



Kenai Peninsula College  
UNIVERSITY of ALASKA ANCHORAGE

# Welcome to Kenai Peninsula College

- New Employee Orientation
- *CAMPUS SAFETY*



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## WHY IS SAFETY IMPORTANT?

- Conservation of our valuable resources: Buildings, environment, programs, funds, and people (YOU!)
- New employees at highest risk
- Injuries happen! Why?
  - Untrained workers
  - Unsafe work procedures
  - Incorrect or no personal protective equipment (PPE) or tools



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## SAFETY ORIENTATION

- All new employees must be oriented regarding safety in their workplace
- Your responsibilities: Completing safety training
- Reporting injuries and incidents
- Understanding KPC's Emergency Action Plans
- Start the Safety conversation with your Supervisor; ask about the hazards in your workplace.



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## OBJECTIVE OF ORIENTATION

- **EHSRMS Services**
- **KPC Safety Policies and Procedures**
- **UAA Safety Policies and Procedures**
- **OSHA and You**
- **Emergency Action Plans**
- **Safety Training Requirements**
- **Injuries and Incidents**
- **Violence in the Workplace**
- **Alcohol and Drug free**
- **Local Hazards**
- **Slips, Trips and Falls**
- **Earthquake Safety**
- **UAA Alerts**



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## WELCOME TO KPC – 2015 STATS

Locations – Kenai River Campus, Kachemak Bay Campus, Anchorage Extension Site, and Resurrection Bay Extension Site

### People

- 44 faculty members at four locations
- 73 staff members
- 2,900 students

### Buildings

- KRC Main Complex – Brockel, McClane, Goodrich and Ward Bldgs.
- CTEC
- ResLife (Student Housing)



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## CAMPUS SAFETY OFFICE

A non-academic, non-regulatory service supporting a safe, healthy and productive campus environment by providing:

- ✓ Safety information, counseling, and training
- ✓ Program assistance (risk assessment)
- ✓ Liaison with Regulatory Agencies
- ✓ Liaison with UAA EH&S and Risk Management Support (insurance)

Contact KRC Safety Officer, Drew Baker at 262-0261



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## CAMPUS SAFETY WEBSITE



Go to [http://www.kpc.alaska.edu/student\\_life/campus\\_safety/](http://www.kpc.alaska.edu/student_life/campus_safety/)



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## Occupational Safety and Health Administration

- Agency of the U.S. Department of Labor
- U.S. Congress passed the *Occupational Safety and Health Act of 1970* (the *OSH Act*); established safe and healthful working conditions
- The legislation made OSHA's sole responsibility to provide worker safety and health protection.
- Alaska also has State OSHA (AKOSH) standards
- UAA EHSRMS measures KPC compliance with the OSHA and AKOSH standards

**YOUR HEALTH IS THE MOST IMPORTANT THING!!!**







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## What should you do in an emergency?

Kenai Peninsula College Emergency Response Plan can be found at  
[http://www.kpc.alaska.edu/student\\_life/campus\\_safety/](http://www.kpc.alaska.edu/student_life/campus_safety/)



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# EMERGENCY RESPONSE EQUIPMENT

Emergency Equipment List:

- Fire Alarms
- Portable Fire Extinguishers
- Automatic External Defibrillator (AED)
- Emergency Eyewash/Shower Units
- Emergency Phones







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# EMERGENCY RESPONSE PLAN

Contains procedures for:

- Emergency notification
- Evacuation
- Fire prevention
- Severe weather
- Hazardous material spills & reporting
- Extended power outage
- Bomb threats



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## EMERGENCY RESPONSE PLAN

- Exit immediately upon activation of a fire alarm. It is NOT an option!
- Be familiar with evacuation procedure. Identify two exit pathways from your location *prior* to an emergency
- NO elevators
- If unable to exit, find safe refuge in a stairwell or area with sprinklers
- Grab your coat, if it is safe to do so
- Do not reenter until instructed to do so by authorized personnel





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# EMERGENCY RESPONSE PLAN

## WHAT STUDENTS SHOULD KNOW

Faculty - Inform students (first week of class):

- Everyone must leave for fire alarm
- Indicate two exits from the building
- Evacuation assembly areas
- Do not re-enter until “all clear” is given by *authorized* personnel



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# SAFETY TRAINING REQUIREMENTS



- Many agencies require safety training, for two reasons:
  - Establishes the knowledge to work safely everyday.
  - Prevent citations and fines
- Some level of training is always required
- UAA instituted Core-7 safety topics for every employee
  - SkillSoft





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# SAFETY TRAINING REQUIREMENTS

## CORE-7

- Office Safety
- Hazard Communication
- Globally Harmonized System
- Ergonomics Awareness
- Electrical Safety Awareness
- Back Safety
- Slips, Trips, and Falls
- Emergency Response Plan (not online)



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# SAFETY TRAINING REQUIREMENTS

## CORE-7 ONLINE

- Access on UA Online
- Can be completed at own pace
- Convenience of access from your workplace





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- Go to UA Online and Login



Click Employee →

Employee E-learning →  
Skillsoft → Submit

Personal Information Student Services & Account Information Financial Aid **Employee** F

## Employee Services

**ATTENTION UA EMPLOYEES**

**2010 W-2 Wage and Tax Statement**

The 2010 IRS compliant W-2 Tax statement is now available from the "Tax Forms" menu below.

- [Benefits and Deductions](#)  
View your retirement plans, health insurance information, flex spending accounts, miscellaneous deductions, and more.
- [Pay Information](#)  
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- [Tax Forms](#)  
View [Tax Form Contact Information](#).
- [Current and Past Jobs](#)
- [Time On Current Balances and History](#)  
View your Leave Usage and Balances or [Annual Leave Cash-In Program](#) details.
- [Employee E-Learning](#)

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Click Catalog →

Learning Programs →

UAA Safety – Employee  
Required Training

- Enroll and Begin

The screenshot shows the 'SEARCH & LEARN' portal for the University of Alaska. The left sidebar contains navigation options: 'MY PLAN', 'MY PROGRESS', 'CATALOG' (circled in red), 'Books24x7', 'Take A Virtual Tour', 'Credentials', 'KnowledgeCenter', 'User Guide', and 'Download Instructions'. The main content area displays a 'Catalog' list with various folders and items. 'Learning Programs' is circled in red. Below the catalog, a 'Description' section is visible, listing 'UAA Safety - Employee Required Training [Complete All]' with sub-items: Office Safety, Hazard Communication, Ergonomics Awareness, Electrical Safety Awareness, Back Safety, Slips, Trips, and Falls, and The Globally Harmonized System of Classification and Labeling of Chemicals (GHS). A green circular icon with a white arrow is also circled in red at the top left of the description area.



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# SAFETY TRAINING REQUIREMENTS: ADDITIONAL TRAINING

Certain job tasks require additional training

Examples include:

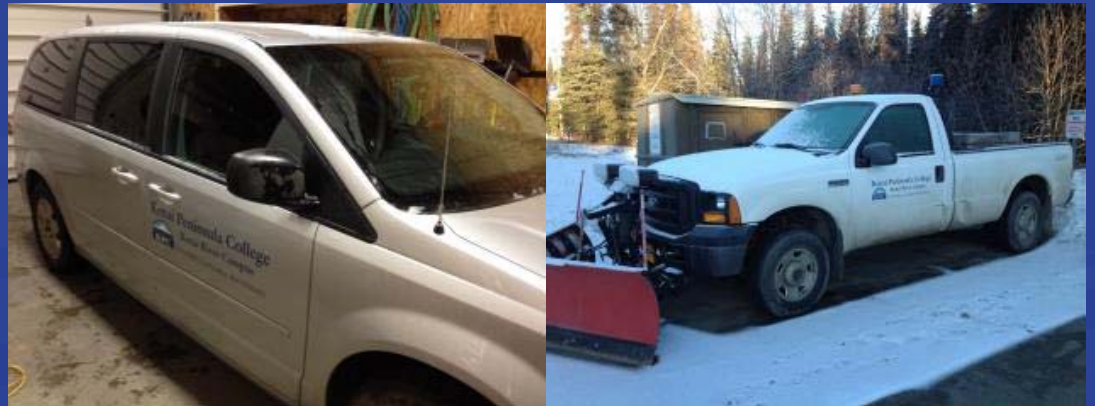
Driver Training

Lab Safety

Blood Borne Pathogens

First Aid/CPR

Supervisor Safety Training





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## INJURIES AND INCIDENTS: ON THE JOB INJURIES/ILLNESSES

- CALL 911 FOR MEDICAL EMERGENCIES!!!
- Report all work-related injuries or illnesses to your supervisor
- Required paperwork for tracking and incident prevention – soon to be online
- Certain Time Critical Reporting
- Reporting a safety concern cannot result in worker reprisal or other negative action against you - it's the law!



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## INJURIES AND INCIDENTS: STUDENTS, VISITORS, & VOLUNTEERS

- Faculty or staff who witness or are informed of an incident involving students, visitors, or volunteers must report the incident to Campus Safety, 262-0261
- After hours from 6-9 pm contact Dave Atcheson at 262-0346 or 398-4126
- Between 9 pm and 6 am contact Guardian Services at 262-0257



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## INJURIES AND INCIDENTS: WORKER'S COMPENSATION

- Workers' Comp, what it is
- If there are any questions, please contact Melanie Hagen at 262-0307





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# VIOLENCE IN THE WORKPLACE

## WHAT TO DO

- Do not confront the violent individual(s)
- Call 911, if it is safe to do so
- If possible, move to a safe location
- Answer law enforcement's questions
- Report all incidences of workplace violence to your supervisor, Campus Safety, and the Human Resources Department



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# ALCOHOL AND DRUG FREE KPC POLICY

- Board of Regents Policy
- Fosters safer workplace
- CDL holders' have specific program



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## LOCAL HAZARDS: COLD WEATHER TIPS



- Layer clothing
- Cover exposed skin
- Keep moving
- Blankets and portable seat/cushion....Vehicle Survival Gear
- Drink fluids
- Avoid alcoholic beverages
- Know signs of hypothermia
- Know signs of frostbite



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## LOCAL HAZARDS: WINTER DRIVING SAFETY

**“The leading cause of death during winter storms are transportation accidents.” FEMA Fact Sheet**



- Prepare for winter
- Warm-up vehicle, clear off all ice and snow
- Wear your seatbelt, it's Alaska Law and KPC Policy
- Carry survival gear in vehicle
- Ensure someone knows your travel plans
- **NO TEXTING!!!**

<http://www.alaska.edu/risksafety/download/TransportationSafety.pdf>



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## LOCAL HAZARDS: ALASKAN WILDLIFE



- Report sightings to Campus Safety or Student Services
- Warn others as you leave the area
- Avoid areas with known wildlife; take alternative routes



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## SLIPS, TRIPS & FALLS: TIPS TO STAY UPRIGHT

- Slips/Falls on ice...leading cause of winter incidents
- Wear appropriate footwear for the season
- Consider traction devices
- When walking on slippery surfaces:
  - ✓ Don't take large steps, shuffle your feet
  - ✓ Keep arms close to the body
  - ✓ If carrying something, carry in front at waist height, close to the body
  - ✓ Be cautious when getting in and out of vehicles
  - ✓ Never jump out of or down from your vehicle. Be sure you have good footing as you exit the vehicle



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## SLIPS, TRIPS & FALLS: TIPS TO STAY UPRIGHT

- Contact Campus Safety to get a free set of Spikies
- Distribution points around Campus
- Must be fitted to your winter shoes





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# EARTHQUAKE SAFETY: WHAT TO DO

- Indoors

- Duck or drop to floor
- Get beside something & hold on
- Stay put until shaking stops
- Stay clear of windows, heavy furniture, etc
- Stay inside



- Outdoors

- Get into the open
- Do not go back inside
- Get to higher ground

- Driving

- Stop if it is safe
- Move car as far out of normal traffic pattern as possible
- Stay inside car
- Stay away from bridges and overpasses
- Stay away from electrical lines





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## MAKE SAFETY A PRIORITY

- Complete safety training
  - Be alert to hazards
  - Follow department safety guidelines
  - Never operate equipment or use hazardous chemicals without prior training
  - Wear required Personal Protective Equipment (PPE)
  - Report safety concerns to your supervisor immediately!
  - Report all injuries/incidents
- BE SAFE AT WORK AND AT HOME; 24/7



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## BAKER'S DOZEN

1. STAY ALERT
2. WEAR THE RIGHT CLOTHES
3. USE THE RIGHT TOOLS
4. LEARN HOW TO LIFT
5. DON'T BE A PRANKSTER
6. BE TIDY
7. REPORTING IS IMPORTANT
8. GET FIRST AID IMMEDIATELY
9. BACK YOUR SAFETY PROGRAM
10. NEVER TAKE A CHANCE
11. RISK MANAGEMENT VS RISK AVERSION
12. BE THE RIGHT PERSON
13. HEALTH AND SAFETY IS ABOUT PEOPLE



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## Q & A

Any Questions?

Remember: This slideshow is available online @ the Campus Safety website





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## EMPHASIS ITEMS

SPIKEYS ARE AVAILABLE

TAKE CARE USING CROSSWALK

BE SAFE AT HOME AND WORK – 24/7