



**OTC DAIHEN, Inc.**  
**ADVANCED WELDING & ROBOTIC SYSTEMS**  
1400 Blausser Drive  
Tipp City, OH 45371  
Ph: (937) 667-0800 Fax: (937) 667-0885

## DAIHEN TRAINING FACILITY CLASS REGULATIONS

### CLASS HOURS

- 4 Day Classes
  - Normal class hours are as follows:
    - Monday 10:00 AM - 4:30 PM
    - Tuesday-Thursday 9:00 AM - 4:30 PM
- 3 Day Classes
  - Normal class hours are as follows:
    - Monday – Wednesday 9:00 AM - 4:30 PM
- 2 Day Classes
  - Normal class hours are as follows:
    - Monday – Tuesday 9:00 AM - 4:30 PM
- Lunch break will be ½ hour each day (excluding Friday). Normal lunch hours will be from 12:00 PM – 12:30 PM. Lunch is provided to all students, compliments of OTC DAIHEN, Inc.
- Students are expected to be on time. Students who miss more that ½ day of instruction may be removed from the class at the discretion of OTC DAIHEN, Inc. Management and asked to return to their normal workplace.
- Instructors are available for additional time at the student’s request from the hours of 8:30 AM – 5:00 PM Monday through Friday.

### DRESS CODE

- Proper attire is required at all times while on the premises.
- Shorts and sleeveless shirts will not be allowed at any time, this is a work environment and proper work attire is expected.
- Clothing which may be offensive to other students will not be permitted. Students who wear objectionable clothing will be asked to return to their room and change into suitable clothing.
- Leather, closed toe shoes must be worn at all times. Sandals or open toed shoes will not be permitted.

### SAFETY GLASSES

- Eye protection must be worn at all times while working in or walking through the lab or manufacturing areas.
- Safety glasses are available at all entrances to the lab or manufacturing area and should be returned after use.

### BREAKS

- There will be one 15-minute break during each of the morning and afternoon sessions. (Note: For 4 day classes there will be no Monday morning break)

- Drinks and snacks are permitted in the classroom and lab areas provided the student is not operating any equipment.
- Smoking is only permitted outside the building within the designated smoking area. Please use proper receptacles for ashes and cigarette butts. Smoking is not permitted indoors.