. FINANCIAL RESOURCES

In adopting the Strategic Plan and the goals and objectives articulated herein the Board of Trustees is satisfied sufficient financial resources are projected to be available to undertake the initiatives required to meet those goals. In adopting its Annual Budget, the Board of Trustees has been mindful of the strategic priorities articulated in the Strategic Plan.

6. EVALUATION OF PROGRESS

The process of a formal Strategic Planning has continued in substantial progress toward our goal of renewing accreditation. We are mindful of COE deadlines and our upcoming reaffirmation visit. Our digital and physical institutional goals for learning have continued to hit internal milestones in order to better our education for the members we serve.

Maintain our status as an accredited institution.

Milestones:

- Successful completion of the San Diego Training Center site visit on August 10th, 2021; a COE requirement for our substantive change of location application
- Annual Report Submission
- Prepare for Re-affirmation Visit in 2024 and request simultaneous Substantive Change Visit for new main campus in El Monte

A&J will develop sources of revenue through grants and other educational resources.

Milestones:

- Revenues outside of employer/employee contributions such as the recent RSI \$0.30 raise the A&J will receive
- Our ETP contracts from 2 to 4 contracts for another 2 years
- Obtaining an ITP UA Grant
- Maintaining the viability of our accreditation status for securing and managing grants

A&J will be a leader in helping to improve the recognition of the plumbing and pipe trades industry as a viable and important career field through the pursuit of college partnerships.

Milestones:

An increase in:

- Evaluating and reporting on local DC 16 demographic statistics
- Began work with Rio Hondo for Certificates for Apprenticeship as a first step to an associate degree path

A&J will have adequate infrastructure to support our strategic goals.

Milestones:

- Design and Construction of El Monte Training Center
- Substantial Completion – March 2024
- Certificate of Occupancy – April 2024
- Demolition Phase 2 – February 2024
- Construction Phase 2 – March 2024
- Substantial Completion Phase 2 – November 2024
- Certificate of Occupancy Phase 2 – January 2025

A&J will improve communication platforms.

Milestones:

- Continued improved phone experience through telecommunication upgrades
- Roll out of issuance of educational ajtraining.edu email addresses to administration and full time instructors
- New Website Development

A&J to implement a more advanced digital learning experience.

Milestones:

- Use of Blackboard from Spring 2020 – present

7. ANNUAL REVIEW PROCESS

The Institutional Advisory Committee met in 2023 with faculty representatives and administrators to evaluate the progress achieved, and to recommend changes to the Strategic Plan. The intent is to create an inclusive process with faculty, students (through their union representatives) and employers (through their signatory contractor representatives).

A&J Training Trust

Media Services Plan

Scope & Availability of Services

A&J Training Trust employs instructional media services to support its faculty and students in achieving the learning objectives of each apprenticeship program. The scope of resources is comprehensive, covering all aspects of the different apprenticeship programs as outlined by our International Union, the United Association, and the A&J Curriculum Development Team.

Online Resources

UA Online Learning Resources

The UA Online Learning Resources (UAOLR) is an online portal that contains a comprehensive collection of educational and instructional resources for both instructors and students. This resource may be accessed by our Training Coordinators, Curriculum Development team, Supervisors, Instructors and Students, enrolled by Training Coordinators, at any time from any device with internet access.

The Instructor Resource Library (IRL) contains instructor outlines, presentations, interactive illustrations, exams, answers keys, illustrated glossaries, flashcards, and updates are available online to all educational personnel: training coordinators, curriculum development, instructors, and supervisors. Currently the contents of 22 instructional guides and manuals reside within this resource.

The Student Resource Library (SRL) is a digital resource for studying, taking sample quizzes, viewing flash cards and accessing instructional videos. UA e-books are also accessible if available for the selected title.

Blackboard Learning Management System (LMS)

Directed toward meeting the most important learning objectives of our apprenticeship programs, the LMS provides access to e-books, lessons, instructor developed presentations, study guides as well as additional resources to support Related Supplemental Instruction.

It may be accessed by our supervisors, instructors, and students at any time from any device with internet access.

Roles & Responsibilities

The Training Coordinators are responsible for the implementation and coordination of the media services to support faculty and students. The Training Coordinators work with the

curriculum development team, supervisors and instructors to determine appropriate additions to the variety and scope of materials that are available, as necessary.

Orientation

As part of their orientation process, new instructors are introduced to the UAOLR and Blackboard (LMS). New students are also acquainted with available learning resources during orientation.

Facilities and Technical Infrastructure

Designated computer classrooms are equipped with computers for each student. Internet access is available to access our online modules from the classroom. The textbooks for all courses are provided to each student before or on the first day of each class.

Each student utilizes a computer that is used to do computer-based learning, exams, and projects. Classrooms are equipped with an instructor computer/projector and student tablets and/or PCs.

The United Associated developed resources for our UA apprentice programs and our complete Blackboard LMS are the most useful resources we utilize.

Budgetary Support

A portion of the current budget is devoted to instructional resources.

Evaluation

The Training Coordinators regularly evaluate the effectiveness of our media services based on feedback from the Curriculum Development team, Supervisors, and Instructors. Core faculty and staff provide input regarding possible improvement efforts. Based on the cumulative feedback, the Media Services Plan may be revised to provide for specific detailed new initiatives to accentuate both the scope of materials and heightened use of them.

A&J Training Trust

Protection of Technical Infrastructure Plan

Objectives

Pursuant to regulations of the US Department of Education, A&J Training Trust is charged with protecting the privacy of students and maintaining the confidentiality of data. This policy provides standards for data security plans involving the storage of electronic data constituting Sensitive Data. The intent of this policy is to ensure that the protection of the privacy of students and employees and ensure the confidentiality of data in accordance with the Family Education and Privacy Rights Act (FERPA).

Sensitive Data

Pursuant to the Data Classification Policy, Sensitive Data is defined as follows:

“Sensitive Data: any information protected by federal, state and local laws and regulations or industry standards, such as HIPAA, the Health Information Technology for Economic and Clinical Health Act (HITECH), the U.S. Family Educational Rights and Privacy Act (FERPA), and similar state laws.

For purposes of this Policy, Sensitive Data include, but are not limited to:

Personally Identifiable Information (PII): any information about an individual that (a) can be used to distinguish or trace an individual’s identity, such as name, date and place of birth, mother’s maiden name or biometric records (b) is linked or linkable to an individual, such as medical, educational, financial and employment information, which if lost, compromised or disclosed without authorization could result in harm to that individual and (c) is protected by federal, state or local laws and regulations or industry standards.

Protected Health Information (PHI): any information processed, transmitted or stored by a Covered Entity (as defined in HIPAA) that relates to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual or the past, present or future payment for health care and (a) identifies the individual or (b) with respect to which there is a reasonable basis to believe that the information can be used to identify the individual.

Examples of Sensitive Data

- Examples include, but are not limited to, any information concerning a person that can be used to identify that person, such as name, number, or other identifier, in combination with any one or more of the following:
- Social security number
- Driver’s license number or non-driver identification card number
- Account number, credit or debit card number, in combination with any required

security code, access code or password that would permit access to an individual's financial account

- Email address with password
- Name
- Geographic subdivision smaller than a state
- Any element of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date or date of death
- Telephone number
- Fax number
- Electronic mail address
- Social security number
- Medical record number
- Health plan beneficiary number
- Account number
- Certificate/License number
- Vehicle identifier and serial number, including license plate number
- Device identifier and serial number
- Web Universal Resource Locator (URL)
- Internet Protocol (IP) address number
- Biometric identifier, including finger and voice print
- Full face photographic image and any comparable image
- Any other unique identifying number, characteristic, code or combination that allows identification of an individual

Activities to Achieve the Objectives

The following methods of storing electronic research data containing Sensitive Data are acceptable:

Server Based Systems:

The data is stored on a server in compliance with the recommended Microsoft 365 (M365) Security Settings.

Endpoints:

The data is stored on an Endpoint (such as M365) in compliance with the policies set on M365 Security (Microsoft Defender).

Data Transmission:

An acceptable data security plan must provide that all electronic transmissions of Sensitive Data over the internet (including by email), file transfers or other data transfer

modalities, are made in compliance with the Electronic Communication Policy described in the Employee Handbooks.

Data Loss/Security Breach:

Any loss of or breach of security relating to research data containing Sensitive Data must be reported to the Chief Executive Officer as an unanticipated problem involving risks to subjects or others.

Examples of Security Breaches Include

- Lost or stolen desktops, laptops, USB drives, CD/DVD/Zip drives, etc. with stored data.
- A compromised account that is used to look up data (e.g., unauthorized user has had access to the account).
- A compromised workstation or server that contains data.
- Accidental disclosure of data to unauthorized recipients (e.g., sending data to an incorrect email address).

Roles & Responsibilities

All employees are responsible to follow this protection of technical infrastructure plan to ensure apprentices sensitive data is secured. It is their responsibility to report any data loss/security breach to their immediate manager or supervisor. The Chief Executive Officer shall be informed immediately.

Guidelines for Review & Evaluation

The Protection of Technical Infrastructure Plan has been in effect since January 1, 2019. It is reviewed and evaluated annually by the Institutional Advisory Committee and updates or revisions approved by the Board of Trustees. Faculty and students are encouraged to participate in the evaluation of this Protection of Technical Infrastructure Plan.

A&J Training Trust

Operation and Maintenance of Physical Facilities

Overview

A&J Training Trust shall adhere to the following written plan for the current and ongoing operation and maintenance of all physical facilities and technical infrastructure. This plan will be essential for the operation of our training facilities and the achievement of the objectives for each program offered. In addition, this plan will address the current and ongoing operations, maintenance, and improvements of the physical facilities and technical infrastructure, including providing a safe, clean, secure, comfortable, and stimulating learning environment for our students, faculty, employees, visitors and the communities we serve.

A&J Training Trust is committed to effectively using all resources available, including human, physical and technological resources in accordance with federal and state laws, codes and procedures. This Operation and Maintenance Plan shall be evaluated annually for effectiveness and published for all employees and students to review.

Physical Facilities

The Van Nuys main campus is located at 7850 Haskell Avenue, Van Nuys CA 91406. The facility has 46,000 square feet which includes five classrooms, a computer lab and solder, braze, weld and thread shops, administrative and supervisor offices, 4 restrooms, 144 capacity lecture hall, conference room and a faculty and student lounge. We have 90 parking spaces, including 4 handicap spaces.

Pending COE Approval Change of Location: The El Monte main campus consists of a 9.5 acre, 5 building complex in El Monte, CA. The official address is 9420 Telstar Avenue, El Monte, CA 91731. The Administration Building includes offices and classroom space. The Student Services Building includes a cafeteria, auditorium, and study areas. The Lecture Hall building consists of 13 lecture style classrooms and 4 computer labs. The Plumbing Building includes 40 hands-on training modules, underground utility training space, 20 medical gas modules, commercial kitchen training space and a hands-on wet lab. The Pipefitting Building consists of 100 welding booths, 50 brazing stations, 8 indoor rigging structures, a 12-station orbital clean room lab, an instrumentation lab, and an HVAC lab. In addition, the central courtyard serves as a live instructional garden for the Landscape Irrigation Program.

The Bakersfield Instructional Service Center is located at 6820 Meany Avenue, Bakersfield, CA 93308. The facility has 26,000 square feet, which includes 7 classrooms, a computer lab, and solder, braze, weld and thread shop, an underground utility training space, supervisor office space, and 4 restrooms. There are 40 parking spaces, including 2 handicap spaces. There is an outdoor lunch area with 4 tables for 16 students.

The Santa Barbara Instructional Service Center is located at 93 Thomas Road, Buellton, CA 93427. The facility has 6700 square feet which includes 3 classrooms, 1 computer lab, and a solder, braze, weld, and thread shop, 1 office space, 2 restrooms, 30-person capacity lecture hall, and a faculty and student lounge. There are 24 parking spaces, including 1 handicap space.

The San Luis Obispo Instructional Service Center is located at 3710 Broad Street, San Luis Obispo, CA 93401. The facility has 3500 square feet which includes 1 instrumentation classroom, 1 computer lab, and a solder, braze, weld, and thread shop, 1 office space, 1 restroom, 100-person capacity lecture hall, a faculty and student lounge. There are 49 parking spaces, including 3 handicap spaces.

The San Diego Instructional Service Center is located at 8616 Cuyamaca Street, Santee, CA 92071. The facility has 57,014 square feet which includes 11 lecture classrooms, 3 lab classrooms, 2 plumbing labs, 2 computer labs, a solder/braze and weld shop, an orbital welding room, 3 office spaces, a conference room, a 60-person capacity lecture hall, a faculty lounge, 2 faculty workrooms, a student breakroom, and 8 restrooms. There are 111 parking spaces, including 5 handicap spaces.

Activities to Achieve Objectives

PHYSICAL FACILITY MAINTENANCE SCHEDULE

ITEM	✓	SCHEDULE
Parking Lots and Sidewalks		Monthly Cleaning Patching as Needed Repaving as Needed
Garage/Roll Up Doors		Inspected Bi-Yearly
Floors		Swept/Mopped Daily Buffed Quarterly Stripped and Sealed as Needed
Fire Exit Light Bulbs and Emergency Lights		Inspected per City/State Requirements and Replaced as Needed
Classrooms, Offices, Restrooms		Cleaned Daily

Landscape Maintenance		Weekly
Fire Sprinkler System		Annually by Code
Inspect and Replace Fire Extinguishers		By Code
Heat and Air Conditioning		Inspected Quarterly and Repaired as Needed
Roof Repair and Maintenance		As Required
Exterminator		Quarterly/As Needed
Exterior Trash Removal		Weekly
Air and Duct Cleaning		As Required
Light Fixtures Repair and Replacement		As Required
Electrical Systems		As Required
Lock Repair and Replacement		As Required
Vacuum/Mop All Office and Classroom Space		Daily
Remove All Trash from Classroom, Offices and Common Areas		Daily
Clean All Restrooms and Refresh Supplies in these Areas		Daily
Clean Student and Staff Lunch Areas and Refresh Supplies in these Areas		Daily

Remove All Trash and Used Materials from Classroom/Laboratory Space		Weekly and As Needed
Police Parking Areas for Trash and other Debris		Weekly and As Needed
Mop All Hallways, Restrooms, Lunch Areas and Laboratory Space		Weekly and As Needed
Order Cleaning and Maintenance Supplies, as Required		Monthly
Clean Carpeting in Classroom and Offices		Annually and As Needed
Change Filters in HVAC and Ventilation Systems		Annually
Inspect All Smoke Detectors		Inspected per City/State Requirements and Replaced as Needed
Schedule Maintenance of HVAC and Plumbing Systems		Quarterly and as Needed
Schedule Painting of Classrooms and Hallways as Required		Annually and As Needed
Review all maintenance contracts and solicit new bids as necessary		Annually and As Needed

PERSONNEL

- Custodial services are provided by SEIU Union employees and outside contractors. Repairs and maintenance are provided by outside contractors.
- A&J ensures institution and program integrity by employing supervisors qualified by training and/or experience, who possess knowledge of federal and state laws and codes, expertise in their trade, and the required skills to provide the necessary student services.
- Administrators and support staff possess qualifications necessary to perform duties to support academic, technological, and administrative effectiveness.
- A&J employs a sufficient number of qualified full-time and part-time faculty who are responsible to review and amend curriculum as well as assess learning.
- The institution has established criteria for evaluating job performance of all duties and responsibilities. Instructional job responsibilities are posted in the instructor

and supervisor binder. Administrative job responsibilities are available at any time and given at the time of hire and reviewed during evaluations.

- A&J has employment policies and practices which provide for employee orientation, oversight, rules, conduct, evaluation, and personal development.
- A&J provides security for all employee records. Employees may request access to their personnel file.
- The office also provides areas for advising students when necessary.

EQUIPMENT & SUPPLIES

- All equipment and supplies are checked on a regular basis, for safety and function. Faculty may submit material request forms to the appropriate Site Supervisor and/or the appropriate Training Coordinator for instructional material. A&J maintains a host of training equipment, all tested, serviced and maintained as a part of the post-secondary educational programs. When equipment is considered to be obsolete or unusable, A&J disposes of it in compliance with the local, state and federal guidelines, and the A&J Tool and Equipment Transfer and Disposal Policy.
- A&J ensures all equipment is safe for student use, is constructed safely, and maintained to provide safe access and effective learning.
- A&J builds, procures, or replaces equipment as needed to meet instructional needs for new technology in the field.
- All flammable products such as paint, paint thinners, oils, gas, solvents, and other such materials are contained in non-flammable storage areas according to A&J safety policies and OSHA requirements. These storage areas are designed and vented for storing flammable products. All oxygen and acetylene bottles for the welding program are stored in a non-flammable storage area designed and vented for that purpose per OSHA requirements.
- All departments have space for instructors for storage, curriculum materials, and student projects.

TECHNICAL INFRASTRUCTURE

Technical infrastructure is addressed on a daily basis. Staff members respond to technical support requests as they are received. If onsite staff are unable to provide the support needed, a request is put into the offsite network administrator. The network administrator is available 24/7 for any emergencies that arise. The existing staff computers are backed up by an off-site server. Faculty, students and staff can access the network through passwords. Internet access is also available. Printers and copiers are available in the staff offices and through a wireless network. The current infrastructure allows for us to add up additional devices without any modifications to the network or server.

TECHNICAL INFRASTRUCTURE MAINTENANCE SCHEDULE

Item	✓	Schedule
Testing Laptops		Tested Week Prior to Usage
CAD Computers		Tested Week Prior to Usage
Classroom Computers		Tested Week Prior to Usage
Classroom Projectors		Tested Week Prior to Usage
Office Equipment (computers, printers, scanners, etc.)		Tested Week Prior to Usage
Instructor Room Equipment (printer, computer, etc.)		Tested Week Prior to Usage

RELEVANT STATE & FEDERAL LAWS, CODES & PROCEDURES

- The campus is supplied with a full complement of electricity, water, sewer, telephone, and gas services. They comply with all federal, state and local codes having jurisdiction in planning, zoning, building structures, plumbing, heating and ventilation, electrical services, gas, environmental safety, life safety, and fire safety standards. The fire marshal makes regular inspections of the buildings and grounds to ensure all life safety standards and regulations are being followed.
- All areas are well illuminated and ventilated.
- The facilities are accessible and convenient for the handicapped. There is a wheelchair accessible entrance. Identifiable handicapped parking spaces have been established that meet ADA requirements. Free, on-site parking is provided for all faculty, employees, students, and visitors.
- Evacuation routes are posted in each classroom and laboratory area. Exit location maps are in all training areas in all buildings. The building is protected by fire and smoke alarm systems.
- All equipment and supplies are purchased in accordance with Erisa guidelines.
- Equipment and supplies deemed non-repairable are recycled in accordance with California State law and Erisa guidelines.

Evaluation

- Routine inspections are conducted by our Instructors and Training Coordinators. Work orders are created and assigned to vendor contractors as areas needing corrective action are identified and records are kept.
- Safety inspections are conducted under the direction of the Site Supervisors and/or Training Coordinators.

- Faculty and students are encouraged to participate in evaluation of equipment safety and effectiveness. All safety incidents are made available to the Board of Trustees. This plan is reviewed annually by the Institutional Advisory Committee and any changes are approved by the Board of Trustees. Any revisions are published on the www.ajtraining.edu website under the Instructor Binder.

Roles & Responsibilities

Board of Trustees/Institutional Advisory Committee

Review safety incidents and policies.

Review and revise plan as necessary.

Chief Executive Officer

Communicate safety inspections, incidents and policy recommendations to the Board of Trustees and Institutional Advisory Committee.

Training Coordinators

Review and approve amendments to curriculum.

Responsible for material requests approvals.

Direct safety and routine inspections.

Approve work orders to appropriate vendors as needed.

Training Center Supervisors

Conduct safety and equipment inspections and evaluations.

Submit material requests and work orders as needed.

Support faculty.

Administrative Staff

Support academic, technological, and administrative tasks.

Faculty

Review and amend curriculum.

Evaluate equipment safety and effectiveness.

Guidelines for Review and Evaluation

This plan will be reviewed annually by the Institutional Advisory Committee. The maintenance schedule is reviewed annually to ensure compliance with state and local authorities as well as risk management policies and guidelines. The committee will take into consideration the results of safety reports and incidents, A&J's equipment new and old, any accidents or injuries, etc. Should the committees determine any changes necessary, they will be addressed in a timely manner.

Instructional Service Centers

(Pending approval by COE)

The instructional service center located in Bakersfield is owned by the institution. The instructional service centers located in Santa Barbara, San Luis Obispo, and San Diego utilize leased facilities. All facilities used by A&J for the delivery of instruction are more than adequate to fulfill their purpose of providing an appropriate setting for our educational programs. At this time, Ventura, Gardena, Colton and Van Nuys are used exclusively for welding, brazing and journeymen upgrade training. Each of the instructional service center locations has an on-site administrator who reports to the Training Coordinators. The instructional service center offerings are under the control of the main campus. All of the instructional service centers are within the designated geographic service area. All of the instructional service center offerings are within the scope of programs to be accredited by COE except for professional development training. The correct name of the main campus is identified in all publications.

Budget

Board of Trustees makes financial provisions in the budget for the Operation and Maintenance of all the A&J physical facilities.

A&J Training Trust

Maintaining Equipment and Replacing or Disposing of Obsolete Equipment Plan

This plan outlines our comprehensive approach to maintaining equipment and managing the process of replacing or disposing of obsolete equipment within A&J Training Trust. It emphasizes the importance of regular maintenance, systematic assessment, strategic replacement, and environmentally responsible disposal practices to ensure A&J's training effectiveness and compliance with relevant regulations.

Relevant and Up To Date

Each apprenticeship program utilizes up-to-date equipment consistent with our goal to provide skilled apprentices and elite journey workers necessary to strengthen the competitive advantage of our industry partners with the highest quality workforce.

Inventory: Assessment of Current Equipment

An assessment of all instructional equipment shall be conducted under the overall supervision of the Training Coordinators and Training Center Supervisors. During the inventory process and throughout the semester assessments shall be made regarding the condition and performance of training equipment. In addition, the identification of any equipment no longer considered current by industry standards shall be reported to the training coordinators for further assessment of disposal.

Maintenance, Repair, Disposal, Replacement

All equipment is maintained in accordance to the manufacturer's specifications. When a piece of equipment fails to operate or becomes unsafe, it is immediately taken out of service. Instructors and Supervisors are further required to notify the respective Training Coordinator responsible for any equipment that needs to be replaced. The decision to replace or repair will be based on lifecycle analysis of the equipment in need of repair or replacement, technological advancements, cost effectiveness and safety/regulatory compliance.

When equipment becomes obsolete it is removed from service. It may be replaced with an up-to-date model, if available, or new, different equipment based on technological advancements in the industries we teach. Replacement options should be submitted for approval with 3 different vendor bids for replacement purchases. When equipment is considered to be obsolete or unusable, A&J disposes of it in compliance with the local, state and federal guidelines, and the A&J Tool and Equipment Transfer and Disposal Policy.

Safety Standards

Safety standards and policies are outlined in A&J Training Safety Policies and the UA Standard for Safety. In addition, supervisors and instructors inspect power tools as well as hands on and shop equipment in preparation for classroom use. Users of equipment are advised to report any issues to their instructors and/or supervisors who in return report to the Training Coordinators. Damaged items will be assessed for repair or replacement immediately.

Instructional Supplies

All classrooms, hands on laboratories and shop spaces are furnished with instructional supplies and materials. Instructors are required to make sure supplies are safe for usage.

Storage

Hands on laboratory and shop supplies are stored in designated storage areas according to equipment type and regulations. Classroom supplies and materials are stored in designated bookrooms.

Budgetary Support

A portion of the current budget is devoted to instructional resources.

Equipment Purchases and Emergency Purchases

Regular and emergency equipment purchases shall follow the A&J purchase flow chart process, bids from 3 different vendors on new equipment, when possible, submission of contracts, if appropriate, and delivery and installation details. Purchases will then be approved by Training Coordinators. If needed the Chief Executive Officer or Chief Financial Officer will give the final approval. The Finance team will execute the final purchase.

The Chief Executive Officer and Chief Financial Officer have the authority to authorize purchases of instructional equipment and emergency repairs and/or emergency purchases of supplies not to exceed \$25,000. The A&J Board of Trustees must approve purchases above this threshold.

A&J Training Trust

Health and Safety Plan

Objectives

It is the procedure of A&J Training Trust that all accidents and incidents which result in personal injury or illness, and/or damage to A&J Training Trust property shall be properly reported and investigated. This operating procedure establishes a process to ensure all injuries, illnesses, incidents, and accidents are responsibly reported in a timely fashion, and that all causes (direct and contributory) are thoroughly identified and that the appropriate actions are taken. This plan applies to all students, employees, and visitors at any A&J Training Trust location at which work, study or any other A&J Training Trust sanctioned activity is being conducted. This plan sets out guidelines and procedures in accordance with our Injury Report Policy for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of A&J Training Trust, the community, or visitors. Injuries and incidents must be reported and investigated to fulfill legal requirements, ascertain compliance with applicable regulations and A&J Training Trust policies, and assist in taking steps to remedy hazardous conditions to prevent recurrence.

Definitions

Student: an individual registered in an Apprentice & Journeymen Training Trust class.

Visitor: an individual who is present on A&J Training Trust premises.

Accident: a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of A&J Training Trust community while he/she was conducting Apprentice & Journeymen Training Trust Fund activities or (b) material damage to any Apprentice & Journeymen Training Trust Fund property.

Incident: an event, near miss situation, or a situation attributable to any factor which could cause (a) an injury or illness to a member of A&J Training Trust community or (b) material damage to Apprentice & Journeymen Training Trust Fund property.

Illness: An unhealthy condition of body or mind; sickness.

Injury: arising out of or in the course of an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work/study/environment or activities performed in the course of employment, study, or work.

Employee: a person who is employed by A&J Training Trust in either a part-time or full-time capacity.

Activities to Achieve Objectives

Plan Availability

The Health and Safety plan is made available in the Employee and Apprentice handbooks. It is also available on our website, www.ajtraining.edu.

Internal Reporting

All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, using the injury, illness, or incident report form, before leaving A&J Training Trust premises, either to his/her Instructor, Supervisor, Training Coordinators and or immediate manager or Chief Executive Officer, or an authorized representative.

Investigation

The primary responsibility for investigation of an injury or incident lies with the Instructor or Supervisor or Training Coordinator or an authorized representative, which may include the Chief Executive Officer.

The authorized representative is responsible for writing the investigation report, which shall include:

An account of the injury or incident as indicated on the incident report form; Recommendations for remedial actions to prevent recurrence; and The names of the departments, services, and persons to which the recommendations have been forwarded for follow up.

All reports are returned and stored in each administrative office. A copy of the investigation report shall be sent to A&J Training Trust Training Coordinators and Management.

Roles & Responsibilities

Responsibilities of Students, Employees and Visitors

A student, employee or visitor who is a victim of an injury or who has suffered, and illness or disease shall:

Immediately report the injury to the authorized representative; Complete and sign the incident report as soon as possible following the incident.

This report is available on the Instructor binder on the web and the Supervisor folder on Teams.

Responsibilities of Instructors, Supervisors, Training Coordinators or Administrators:

An Instructor, Supervisor, training coordinator or administrator should:

- Ensure that the victim gets immediate medical attention if required;
- Call 911 for Emergency Medical Services for life threatening injuries and emergencies
- Call On-Site Health & Safety for all other injuries
- Obtain the names of witnesses;
- Ensure that anyone who is a victim completes and signs the incident report form;
- Investigate the injury.
- Review incident, and if appropriate propose necessary changes, protocols or preventative actions to CEO for Board of Trustees review.

Additional Injury, Illness or Accident Protocol

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call & Care)
- Sound the emergency alarm – if necessary.
- Supervise the evacuation of the building (Please follow guidelines as set forth on the emergency evacuation floorplans).
- Provide basic care for an injury or sudden illness until the victim receives professional medical help.

First Aid Supplies

- Appropriate first aid supplies are stocked and readily available at all locations.

Emergency Procedures

Fires: All Students acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the training facility. In case of fire, dial 911 immediately. Give the 911 operator the precise location of the fire and they will alert the fire department.

Emergency Evacuation: When a fire alarm sounds or an emergency announcement is made, all Instructors and students should proceed to the closest exit and assemble in the parking lot for a head count by the Instructor before being dismissed. Emergency evacuation instructions for each Instructional Service Center are available at that location.

Police: To summon the police, dial 911, and the operator will alert the police department.

Theft: If a theft has taken place, please report it immediately to an Instructor, Training Center Supervisor, Training Coordinator or to the Administrative Office.

Accidents and Illness: In the event of injury or illness at the main campus or one of the Instructional Service Centers, the Instructor should contact emergency response.

Emergency personnel will make determinations as to the needed medical attention and transportation.

Incident Reports: Complete and submit an incident written report form for every incident, no matter how minor, should be made to both Training Coordinators and Management, which includes the Chief Executive Officer and Operations Manager within 24 hours of the incident. Copies of incident reports can be obtained from the Instructor binder and Teams. Copies of completed reports should be filed at the training center in which the incident occurred. For non-emergencies related to police, fire, and rescue, contact the training center Supervisor, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at (911) and Training Coordinator notification and then file an incident report as described above.

Maintaining good health requires access to health care when it is needed. The following medical facilities, health centers and hospitals are references to render the necessary health and medical services. Contact Southern California Pipe Trades Health and Welfare for a comprehensive list of providers.

Major injuries, incidents, or illnesses (Outside of 911 calls)

On-Site Health & Safety-ALL Locations

24 hours/7 days

(866) 998-2750

Bakersfield

Adventist Health Hospital

2615 Chester Ave

Bakersfield, CA 93301

(661) 632-5000

Colton

Arrowhead Regional Medical Center

400 N. Pepper Avenue

Colton, CA 92324

(909) 580-1000

El Monte

Greater El Monte Community Hospital

1701 Santa Anita Avenue

South El Monte, CA 91733

(626) 579-7777

Gardena

Memorial Hospital of Gardena

1145 W Redondo Beach Blvd.

Gardena, CA 90247

(310) 532-4200

San Diego

Sharp Grossmont Hospital
5555 Grossmont Center Drive
La Mesa, CA 91942
(619) 740-6000

San Luis Obispo

French Hospital Medical Center
1911 Johnson Avenue
San Luis Obispo, CA 93401
(805) 543-5353

Santa Barbara

Santa Ynez Valley Cottage Hospital
2050 Viborg Road
Solvang, CA 93463
(805) 688-6431

Van Nuys

Dignity Health -Northridge Hospital Medical Center
18300 Roscoe Blvd.
Reseda, CA 91325
(818) 885-8500

Ventura

Dignity Health - St. John's Regional Medical Center
1600 N Rose Ave
Oxnard, CA 93030
(805) 988-2500

Urgent Care Minor Injuries, Incidents, or Illnesses

On-Site Health & Safety-ALL Locations

24 hours/7 days
(866) 998-2750

Bakersfield

Concentra
1800 Westwind Drive Suite 301
Bakersfield, CA 93301
(661) 327-9617
Monday through Friday: 8:00am – 5:00pm

Colton

U.S. Healthworks
850 E. Washington Street
Colton, CA 92324
(909) 370-0572
Monday through Friday: 8:00am – 5:00pm

El Monte

Concentra Urgent Care
9350 Flair Dr Suite 102
El Monte, CA 91731
Monday through Friday: 8:00am – 5:00pm

Gardena

Concentra Urgent Care
16630 S Broadway
Gardena, CA 90248
(310) 768-8155
Monday through Friday: 8:00am – 5:00pm

San Diego

Sharp Rees Stealy Urgent Care Center
8701 Cuyamaca St Floor 1
Santee, CA 92071
(619) 568-8025
Monday through Friday: 8:00am – 8:00pm

San Luis Obispo

Family & Industrial Medical Center
47 Santa Rosa Street
San Luis Obispo, CA 93405
(805) 542-9596
Monday through Friday: 8:00am – 7:00pm
Saturday and Sunday 9:00am – 7:00pm

Santa Barbara

Buellton Medical Center
195 West Highway 246
Buellton, CA 93427
(805) 686-8555
Monday through Thursday: 9:30am – 5:00pm
Friday: 9:30am – 4:30pm
Saturday: 9:00am – 2:00pm

Van Nuys

Concentra Urgent Care
16300 Roscoe Blvd. Suite 1-A
Van Nuys, CA 91406
(818) 893-4426
Monday through Friday: 7:00am – 7:00pm
Saturday and Sunday 7:00am – 3:00pm

Ventura

Concentra Urgent Care
1851 North Lombard St. Suite 100
Oxnard, CA 93030
(805) 983-2234
Monday through Friday: 8:00am – 5:00pm

Substance Abuse and Mental Health Issues

A&J Training Trust does not provide any direct counseling services but does encourage students to seek any assistance needed. Students should consult Southern California Pipe Trades Benefits for a comprehensive list of providers and plan coverage for counseling services.

Southern California Pipe Trades Benefits Office: (213) 385-6161
For Military Veterans in Crisis: (800) 273-8255

Campus Security

In addition to the health of our students, the safety and security of our students, their property and training center property is of primary concern. The following procedures are in effect to ensure this security.

All faculty, staff and students are to report the loss or damage of school equipment to the Training Center Supervisors. Supervisors will then report to Training Coordinators and the Chief Executive Officer shall be notified. An incident report form should be used for this purpose.

No firearms or other weapons outside of tools commonly used in the trade are permitted on the training center facilities or in the parking lots at any time. Any student found to possess these items at an A&J training center will be immediately dismissed.

Students are to report any threats or attacks made by fellow students to the Instructor or Supervisor immediately. A full investigation will be conducted by Training Coordinators and reported to the Chief Executive Officer. If these reports are substantiated by the respective JATC and the offending student will be immediately dismissed.

Any other incidents or actions threatening the safety and/or security of a training center should be reported immediately to all parties: Training Center Supervisor, Training Coordinators, and the Chief Executive Officer.

National and/or State Local Health Emergencies

In the event of a pandemic or other widespread health emergency, A&J will follow CDC and OSHA guidelines as in alignment with California state and/or local public health policy guidelines as they apply to in-person gatherings, including, but not limited to the size of

gatherings; social distancing; protective covering and equipment requirement; and other requirements designed to protect the health and welfare of the public from the spread of communicable disease.

On-The-Job

If an apprentice is asked to work in an environment, they believe to be unsafe they must inform their journeyman, foreman, safety personnel or local apprentice coordinator immediately. If the situation still exists as to the safety of the work environment the apprentice should call their local apprentice coordinator or business manager. All apprentices shall follow contractor guidelines and safety policies specific to each jobsite.

Main Campus or Instructional Service Centers

Apprentices attending related supplemental instruction are required to follow the A&J Student Dress Code and Fit for Duty Policy. This policy outlines what is suitable clothing and footwear necessary to protect themselves from unforeseen hazards during training. This clothing and footwear will be in such condition as not to soil the carpeting, chairs, or stools in the training facilities. If an apprentice continues to appear for class not in accordance with the A&J Student Dress Code and Fit for Duty policy, he or she shall be dismissed from class, marked absent. The Instructor will fill out an Instructor evaluation that is sent to the respective local JATC for disciplinary action.

All A&J Training Trust safety policies are to be followed. The Eye and Face Protection Policy and Procedure outlines places such as the Welding & Brazing shops and other “high hazard” areas, requiring the use of protective eye coverage to guard against accident, injury, and potential liability. All accidents, regardless of how minor, should be reported to the Instructor in charge who will report the accident to an appropriate Training Center Supervisor and Training Coordinator.

By order of the Board of Trustees of A&J Training Trust all safety practices and policies regarding guards and appropriate personal protective equipment shall be in place when engaging in any activities at any Apprentice & Journeyman Training Trust facility. Any person found in non-compliance with these policies shall be asked to leave the training center immediately and reported in an incident report form.

Guidelines for Review & Evaluation:

This Health and Safety plan is made available on our website (www.ajtraining.edu) along with an email address for comments. The plan will be reviewed and evaluated on an annual basis (or as needed) by the Institutional Advisory Committee and Board of Trustees. These committees will take into consideration the effectiveness of reporting methods as well as faculty and student feedback. Any revisions to the plan will be communicated with staff, faculty, and apprentices in a timely manner.

A&J Training Trust

Student Retention Plan

Overview

A&J's main goal is to provide qualified employees to District Council 16 signatory contractors. It is imperative that a sufficient number of apprentices successfully complete our programs to meet their on-going employment needs. With our relatively high graduation rate, we believe we are meeting this requirement.

A&J closely monitors attendance throughout each apprentice class and assesses apprentice progress monthly, working collaboratively with local JATCs to identify individuals facing difficulties. Those identified as struggling may receive additional support to reach competency.

A&J Training Coordinators, in partnership with local Apprentice Coordinators and JATCs, provide consultation on student progress, professional development, and any remediation requirements.

Goal

A&J is dedicated to sustaining levels of retention commensurate to industry needs in collaboration with the local JATC's. To effectively fulfill our mission, we have formalized a plan aimed at ensuring the success of individuals who enroll in our programs and complete their course of study.

Strategies

The A&J Training Trust pursues the following strategies to assess the best ways to maintain retention at a level meeting industry need:

1. Closely monitor apprentice completion data for all programs offered at all different locations.
2. Offer academic support in the form of tutoring.
3. Work in collaboration with local JATC's to identify struggling students and provide individual strategies for early intervention.
4. Employ qualified, responsive instructors to provide quality education.
5. Give students methodology to provide input on the quality of education received through course evaluations.
6. Responsive, flexible scheduling if work conflicts occur with signatory contractors reducing absenteeism.

Faculty

Instructors and supervisors are asked to provide input on current retention strategies and to make recommendations for changes through course evaluations.

Students

After the close of each class, students are encouraged to fill out course evaluations to assess the course, its content and the instructor to provide valuable feedback on the courses.

Evaluation

Information collected in collaboration with JATC's, from faculty and students is reviewed annually by the Training Coordinators, the Chief Executive Officer and one of the Occupational Advisory Committees.

Based on the data and analysis the Chief Executive Officer and the Occupational Advisory Committee may recommend to the Board of Trustees changes in admissions practices and/or changes in intervention strategies to maximize student retention across all programs.

A&J Training Trust

Effectiveness of Student Services Plan

Scope

The primary objective of the A&J Training Trust is to supply skilled employees to signatory contractors within District Council 16. To enroll as a student in the A&J Training Trust, one must meet the criteria of a District Council 16 Local Union it serves and be employable on a full-time basis. The trust offers a select set of student services tailored to enhance the training and professional development of these members. All students can access these services, regardless of whether they attend classes at any of the Instructional Service Centers or the Main Campus.

Orientation

1. Orientation procedure for all new students:
2. Read, review and sign Apprenticeship Agreement
3. Read, review and sign all policies and procedures
4. Review curriculum, required texts and syllabi
5. Review required certifications and requirements if applicable
6. Review classroom supplies issued at the start of each class
7. Review required PPE

Complaint Procedure

If an apprentice identifies an issue that negatively impacts their apprenticeship program or violates the stipulations outlined in the Apprenticeship Agreement, Standards, Rules and Regulations and/or employment they have the option to pursue relief through their respective Joint Apprenticeship Training Committee (JATC).

For any issues or causes for concern related to the apprenticeship, the apprentice may request to appear before his or her respective JATC. To do so, the apprentice shall request in writing to appear before the JATC in accordance with its rules.

The respective JATC shall hear and consider all complaints as to violations of the Apprentice Agreement, Rules and Regulations, and Apprenticeship Standards. The JATC will make rulings as needed in each specific case. Either party to the Apprentice Agreement may consult with the registration agency for the interpretation of any provision of the standards over which disputes occur.

The JATC may adjust or determine all disputes and complaints regarding the apprenticeship Standards, Rules and Regulations, Apprentice Agreements, and with employment and training of apprentices, subject to an appeal to the Administrator of Apprenticeship.

In matters where the student believes that the A&J has violated its apprenticeship agreement or other administrative issues that do not receive resolution at the JATC or institutional level, students may register an appeal with:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
www.council.org
800-917-2081

Discrimination & Harassment

The California Fair Employment and Housing Act and Title VII of the Civil Rights Act of 1964 strictly prohibit discrimination or harassment because of race, religion, color, national origin, ancestry, physical handicaps, medical conditions, marital status, sex or age.

The A&J Training Trust follows the Board of Trustees approved Student Discrimination and Harassment Policy.

It is the policy of the Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry ("A&J Trust") and the affiliated Joint Apprenticeship Committees that have indentured you as an apprentice to provide classroom training free from all types of discrimination and harassment. Any instructor, staff member, student or other person found to have violated this policy shall be subject to immediate and appropriate discipline, which may include termination of the person's relationship with the program.

Unlawful harassment may take many forms, including, but not limited to:

Verbal Conduct: Such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.

Visual Conduct: Such as derogatory posters, cartoons, drawings or gestures.

Physical Conduct: Such as assault, blocking normal movement or interference with work directed at you because of your race, religion, color, national origin, ancestry, physical handicaps, medical conditions, marital status, sex or age.

Threats and Demands: To submit to sexual requests in order to remain in the apprenticeship program or to receive a passing grade or offers of other benefits for sexual favors.

Retaliation: For having resisted or reported harassment.

Every student has the right to be treated with respect and to attend school in an environment free from discrimination, harassment or coercion. A student who perceives the comments, gestures or actions of an instructor, staff, other student or any person connected with the apprenticeship program to be unwelcome should immediately communicate to that person that such behavior is unwelcome. However, failure to do so does not prevent the student from filing a complaint nor does it in any way exonerate the harasser. Any student who believes that he or she has been discriminated against or harassed should immediately report the incident. If the harasser is a student, the incident(s) should be reported to an instructor or supervisor. If the harasser is an instructor or staff member, the incident(s) should be reported to the Human Resources Representative. Any reported incidents shall be thoroughly and objectively investigated by impartial representatives of the A&J Training Trust. Appropriate remedial action will be taken against any person found to have engaged in inappropriate conduct under this policy.

No person will be retaliated against for reporting discrimination or harassment or for participating in an investigation of discrimination or harassment. Jobsite Discrimination and Harassment State and Federal law strictly prohibit discrimination or harassment based on race, religion, color, national origin, ancestry, physical handicaps, medical conditions, marital status, sex or age. Employers are responsible for maintaining a workplace free from any such harassment or discrimination. Should any apprentice believe that he or she has been discriminated against or harassed at the workplace, he or she should report such incident(s) to the employer in accordance with the employer's policy on discrimination and harassment. In the absence of an employer policy, the incident(s) should be reported to the employee's immediate supervisor or other supervisor if the immediate supervisor is the harasser. The apprentice should also report any such incident(s) to his or her union business agent.

Harassment training must be completed every two years: two hours for every Supervisor and one hour for every employee.

Counseling

Mental Health and Well Being:

A&J Training Trust does not provide any direct counseling services but does encourage students to seek any assistance needed. Students should consult Southern California Pipe Trades Benefits Office for a comprehensive list of providers and plan coverage for counseling services.

Southern California Pipe Trades Benefits Office: (213) 385-6161
For Military Veterans in Crisis: (800) 273-8255

Academic:

Tutoring is open to all Apprentices and takes place every Thursday from 5:30pm to 9:00pm online via Zoom. To attend tutoring please call A&J Training Trust's administrative office at (310) 604-0892 during business hours: Monday through Friday from 8:30am to 4:00pm. Apprentices may also email apprentice@ajtraining.edu to receive the Zoom information.

Safety & Health

Students are initially trained in OSHA 30 during their first class in the apprenticeship. JATC Standards require training in first aid, safety equipment, and safe-working practices and in the recognition of occupational health and safety hazards. Each apprentice receives training in the recognition of illegal discrimination and sexual harassment. A&J Training Trust policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the Training Center community or visitors. Injuries and incidents must be reported and investigated in accordance with this policy and to fulfill legal obligations.

Access to Records

Students wishing to obtain a copy of their student records can do so by requesting records in writing and submitting this request to the A&J Administrative Office. Requests may require Local Union approval and may take up to 10 business days to process.

Job Placement

Students in the apprenticeship program will be placed in on the job training by signatory employers that at least meet the minimum qualifications set forth by the respective JATC. Upon graduation, turned out apprentices now in the status of journey workers who require placement assistance will receive such assistance from their Local Union. Work placement assistance from the Local Union is a continuous service until retirement.

Apprenticeship Councils

In 2025, A&J Training Trust plans to establish Apprenticeship Councils at the main campus and at each instructional service center location as ongoing mechanisms for students to provide input on the services offered.

Coordination

The Chief Executive Officer, or his designee(s), shall be responsible for coordinating as well as implementing changes to student services offered by the A&J Training Trust, as directed by the Trustees.

Evaluation

The A&J Training Trust is committed to taking steps to ensure that student services are expanded and adjusted as necessary in order to better serve our students. In order to ensure effectiveness each year the student services offered are reviewed by one of the Occupational Advisory Committees. The results of the annual evaluation are provided to the faculty and administration. Recommended changes are forwarded to the Chief Executive Officer and the Trustees.

A&J Training Trust

Placement Services Follow-Up Plan

I. Scope

(a) General

A&J Training's central purpose is to provide qualified employees to signatory contractors in District 16. To be an A&J student, an individual is placed with an employer to serve a paid apprenticeship. Unlike traditional schools, where employment counseling and placement is a separate activity, occurring parallel to or after the classroom experience, placement for employment is central to our day-to-day existence. As a result, inherent in our structure is 100% employment for our students.

(b) Records

Through its relationship with the United Association District Council 16, and through the Apprenticeship Tracking System, A&J Training Trust has access to records of employment from apprenticeship through retirement.

II. Follow-up

(a) General

The CEO is responsible for the coordination of any necessary follow-up activities. A&J Training Trust is committed to taking steps to ensure that graduates and employers of graduates continue to benefit from the effectiveness of the programs and the relevancy of instruction to employment.

(b) Journey Worker Training

The A&J Training Trust offers regular training to journey workers required or interested in upgrading their skills and certifications.

(c) Employer Feedback

50% employer representation on the A&J Training Board of Trustees, and on the participating JATC boards ensures continued feedback as to interest and concern regarding the quality of training provided.

(d) Improvements

A&J Training Trust Trustees review the input of employers and union representatives of graduates to determine what, if any, changes or improvements, should be made to the academic programs and placement services offered.

Any changes or improvements to the placement process determined by the Trustees shall be reflected in a revised written version of the Placement Services & Program Outcomes Follow-up Plan and shall be communicated to staff, faculty and students.

The CEO, or his designee (s), shall be responsible for implementing changes or improvements to placement services offered by the A&J Training Trust, as directed by the Trustees.

A&J Training Trust

Program Outcomes Follow-Up Plan

Completion DATA

Data regarding student completion rates is routinely compiled by A&J Training based upon internal records, under the overall supervision of the CEO.

Student Surveys

Students are surveyed after every course. The results are shared with faculty, staff, and the Occupational Advisory Committees.

Employer Feedback

50% employer representation on the A&J Training Board of Trustees, and on the participating JATC boards ensures continued feedback as to interest and concern regarding the quality of training provided.

Benchmarks

Benchmarks for completion and placement are designed to achieve at least the applicable minimum thresholds set by COE.

Follow-Up

The CEO is responsible for the coordination of any necessary follow-up activities.

Occupational Advisory Committees

The data compiled regarding completion and placement shall be shared annually with members of the Occupational Advisory Committee for each respective program to obtain the perspective of employers regarding completion and placement rates.

Information & Evaluation

Each year the CEO shall share the data on completion and placement with faculty and staff to stimulate discussion and review of outcomes. Each year, the CEO shall forward any recommendations from faculty, staff, and the OACs to the Board of Trustees. Any changes adopted by the Board of Trustees shall be incorporated in a revised version of this Plan and shall be appropriately communicated to staff, faculty and students.