

Alaska Vocational Technical Center Safety Manual

V. 4-28-2025



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MEDICAL EMERGENCY

For medical emergencies, call 911. For minor injuries or incidents, contact the appropriate supervisor for your location, or call the Residence Life Office at (907) 224-6100.

Be prepared to give the following information:

- Name or number of the building
- Type of problem or injury
- Individual's present condition
- Sequence of events leading to the emergency
- Type of aid being rendered

An accident report must be filed with the AVTEC Administration Office. Once the situation has been addressed and resolved, complete the report as soon as you can thereafter.

Situational Awareness

All Members of the AVTEC Campus Community should be aware of their surroundings at all times. While our processes are thorough, not every issue or every incident can be captured in a document such as this. Report any situation (see something, say something) to your supervisor, department head, administration, or the Residence Life Office (907) 224-6100.

Individual Training and Education Programs

Health and Safety Orientation

Health and Safety Orientation of new employees, re-hires, part-time employees, substitute employees, students, and students transferring from one training department to another will begin the first day of employment or the first day the students are in the training area. The orientation provides an introduction of school/department policies and rules and will include a safety briefing.

The immediate supervisor, and in the case of students, the instructor, will instruct employees and students in job and training safety and health requirements. Safety orientation checklists are provided for this purpose in the following pages.

Department heads will schedule, conduct, and document in writing periodic safety meetings with employees (not less than once a month). The record of the items discussed will be kept on file in each department head or supervisor's office files, with a copy provided to the office of the deputy director.

Employee Responsibility

- 1.** Observe all school safety and health rules and apply the principles of accident prevention in day-to-day duties.
- 2.** Report any job-related injury, illness, or property damage to my supervisor and promptly seek treatment.
- 3.** Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts promptly to the immediate supervisor and the office of the deputy director.
- 4.** Observe all hazard warning and no smoking signs, smoking in an authorized area only during approved breaks.
- 5.** Keep aisles, walkways and working areas clear of slipping and tripping hazards.
- 6.** Know the location of fire/safety exits and evacuation procedures.
- 7.** Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
- 8.** Observe all rules and regulations pertaining to a drug/alcohol free workplace.
- 9.** Use only the equipment for which authorized and properly trained to operate.
- 10.** Follow proper lifting procedures at all times.
- 11.** Be alert to see that all guards and other protective devices are in their proper places before operating equipment.
- 12.** Wear only fitted clothing free from frays, tears, or loose edges; avoid wearing jewelry or unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
- 13.** Actively support and participate in AVTEC's efforts to provide a safety and health program.

Employee Orientation Safety Check List

Employee Name: _____ Date: _____

Place a check in the space provided to indicate that the subject has been covered and submit to the HR office at AVTEC.

1. Explain the school/department safety program, including:

- ☐ Orientation
- ☐ On-the-job training
- ☐ Safety meetings
- ☐ Accident investigation and reporting

2. Personal protective equipment required.

- ☐ Eye and face protection
- ☐ Head protection
- ☐ Foot protection
- ☐ Hearing protection
- ☐ Skin protection

3. Line of communication and responsibility for immediately reporting accidents.

- ☐ When to report an injury
- ☐ How to report an injury
- ☐ To whom an injury should be reported
- ☐ Filing of accident report forms

4. Explanation of operation, procedures, methods, and hazards as they relate to the specific training areas.

- ☐ Hazard communication training as described in the Hazard Communication Program Section under employee training.
- ☐ Training on proper operating procedures in relation to all equipment including proper use of guards and shields.
- ☐ Training concerning Lockout/Tagout Procedures for all employees who may be exposed.

5. Pertinent safety rules of the school/departments and Alaska State Safety and Health Codes discussed.

- ☐ Yes

6. First aid supplies, equipment, and training.

- ☐ Obtaining treatment
- ☐ Location of facilities

7. Emergency Plan

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- ☐ Exit locations and evacuation routes
- ☐ Use of firefighting equipment
- ☐ Specific procedures (medical, chemical, fire, etc.)

8. Vehicle Safety

- ☐ All lights work
- ☐ Windshield intact and blades effective
- ☐ Tires properly inflated
- ☐ Brakes checked
- ☐ Oil level adequate

9. Personal Work Habits

- ☐ Inattention
- ☐ Smoking policy
- ☐ Good housekeeping practices
- ☐ Proper lifting techniques

NOTES: _____

Student Responsibility

Name: _____

Date: _____

Program: _____

Instructor: _____

1. Observe all school safety and health rules and apply the principles of accident prevention, as taught to me by my instructors, in my day-to-day learning activities.
2. Report any training related injury, illness, or property damage to my instructor and promptly seek treatment.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts promptly to my instructor.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways, and working areas clear of slipping and tripping hazards.
6. Know the location of fire/ safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to school under the influence of alcoholic beverages or drugs nor to consume them while on school premises.
9. Refrain from fighting, horseplay, or distracting my fellow students.
10. Remain in my own work area unless I am instructed otherwise.
11. Use only the equipment for which I am authorized and properly trained to operate.
12. Follow proper lifting procedures at all times.
13. Ride as a passenger on a vehicle only if it is equipped with a rider's seat, and not ride in the cargo area of a school pickup when traveling from one work site to another.
14. Be alert to see that all guards and other protective devices are in their proper places before operating equipment.
15. Avoid wearing frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
16. Actively support and participate in the school's efforts to provide a safety and health program.

Student Orientation Safety Check List

Place a check in the space provided to indicate that the subject has been covered:

1. Explain the school/department safety program, including:
 - ☐ Orientation
 - ☐ Laboratory training exercises
 - ☐ Safety training
 - ☐ Accident investigation and reporting
2. Personal protective equipment required.
 - ☐ Eye and face protection
 - ☐ Head protection
 - ☐ Foot protection
 - ☐ Hearing protection
 - ☐ Respiratory protection
 - ☐ Skin protection
3. Line of communication and responsibility for immediately reporting accidents.
 - ☐ When to report an injury
 - ☐ How to report an injury
 - ☐ To whom an injury should be reported
 - ☐ Filing of accident report forms
4. Explanation of operation, procedures, methods, and hazards as they relate to the specific training areas.
 - ☐ Training on proper operating procedures in relation to all equipment including proper use of guards and shields.
5. Pertinent safety rules of the school/departments and Alaska State Safety and Health Codes.
 - ☐ Good housekeeping practices
 - ☐ Proper lifting technique
6. First aid supplies, equipment and training.
7. Emergency Plan
 - ☐ Exit locations and evacuation routes
 - ☐ Use of firefighting equipment
 - ☐ Specific procedures (medical, chemical, fire, etc.)
8. Vehicle Safety
9. Personal Work Habits

Accident and Injury Reporting Procedures

Procedures

The "**Liability Accident Notice**" will be used for all vehicular accidents involving state vehicles, and other accidents which have the potential for third party liability claims. This form should be used for vehicular incidents that involve either staff or students.

The "**State of Alaska Report of Occupational Injury or Illness**" will be used for all accidents which result in a bodily injury to staff or students. This accident report is used to report on-the-job injuries to the workman's compensation carrier.

The "**Student Accident Report**" will be used for all accidents which involve students.

All reports should be completed as soon as practicable after the events leading to the reason for the report have been mitigated and while events are fresh in the supervisor's mind, but within 48 hours of the incident. It must be then forwarded to the Administrative Assistant for processing and record keeping.

Emergency Safety Procedures

Purpose of Procedures

The emergency safety procedures provide all personnel with pre-planned responses to meet emergency situations. The primary consideration is saving lives and reducing injuries. Training of personnel, routine inspection programs, and emergency drills are keys to the success of this program.

There are specific actions to be taken depending on the issue leading to the emergency. Stakeholders should read and become familiar with all these specific actions to ensure a safe and orderly process when addressing the issues they cover. Department heads, supervisors, and leads are required to know them.

General Safety Considerations

In order for any plan to work, each individual must take some responsibility to ensure that conditions at AVTEC remain in a safe condition on a day-to-day basis. The emergency itself will create hazards that are unforeseen and therefore it is important that conditions prior to any emergency do not compound problems.

Common sense is the key to ensuring that pre-existing conditions remain safe. Areas where all personnel can take an active role are as follows:

- ☐ Report any conditions to your supervisor, which you feel might cause injury or loss of life in an emergency situation.
- ☐ Remove or report any materials which are found in hallways or exits, which would impede the normal flow of personnel out of the building in an emergency.
- ☐ Report or correct situations which in an emergency would be crucial to survival. (Example: missing fire extinguishers)
- ☐ Check doors to make sure they are unlocked during working hours and that panic bars are working.

Housekeeping and Maintenance Procedures

- ☐ All personnel are responsible for seeing that combustible or hazardous materials are properly stored. Material found to be improperly stored should be reported immediately to the appropriate Department Head.
- ☐ All equipment located in the kitchen or other areas, which are capable of producing sufficient heat to generate a fire when unattended, shall be fitted with automatic extinguishing systems. The Department Head for the Maintenance Department shall be responsible for ensuring that periodic inspection of all fire suppressing equipment and fire alarm systems are carried out according to Fire Marshall Standards or existing manufacturer's specifications.
- ☐ Department Heads or designee in each building are responsible for seeing that fuel source hazards are turned off if an emergency occurs. In the case of fire, all fuel sources such as fuel oil, electricity, and natural gas or propane shall be turned off if time and the situation allows. In the case of flood, earthquake, tsunami, or major storms, fuel sources should only be turned off in the case that leakage occurs.
- ☐ All personnel are responsible for seeing that hallways and exits are clear. In the event that a condition exists which would not allow for easy evacuation, it should be reported to the Department Head and through the department head to the DFS Maintenance Foreman.
- ☐ The Department Head responsible for each physical facility is responsible for confirming quarterly that all First Aid Kits and related equipment (i.e. AED, Tourniquet kit) are present, stocked appropriately and inspected.

Emergency Procedures

Leadership, consisting of department heads or foreman, are tasked with the following, and to ensure that the staff and students within their programs or work areas are aware of the process for each emergency.

- ☐ Making sure that all staff and students in their classrooms and labs evacuate when impacted.
- ☐ Designating the area where staff and students are to assemble after evacuation, provide clear directions to do so, and account for them at that location.
- ☐ In the event of a fire, check to make sure all windows and fire doors are closed, lights and electrical equipment are turned off, and that no individuals are left behind.
- ☐ In the event of an earthquake or tsunami, informing personnel if the building is to be evacuated and designating a place to meet outside the building.

FIRE Safety Response

IN ALL CASES OF FIRE, DIAL 911. After 911 has been called, notify the Department Head responsible for the facility you are using or the Residence Life Office at (907) 224-6100.

While fires are unlikely, it is the responsibility of all AVTEC students and staff to be aware of the closest exits (or emergency-only exits) to their location in any building, as well as fire extinguishers. During orientation, AVTEC Instructors and Department Heads will inform students about evacuation procedures as well as the location and use of emergency supplies in the event of a fire in a campus building. Learn the location of fire extinguishers, emergency and non-emergency exits, and pull stations in your area and know how to use them.

Evacuate

In the event of a fire or fire alarm activation, occupants should exit the building as soon as possible, ensuring that a fire alarm pull station has been activated and 911 notified. While you are evacuating, if you can do so safely, close all doors and windows to confine the fire and reduce the oxygen. **DO NOT LOCK DOORS.**

Fire Fighting

Your priority in a fire situation is promptly leaving the area and activating the 911 system – only attempt to douse a small fire and only if you can do this safely – otherwise evacuate the building and call 911. If you have received training to use a fire extinguisher and can safely attempt to extinguish the fire, do so while avoiding injury to yourself and others.

Evacuation Process/Actions

If you discover a fire somewhere on campus, pull the fire alarm pull station nearest the fire and call 911 and give the following information: building name, location of the fire, extent of the fire, your name and telephone number.

Inform others to evacuate the building and activate the fire alarm through a pull station if the alarm is not already sounding. Use stairways. **DO NOT USE ELEVATORS.** Use reasonable and prudent discretion when exiting the building. Proceed quickly and safely to the designated evacuation point for the facility.

If you are able to give assistance to persons with a disability, take them a safe distance away from the fire. Immediately alert emergency rescue personnel regarding the location of persons in the building needing to be rescued.

In the case of an upper-floor evacuation for someone with a disability, do not attempt to move them down the stairs. If you are able, assist the individual to a safe area removed from the fire or hazards where response personnel can safely evacuate them. Alert emergency personnel about people in these areas.

DO NOT RE-ENTER THE BUILDING UNTIL GIVEN EXPLICIT PERMISSION FROM THE FIRE DEPARTMENT OR AVTEC SUPERVISOR!

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) on the window as a marker for rescue crews. Stay near the floor where the air will be less toxic. Shout out at regular intervals to alert emergency crews of your location.

EARTHQUAKE / TSUNAMI Safety Response

Earthquakes happen without warning and even small earthquakes may generate a tsunami wave. Tsunami waves may impact the coastline within minutes of an earthquake, so be ready to take fast action. The Kenai Peninsula Borough maintains a community-wide alert system that sounds an audible siren in the event of a Tsunami Alert, Warning, or Watch. In the event of an earthquake or an activation of the tsunami sirens, listen closely to the alerts provided and tune to a local radio station as soon as possible.

Shelter, then Evacuate

If an earthquake happens, remain calm and **'Shelter In Place'**. If indoors, take shelter under a desk or table, next to a large piece of furniture, along an inner wall, or stand in a corner or doorway. Stay away from windows, glass, shelves, and heavy equipment.

If outdoors, do not attempt to enter a building until you are advised to do so. Move to an open area away from trees, buildings, walls, and power lines. Always avoid utility lines as they may be energized. If you are in or near a vehicle, exit the vehicle and position yourself on the ground beside the vehicle. Do not get under the vehicle.

After the initial shock, evaluate the situation and report serious hazards or injuries in your area to your supervisor, and call 911. If 911 is unresponsive, which may occur during extreme events, and only if it is safe to do so, clearly mark the hazard and identify it for those who may be coming in for rescue or evacuation procedures, or to review the site for damage.

Protect yourself at all times and be prepared for after-shocks. Listen for audible notices from the community-wide siren system or local radio stations. Prepare to head for higher ground for the inevitable tsunami warning.

Depending upon the situation, it may be necessary to evacuate a building. Elevators should not be used during or immediately after an earthquake. Call 911 if there is anyone who needs to be assisted in evacuation.

Afterwards

Report damaged facilities to the building Department Head, AVTEC administration, or Residence Life Office. Gas leaks and power failure create special hazards. Be aware of your surroundings and report all hazards. Do not take any action unless you have been trained to complete that action safely.

If instructed to evacuate the area, keep clear of buildings, trees, and power lines. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Do not return to an evacuated building unless cleared to do so by emergency personnel or AVTEC officials. Proceed as quickly and safely as possible to one of the **Designated Community Evacuation Points**. Remain at the community evacuation point until your attendance is recorded by your supervisor and you are cleared to leave by Emergency Service Providers at the evacuation point.

Residence Life and First Lake Campuses evacuate to the **Student Services Center at 519 Fourth Avenue**. Port Avenue and Applied Technologies Campuses evacuate to the **Seward High School at 2100 Swetman St.**

VOLCANIC ERUPTION Safety Response

Members of the AVTEC community should be aware of what to do in the event of an eruption as Seward is located approximately 125 miles east of several active volcanos. In the event of an eruption, Seward can be and has been impacted with ash fall. In the event of volcanic ash fall, notification will be provided by the community-wide notification system and local radio stations. In most cases you should expect several hours of advance warning.

Health and Safety Hazard

During eruptions, large quantities of abrasive ash enters the atmosphere and can be brought by prevailing winds to the Seward area. Volcanic ash is a lung irritant and may cause serious breathing problems for anyone in contact, especially those with underlying breathing issues. It is also known to be harmful for motorized engines and electronic devices. Volcanic eruptions are also associated with earthquakes.

Protective Actions

When made aware of an ash fall, if you are indoors, remain in place. Close and lock all windows and turn off ventilation systems and electronic devices. If you are outdoors, seek indoor cover at its nearest point. Wear a N95 mask, cloth mask, or some other sort of air filter if you are in an area where ash is present.

Do not leave the area until you have notified and receive permission from your supervisor. Continue to monitor your local radio and television stations as well as the local emergency warning sirens for updated information. Avoid driving motor vehicles if possible.

Contact the appropriate AVTEC official for your program, or call the Residence Life Office at (907) 224-6100.

BOMB THREAT Safety Response

While unlikely, there is the possibility for AVTEC to receive a bomb threat at any time. If you receive a call with this type of threat remain calm and try to have the caller give you as much detail as possible. **To ensure the safety of everyone, all bomb threats must be considered real until proven otherwise.**

Protective Actions

Bomb threats usually occur by telephone. Remain calm and attempt to obtain as much information as possible from the caller, such as voice, gender, background noises, and location of bomb. The information you gather may make a difference. How you react during such an encounter is a personal issue, one that is exclusive to just how comfortable you are in the conversation. If you can do so without upsetting the caller or yourself, while remaining calm, seek the following information.

1. Note the time of the call.
2. Note the exact words said.
3. Try to get answers to these questions:
 - What time will the bomb explode?
 - Where is the bomb now?
 - What kind of bomb is it?

- What does it look like?
 - Why did you place the bomb?
4. Do not use radios as frequency can detonate or actuate a bomb circuit.
- Immediately, call 911 or get someone else to do so while you remain on the phone with the caller. Then contact the appropriate AVTEC official for your location, and call the Residence Life Office at (907) 224-6100.** Give your name, location, and the telephone number. Provide all the information you received from the caller.
5. Make a cursory inspection of your area for anything suspicious but do not open drawers or cabinets or turn lights on/off. If you should spot suspicious objects and/or packages, report it to law enforcement, but under no circumstances should you touch it, tamper with it, or move it in any way.
6. If instructed to evacuate, move a safe distance away from the building (at least 500 feet).

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not re-enter an evacuated building until instructed to do so. Be sure to contact the Department Head responsible for the facility once you have evacuated to a safe location.

ACTIVE SHOOTER Response

"Active shooter" is the term used to describe a person or persons who is actively engaged in attempting to kill people, either randomly or with purpose. An armed intruder/active shooter can be anyone, young or old; avoid stereotypes. In most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims.

These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Past experience shows us that these situations are usually over very quickly, and you need to be prepared to protect yourself before law enforcement can get there.

Guidance to faculty, staff, and students

This document provides guidance to members of the AVTEC community who may be caught in an armed intruder/active shooter situation and describes what to expect from responding police officers. Local law enforcement has adopted nationally accepted law enforcement response procedures to contain and neutralize such threats. Other area law enforcement agencies will provide assistance as needed.

In general, how you respond to an armed intruder/active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. In any sort of event where you suspect an active shooter, follow the ALICE steps.

When completing the ALICE steps ...

- Attempt to remain calm.
- Do not attempt to carry anything while evacuating.
- Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Law Enforcement Officers may be in uniform or plain clothes. If they give you an instruction comply immediately and do not ask questions, but provide them information about the location of the shooter if you are aware.

Alert, Lockdown, Inform, Counter, Evacuate

ALERT:

Whenever you suspect or identify an active shooter, Alert others and activate the 911 system. Use plain and specific language to alert others of the danger. The point of this step is to notify others, rather than to instruct others about what to do. Call 911 as soon as possible. If you are unable to speak, leave the line open so the dispatcher can hear.

LOCKDOWN:

As soon as you are aware of an active shooter, proceed as quickly as possible to a room where you can isolate inside. Lock and barricade the door, and be ready to evacuate or counter the individual if necessary.

INFORM:

Continue the process of alerting others in the area and the 911 operator to real-time information about the situation. Use any means necessary to inform as many people as possible, since the situation will likely change rapidly.

COUNTER:

Create noise, movement, and distraction to reduce the shooter's ability to shoot accurately. Do not fight the shooter, and only attempt to counter when presented without other options and in a life-and-death situation. Countering an active shooter is about survival – the last barrier between a shooter and potential victim. Anything you can do to gain control of the situation is acceptable.

EVACUATE:

As soon as it is safe to do so, remove yourself as rapidly as possible from the danger zone. You may evacuate through a door or window if safe. Evacuate quickly and as soon as you are safe take steps to notify your supervisor where you are and that you are safe.

SNOW AND ICE Response

Snow, sleet and dangerous conditions occur frequently in Seward during the cold weather months. In most circumstances, Facility Maintenance personnel will have parking lots and building entrances cleared and safe before 7 AM. At any time you do not feel that pedestrian or vehicle travel is safe, you should remain in a safe location and notify your supervisor or the Residence Life Office (907) 224-6100.

Whenever the temperature is below freezing, take special care to be aware of your surroundings when walking outside. There may be hazards relating to slips, trips, and falls as well as snow and ice falling from rooftops and even a greater likelihood of vehicular accidents due to poor visibility.

When snow and ice is present, consider wearing cleats while walking around campus.

If you ever find an unsafe situation, please notify an AVTEC staff member or the Residence Life Office (907) 224-6100 as soon as possible so the danger may be remedied.

POWER FAILURE Response

Power failures may occur at any time in Seward. Most power outages last less than 60 minutes. While regular electric power for the entire community is generated in plants far away, the City of Seward

maintains generator capacity for when the intertie/grid experiences an outage. All members of the campus community should recognize that power failures are an emergency situation and remain calm.

While the power is out, if the building where you are located is safe, shelter in place. If you need to evacuate, proceed calmly and safely to the designated building evacuation point. Be aware that emergency lights are powered by batteries with a brief life of about 20 minutes, are positioned to provide lighting to an exit point, and may not last the entire duration of the outage. If possible, stay in an area with a window.

Appendix A - Safety Inspection Check List

Date of the Inspection: [Click here to enter text.](#) Area Inspection: [Click here to enter text.](#)

Materials and Substances

- Is there an inventory of hazardous materials on site?
Yes ☐ No ☐ N/A ☐
- Do employees and students have access to this list?
Yes ☐ No ☐ N/A ☐
- Is there a written hazardous materials program available for review?
Yes ☐ No ☐ N/A ☐
- Does the department have a hazardous materials station?
Yes ☐ No ☐ N/A ☐
- Does written documentation exist which provides assurances that employees and students are being trained in hazardous material handling?
Yes ☐ No ☐ N/A ☐

Machinery, Equipment, Tools, etc.

- Are moving parts on all pieces of equipment shielded?
Yes ☐ No ☐ N/A ☐
- Are employees & staff trained in the safe operation of all pieces of equipment?
Yes ☐ No ☐ N/A ☐
- Is there evidence of poor maintenance on any piece of equipment?
Yes ☐ No ☐ N/A ☐
- Is there a written policy pertaining to preventative maintenance for each piece of equipment?
Yes ☐ No ☐ N/A ☐
- Are there policies pertaining to the use of equipment which requires a certain level of expertise?
Yes ☐ No ☐ N/A ☐
- Is there written policies which require an instructor to be present for certain equipment operations?
Yes ☐ No ☐ N/A ☐
- Have provisions been made to attach equipment to the floor?
Yes ☐ No ☐ N/A ☐

Electrical Equipment

- Are covers placed on pieces of equipment where electrical cords are attached?
Yes ☐ No ☐ N/A ☐
- Are the electrical cords for portable and fixed equipment in good repair?
Yes ☐ No ☐ N/A ☐
- Switches and receptacles are in proper operating condition?
Yes ☐ No ☐ N/A ☐

Appendix A - Safety Inspection Checklists

Personal Protective and Safety Equipment

- Are goggles available for use with equipment and tools?
Yes ☐ No ☐ N/A ☐
- Are eye wash stations available in case of accident?
Yes ☐ No ☐ N/A ☐
- Is there an adequately provisioned first aid kit on site?
Yes ☐ No ☐ N/A ☐
- Is there an inspection policy which assures that all first aid kits are adequately provisioned?
Yes ☐ No ☐ N/A ☐
- Is there a policy requiring employees and students to wear headgear when working below other people on a work site?
Yes ☐ No ☐ N/A ☐
- Are students and staff trained in the use of safety equipment?
Yes ☐ No ☐ N/A ☐
- Are the types of safety equipment appropriate for this type of shop?
Yes ☐ No ☐ N/A ☐
- Are earplugs available when needed?
Yes ☐ No ☐ N/A ☐
- Are properly operated respirators available for use?
Yes ☐ No ☐ N/A ☐
- Are employees and students trained in the recognition of respiratory hazards?
Yes ☐ No ☐ N/A ☐

Working and Walking Surfaces

- Are shop traffic patterns free of obstructions?
Yes ☐ No ☐ N/A ☐
- Are the floors in the shop in good repair?
Yes ☐ No ☐ N/A ☐
- Are mezzanine level storage areas weight rated?
Yes ☐ No ☐ N/A ☐
- Are there guardrails on the open side of the mezzanine?
Yes ☐ No ☐ N/A ☐
- Do the rungs on all ladders meet the minimum criteria for metal and wooden ladders; metal rungs; minimum diameter 3/4 inch, wooden ladders 1 1/8 inch diameter?
Yes ☐ No ☐ N/A ☐
- Will the fixed ladder support a minimum weight of 200 pounds?
Yes ☐ No ☐ N/A ☐
- Are the rungs on all ladders at least 16 inches wide?
Yes ☐ No ☐ N/A ☐
- Are the rungs spaced no more than 12 inches apart?
Yes ☐ No ☐ N/A ☐

Appendix A - Safety Inspection Checklists

- Are staff and students trained in the safe use of ladders?

Yes ☐ No ☐ N/A ☐

Environmental Factors

- Does the lighting in the shop area meet the OSHA recommended level of illumination?

Yes ☐ No ☐ N/A ☐

- Are signs in the shop compatible with the OSHA color scheme?

Yes ☐ No ☐ N/A ☐

- Are there adequate air filtering devices in the shop?

Yes ☐ No ☐ N/A ☐

- Are the staff and students informed about noise, noise abatement, and noise tolerance?

Yes ☐ No ☐ N/A ☐

- Is the housekeeping in the shop adequate?

Yes ☐ No ☐ N/A ☐

Appendix B - Hazard Communication Program

Introduction

Alaska Vocational Technical Center (AVTEC) has developed a Hazard Communication Program to enhance our employees' health and safety.

As an educational institution and employer we intend to provide information about chemical and physical agent hazards and the control of hazards via our comprehensive Hazard Communication Program, which includes container labeling, Material Safety Data Sheets (MSDS), and training.

Container Labeling

It is the policy of AVTEC that no container of hazardous chemicals will be released for use unless it has a readable label with the following information:

- Containers are clearly labeled as to the contents
- Appropriate hazard warnings
- The name and address of the manufacturer
- This responsibility has been assigned to the Department Head or their representative.

Secondary Containers

The Department Head in each department will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels, which have fill-in blocks for identity and hazard warning.

Safety Data Sheets (SDS)

AVTEC maintains Safety Data Sheets (SDS) for hazardous chemical and physical agents present on campus. SDS are accessible to employees through the appropriate department or supervisor. Employees are encouraged to familiarize themselves with the location of SDS relevant to their work area.

Recordkeeping System

Documentation for AVTEC's Hazard Communication Program will be maintained in a single master file located with Procurement. It will contain the written program, chemical list, lists of training attendants, training schedules, training outlines, letters to and from manufacturers and all notes from inspections and audits related to the hazard communication effort. A poster that contains the provisions of AS18.60.065--18.60.068 must be posted at each building.

Appendix C - Communicable Disease Policy

Purpose

The purpose of this Communicable Diseases Policy is to establish guidelines for the effective and appropriate management of issues relating to highly infectious or emerging infectious diseases affecting members of the AVTEC community. It is the intent of this policy to reasonably protect the AVTEC community from exposure to communicable diseases while simultaneously protecting the rights of an infected student or employee.

This Policy is concerned only with those highly infectious or emerging infectious diseases that pose a significant risk to the life or health of others, and all references to “communicable diseases” herein are to be understood as having that more restricted meaning.

Scope

This policy applies to all AVTEC employees, students, guests, or visitors.

Policy Elements

Definitions

- Communicable Diseases — highly infectious or emerging infectious diseases that can be transmitted from one individual directly or indirectly to another individual without physical contact.
- Infected Individual — an individual who either has or reasonably suspects a communicable disease infection.
- Exposed — having been exposed as defined by the Alaska Department Health and Human Services pertaining to a specific communicable disease.
- Easily Passed — the disease can be easily transmitted with or without physical contact. This means to exclude diseases that require intimate physical contact.

Policy Requirements

Justification - When supported by Health Mandates or other governmental edicts, all AVTEC community members (staff, students, visitors or guests) may be required to use personal protective equipment to prevent disease spread as determined by governmental authorities such as the Center for Disease Control (CDC), the state of Alaska office of Epidemiology, and public health organizations.

Employees diagnosed with, or have knowledge of exposure, or are knowingly exposed to a communicable disease that can be easily passed must notify their immediate supervisor and AVTEC's Administrative Assistant. Such information will be held confidential unless the public health need outweighs the need for employee privacy. The state DHSS will determine this aspect of notice.

Students diagnosed with or knowingly exposed to a communicable disease that can be easily passed must notify the instructor of the program, who in turn must notify the Director with sufficient information to determine the exposure risk to others. Depending upon the nature of the illness, the Director's office may notify the appropriate Public Health Department (as required by law).

Appendix C - Communicable Disease Policy

Guests or visitors at AVTEC diagnosed with, or have knowledge of exposure, or are knowingly exposed to a communicable disease must not enter or remain in or on the property.

AVTEC Response

When working with individuals diagnosed with any highly infectious or emerging infectious disease, AVTEC will proceed on a case-by-case basis. When so doing, great weight will be given to published guidance provided by governmental authority.

The following factors will be considered:

1. The condition of the employee/student as applicable, and the individual's ability to perform job duties or academic responsibilities;
2. Whether reasonable accommodations can be made on account of the condition;
3. Risk to the individual's health, or the health of others, from remaining in the training setting, on the job, or in the AVTEC community;
4. Risks to co-workers, students, and other members of the AVTEC community;
5. Guests or visitors need to be on property in alignment with 1-4;
6. Other appropriate factors.

For Student

A student that has been diagnosed with a highly infectious or emerging infectious disease may be required to quarantine for a duration established by the authority of jurisdiction (public health, CDC, etc.) when living on campus, in a facility set aside by AVTEC for this purpose, or be sent home when such action does not increase the risk of community spread. Students that elect to leave AVTEC to recover, or who must due to health reasons, may not return until no longer infectious as determined in writing by the attending medical provider.

Non-residing students may be required to remain off campus, depending on the nature of the illness.

Prior to resuming participation in any public, recreational, or training activity on or around campus, the infected individual must provide AVTEC with documentation from the attending health care professional deeming them no longer contagious or a public health risk.

For Employee

An employee that has been diagnosed with a highly infectious or emerging infectious disease must notify their supervisor of the absence, but not the reason for the absence, with an estimated date of return to work if known.

For confidentiality reasons and before returning to work, the employee must provide documentation from a health care provider, as required by employee collective bargaining agreements or established and published personnel rules and policies of the State of Alaska or AVTEC, to AVTEC's administrative assistant. The documentation must reflect that the individual is able to return to training or work, as is applicable, and poses no risk to self or others.

Appendix C - Communicable Disease Policy

The administrative assistant will notify the supervisor that the employee is cleared to return to work and the effective date of that clearance. The employee must also contact the supervisor to confirm the date of return for scheduling purposes.

For Guests or Visitors

Employee or student guests or visitors, when a student or employee has a guest or visitor approved to come to AVTEC, it is the responsibility of the invitee to ask whether the guest or visitor they wish to sponsor on property has been diagnosed with a highly infectious or emerging infectious disease. If yes, they must not allow that guest or visitor to come on property unless there is concurrent documentation from a health care provider that the individual poses no risk to self or others.

Workplace Notices

When an employee is diagnosed with an infectious disease others in the workplace may be at risk. AVTEC is committed to retaining the employee's privacy rights while endeavoring to allay employee concerns of infection. Given our working relationships and our lean organization, when an employee in a work group is infected others will likely know.

Employees should know that AVTEC takes privacy of employee absences very seriously. It is critical that employees not speculate as to the nature of an absence by a co-worker.

Corrective Action

Students - Violation of this policy by students may result in disciplinary action, up to and including dismissal.

Employees - Violation by employees may lead to discipline, up to and including termination, as permitted by the applicable collectively bargained agreement or other state personnel rules.

Guests or visitors that violate this policy shall be trespassed. If with knowledge of this violation by the employee or student sponsor of the guest or visitor, it may result in the discipline of the student or employee sponsor as noted above.