



# Kenai Peninsula College

## Safety Policies

# KPC Safety Policy

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Jan. 22, 2015

FROM: Gary J. Turner, Director  
TO: KPC Community  
SUBJECT: Safety Policy

Your safety is always at the forefront of my thoughts and actions. Carol Swartz, KBC Director, Drew Baker, KRC Safety Officer and the KRC, KBC and Anchorage Campus Facilities staff have taken every precaution to provide us safe campuses; however, our thoughts and actions are not enough. Your involvement is critical. Common sense and personal interest in safety are still the greatest guarantees of your safety at the college, on the road and at home.

The cooperation of every employee and student is necessary to make our college a safe place in which to work and study. Help yourself and others by reporting unsafe conditions and hazards immediately to your supervisor, instructor, or the KRC Safety Officer. AES personnel should report such conditions to Manch Garhart, UAA Safety Officer at 786-6970. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor or instructor, posted department or classroom rules, and guidance published in the KPC Policy Manual.

I take your safety serious and any willful or habitual violation of safety rules will be considered for appropriate personnel action. I am sincerely concerned for the health and well-being of each member of the KPC community; faculty, staff, and students alike. You will find more detailed safety guidelines in the upcoming revision of the KPC Policy Manual.

If you want to report an issue, contact Carol Swartz, Drew Baker, Manch Garhart or me. Thank you!

## LABORATORY SAFETY

### KPC Laboratory Safety

1. Accidents or injuries:
  - a. In case of a major physical injury or accident, call 9-1-1 first. When in doubt about the severity of an accident, call 9-1-1.
  - b. Report all accidents to your instructor, regardless of how minor.
  - c. If an accident or incident occurs after 3pm Monday-Thursday, when an instructor is not present, or during open lab hours, call Dave Atcheson, KRS Evening Coordinator at 262-0346 or 398-4216. His office is located in Student Services, across from the Kenai River Cafe.
  - d. If an accident or incident occurs between 8am and 3pm Monday-Thursday, or 8am and 5pm on Friday, call Student Services at 262-0330 or 262-0336.
2. If you have safety concerns, please express them to the Instructor.
3. Work in the lab only when the Instructor is present or when you have permission to do so.
4. Never indulge in behavior that could lead to Injury of yourself or others. This includes:
  - a. Running or jumping or physical horseplay.
  - b. Standing on stools or other objects off the floor without instructor's permission.
  - c. Eating, drinking, chewing, applying lipstick/Chapstick, or putting anything (e.g., pencils) In your mouth.
  - d. Wearing open shoes due to danger of broken glass and corrosive spills.
5. Use goggles (eye protection), lab aprons gloves or other personal protection as instructed.
6. Learn the location and proper usage of the eyewash fountain, fire extinguisher, safety shower, fire alarm box, telephone, evacuation routes, clean-up brush and dust pan, and glass/chemical disposal can.
  - a. For minor skin burns, immediately plunge the burned area into cold water and notify the instructor.
  - b. If you get any chemical in your eye immediately wash the eye with the eye-wash fountain and notify the instructor.
7. Never look directly into a test tube. View the contents from the side.
8. Handle all live cultures as if they were pathogenic, using appropriate microbiological practice. Dispose of cultures safely through autoclave sterilize for 0.5 hr. or flood with freshly prepared 10% bleach for 0.5 hr. and rinse before disposing in the regular trash.

9. Never smell a material in a test tube or flask directly. Instead, with your hand, "fan" some of the fumes to your nose carefully. Never taste materials.
10. Immediately notify the instructor of any chemical spill and clean up the spill as directed.
11. Use equipment only as directed:
  - a. Never place chemicals directly on the pan balances.
  - b. Be cautious of glassware that has been heated.
  - c. Point test tubes that are being heated away from you and others.
  - d. Keep flame and flammable solutions far apart.
12. Never add water to concentrated acid solutions. The heat generated may cause spattering. Instead, as you stir, add the acid slowly to water.
13. Read the label on chemical bottles at least twice before using as chemicals have names which can be easily confused.
14. Wash your hands before and after lab work.

## SAFETY GUIDELINES

### KPC Safety Guidelines

1. **STAY ALERT** - and stay alive. The more awake a worker is, the less likely he or she is to get hurt. If you are unsure how to operate equipment or perform a task, ask your supervisor. Don't guess and muddle through. Make sure you know in advance the correct, safe way to do it.
2. **WEAR THE RIGHT CLOTHES** - If safety clothing such as lab coat, eye protection, gloves, respirator, etc., has been designated for your work please wear it and ensure you understand how to use it correctly, it could save a nasty injury.
3. **USE THE RIGHT TOOLS** - if you need a hammer, get a hammer. Never be tempted to use the wrong equipment for the job. Many accidents happen because people have not chosen the right equipment for the work to be done. Controlling the risk often means planning ahead and ensuring that suitable equipment or machinery is available. You should check the machinery is suitable for the work - think about how and where it will be used. Ensure that any required checks and maintenance have been carried out and that you are competent to use the equipment.
4. **LEARN HOW TO LIFT** - Lifting takes more than muscle; it is an art. Don't try to show how strong you are; you may end up in a hospital. Get help to handle anything that is too heavy or cumbersome for you.
5. **DON'T BE A PRANKSTER** - practical jokes and horseplay can be dangerous, especially around heavy machinery. If you feel the urge to play, resist it until after work.
6. **BE TIDY** - Good housekeeping is important; keeping workplaces clear and tidy can prevent many of the more common hazards such as slip, trips fall accidents, fires etc. Check floors regularly for trip hazards and clean up spills immediately.
7. **REPORTING IS IMPORTANT** - Never fail to report accidents, defective equipment and or unsafe conditions. Research has shown that, on average, for every major injury at work there are up to 200 non-injury accidents (near misses). This pattern is sometimes portrayed as an iceberg with the injuries as the visible tip of the iceberg and the near misses hidden under the surface. Each of these near misses is a potential learning opportunity that could help Kenai Peninsula College prevent more serious accidents. Report all incidents at [http://www.kpc.alaska.edu/student\\_life/campus\\_safety/](http://www.kpc.alaska.edu/student_life/campus_safety/). *(This address is not real. it is a place holder)*. Please remember that if you are ever involved in an accident or near miss you could prevent a more serious accident to a friend, colleague or anyone else by spending the few minutes it takes to report.

8. **GET FIRST AID IMMEDIATELY** - if you're hurt - even if it seems minor. Neglect of an injury may lead to serious infection, weeks of lost time, and possibly permanent injury.
9. **BACK YOUR SAFETY PROGRAM** - If you have an idea you believe will reduce accidents, tell your supervisor about it. Set an example by obeying safety rules. If you have any doubts on whether the work you are doing or your workplace is safe, stop work and inform your supervisor. You have the legal right to stop work if you feel you are in serious and imminent danger. Also if you see anyone else working unsafely you should report this to your supervisor or Campus Safety Officer. Incidents can also be reported through the College accident reporting procedure.
10. **NEVER TAKE A CHANCE** - Next to sheer carelessness, short cuts are probably the biggest killer of all. To save a minute or two, you may lose a lifetime. Whatever you are doing, if you are not doing it safely, you are not doing it right!
11. **RISK MANAGEMENT VS RISK AVERSION** - Circumstances can change so always think about potential risks before you start work. It's important to remember that health and safety is about risk management not risk aversion; it's about taking sensible precautions not bureaucratic back covering; and fundamentally it's about saving lives not stopping people from enjoying life.
12. **BE THE RIGHT PERSON** - Always ensure you are competent and have the correct training before undertaking work. If you are in any doubt stop work and speak with your supervisor. Risk assessment should identify tasks for which training or instruction is required.
13. **HEALTH AND SAFETY IS ABOUT PEOPLE** - it's about practical steps to protect people from real harm and suffering and it's about engendering a culture whereby, at Kenai Peninsula College, we look after each other.

## STUDIO SAFETY

### **KPC Studio Safety**

1. Accidents or injuries:
  - a. In case of a major physical injury or accident, call 9-1-1 first. When in doubt about severity of accident, call 9-1-1.
  - b. Report all accidents regardless of how minor to your instructor.
  - c. If an accident or incident occurs after 3 pm, Monday-Thursday, when an instructor is not present or during open studio hours, call Dave Atcheson, KRC Evening coordinator at 262-0346 or 398-4216. His office is located in Student Services, across from the Kenai River Café.
  - d. If an accident or incident occurs between 8 am-3 pm, Monday-Thursday or 8 am-5 pm, Friday, call Student Services at 262-0330 or 262-0336.
2. If you have safety concerns, please express them to the instructor.
3. Work in the studio only when the instructor is present or when you have permission to do so.
4. Never indulge in behavior that could lead to injury of yourself or others. This includes:
  - a. Running or jumping or physical horseplay.
  - b. Standing on stools or other objects off the floor without instructor's permission.
  - c. Eating, drinking, chewing, applying lipstick/chapstick, or putting anything (e.g., pencils) in your mouth.
  - d. Wearing open shoes due to danger of broken glass or sharp metal.
5. Use eye protection, gloves, or other personal protection devices as instructed.
6. Learn the location and proper usage of the eyewash fountain, fire extinguisher, safety shower, fire alarm box, telephone, evacuation routes, clean-up brush and dust pan, glass/chemical disposal can.
  - a. For minor skin burns, immediately plunge the burned area into cold water and notify the instructor.
  - b. If you get any chemical in your eye, immediately wash the eye with the eye-wash fountain and notify the instructor.
7. Immediately notify the instructor of any chemical spill and clean up the spill as directed.
8. Use equipment only as directed:
  - a. Be cautious of all heated material.
  - b. Be cautious with the use of flame and gas.
  - c. Be caution when using any rotating equipment: focus on proper use.
  - d. Turn off cell phones when in the studio.