



**DOYON**  
— *Limited* —

# SAFETY PROGRAM & EMERGENCY ACTION PLAN

**FAIRBANKS - PLAZA & DIF**

SAFETY COMMITTEE  
1 DOYON PLACE, SUITE 200  
FAIRBANKS, ALASKA 99701

LEADER IN ALL WE DO

January 2023

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## INTRODUCTION

### 100 CEO Statement

Doyon is committed to provide a safe, healthy, and productive working environment for all its employees. Each Director, Manager, and Employee must demonstrate this commitment as part of every decision we make and each action we take. The safety program is a valuable tool that provides a clear set of expectations and guidance for all Doyon employees. Our goal is to provide a positive and proactive environment of safe work practices throughout Doyon and its operations.

### 101 Purpose of Safety Program

The purpose of Doyon's safety program is to promote and foster our safety first culture, comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1010.38, and to prepare employees for dealing with emergency situations.

**In addition, the safety program exists to:**

1. Promote and maintain the health and safety of employees,
2. Educate employees and supervisors through awareness and training activities that they are primarily responsible for the prevention of workplace accidents,
3. Make health and safety activities an integral part of Doyon's operating procedures, culture and programs,
4. Provide an opportunity for the free discussion of safety problems and possible solutions,
5. Inform and educate employees and supervisors about safety issues and standards,
6. Reduce the risk of workplace injuries and illnesses,
7. Ensure compliance with federal and state safety standards,
8. Assist with safe evacuation and other procedures in the event of a workplace emergency.

Doyon's safety program covers several of the more common workplace safety topics which may be encountered in the working environment including those required by OSHA, as well as our Emergency Action Plan (EAP).

Those employees who work in the Facilities department should also be aware of and understand the additional appendices located at the end of this document.

### 102 Safety Committee

Members of the safety committee are responsible for all updates to the safety program, addressing safety concerns, educating staff, and monitoring workplace incidents and near miss accidents.

Safety Committee members:

Tanya Kaquatosh, Executive Team Advisor	Megan Hosken – Administration
Maria Amer – Risk Management	Willow Bowen – Human Resources Service Center
Michelle Andon – Human Resources	Shayna Ellingrud – Human Resources
Cheyenna Kuplack – Communications	Daphne Huntington - Operations

Micah John – Facilities	Galina Gandy - IT
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### **103 Employee Safety Orientation**

Employee Safety Orientation is intended to assure that all employees receive a minimum level of safety training prior to beginning work. The employee will receive training regarding the most commonly encountered work-related injuries and safe work practices to prevent them upon hire, and annually thereafter. It is each supervisor's responsibility to orient new employees with Doyon's Safety Program and any department specific precautions or processes which must be followed.

### **104 Contractors**

Contractors and subcontractors are required to conform and attest that their company health and safety program complies with Doyon's program requirements including the following minimum components:

1. Comply with all Federal and State occupational health and safety regulations and Doyon safety standards,
2. Supply and ensure the use of all required personal protective equipment and devices prescribed in regulations or safe work procedures,
3. Ensure that safe work practices and procedures are followed,
4. Ensure that all reasonable measures are taken to protect the health and safety of their employees, and general public,
5. Ensure all reasonable measures to safeguard the property of Doyon and the public are implemented,
6. Identify and correct any unsafe or hazardous conditions and practices involving their workers and their workplaces,
7. Report promptly, any accidents/incidents including personal injuries or property arising from their actions or the work for which they are contracted,
8. Provide all required notices prior to commencement of prescribed work, including certificates of insurance,
9. Submit Safety Data Sheets (SDS's) for all chemical products to be used to the Facilities Manager or Executive Assistant, prior to starting contracted work.

## **SPECIFIC SAFETY INSTANCES**

### **200 Kitchen Safety**

Health and safety in a workplace kitchen is just as important as safety in the rest of the workplace. Kitchen safety awareness is crucial during food preparation and cooking, as well as during clean up and daily usage. Understanding the hazards present in the kitchen can help you avoid causing an accident.

#### KITCHEN SAFETY TIPS

- When handling knives, always cut away from your body and use a cutting board, keep blades sharp, keep knives clean, when carrying keep the point of the knife down to the ground never in front of you, don't attempt to catch a knife if it falls.
- If soap, oil or other liquid spills on the floor it can cause a nasty slip, trip or fall accident. Clean it up with hot water immediately.
- Always keep floors clear and dry at all times.
- Don't throw broken glass in garbage cans without wrapping it up.
- Never plug or unplug electrical cords with wet hands.
- When using the toaster, wait while your item toasts to ensure that items don't burn. Never stick a fork in a toaster to retrieve trapped toast.
- Always make sure the blender is unplugged before touching the blades.
- Never overload your electrical circuits.
- Don't force three-pronged cords into two-pronged outlets.
- Don't use equipment with a frayed cord or bent prongs.
- Don't use equipment that smokes, sparks, or otherwise arouses suspicion.
- Never leave stoves or other equipment unattended when in use.
- Do not take a hot glass dish from the oven and put on a wet surface or in cold water.
- Never leave dish rags or aprons near a hot surface.
- Always check equipment before leaving at night. Make sure the stove is turned off.
- Keep all traffic areas clear of boxes, garbage cans, portable equipment, mops and brooms, etc.
- Use a step stool to reach high places.

### **201 Slips, Trips & Falls**

Slips, trips and falls typically start with a momentary lapse of attention or distraction which result in an accident and they usually make up the majority of workplace accidents each year. Slips, trips and falls can lead to a variety of events ranging from a simple bruise to an extremely serious injury. In general, a slip and trip occurs due to a loss of traction between the shoe and the walking surface or an inadvertent contact with a fixed movable object which may lead to a fall.

There are a variety of situations that may cause slips, trips and falls:

- Cell phone use or texting while walking or using the stairs
- Wet or greasy floors
- Dry floors with wood dust or powder
- Uneven walking surfaces
- Polished or freshly waxed floors
- Loose flooring, carpeting or mats
- Transition from one floor type to another

- Missing or uneven floor tiles and bricks
- Damaged or irregular steps; no handrails
- Sloped walking surfaces
- Shoes with wet, muddy, greasy or oily soles
- Clutter
- Electrical cords or cables
- Open desk or file cabinet drawers
- Damaged ladder steps
- Ramps and gang planks without skid-resistant surfaces
- Metal surfaces — dock plates, construction plates
- Weather hazards — rain, sleet, ice, snow, hail, frost
- Wet leaves or pine needles

Here are some guidelines to help you create a safer work environment for you and your employees:

### **Create Good Housekeeping Practices**

Good housekeeping is critical. Safety and housekeeping go hand in hand. If housekeeping habits are poor, the result may be a higher incidence of employee injuries, ever-increasing insurance costs and regulatory citations. If an organization's facilities are noticeably clean and well organized, it is a good indication that its overall safety program is effective as well. Proper housekeeping is a routine and an ongoing procedure that is simply done as a part of each worker's daily performance.

### **Reduce Wet or Slippery Surfaces**

Walking surfaces account for a significant portion of injuries reported. Traction on outdoor surfaces can change considerably when weather conditions change, and those conditions can then affect indoor surfaces as moisture is tracked in by pedestrian traffic.

Indoor control measures can help reduce the incidence of slips and falls:

- Use moisture-absorbent mats with beveled edges in entrance areas. Make sure they have backing material that will not slide on the floor.
- Display "Wet Floor" signs as needed.

### **Avoid Creating Obstacles in Aisles and Walkways**

Injuries can also result from trips caused by obstacles, clutter, materials and equipment in aisles, corridors, entranceways and stairwells. Proper housekeeping in work and traffic areas is still the most effective control measure in avoiding the proliferation of these types of hazards.

- Keep all work areas, passageways, storerooms and service areas clean and orderly
- Avoid stringing cords, cables or air hoses across hallways or in any designated walkway
- In office areas, avoid leaving boxes, files or briefcases in the walkway
- Encourage safe work practices, such as closing file cabinet drawers after use and picking up loose items from the floor
- Conduct periodic inspections for slip and trip hazards

## **Create and Maintain Proper Lighting**

Poor lighting in the workplace is associated with an increase in accidents.

- Use proper illumination in walkways, staircases, ramps, hallways, basements, construction areas and dock areas
- Keep work areas well-lit and clean
- Upon entering a darkened room, always turn on the light first
- Keep poorly lit walkways clear of clutter and obstructions
- Keep areas around light switches clear and accessible
- Contact the Facilities department immediately if a repair is needed to any light fixtures, switches and cords if they malfunction

## **Wear Proper Shoes**

The shoes that are worn can play a big part in preventing falls and are a critical component of PPE. The slickness of the soles and the type of heels worn need to be evaluated to avoid slips, trips and falls. Employees are expected to wear footwear appropriate for the duties of their work tasks.

## **Control Individual Behavior**

It's ultimately up to each individual to plan, stay alert and pay attention as it is human nature to let our guard down temporarily and be distracted by random thoughts or doing multiple activities. Being in a hurry will result in walking too fast or running, which increases the chances of a slip, trip or fall. Taking shortcuts, not watching where one is going, using a cell phone, carrying materials which obstruct the vision, wearing sunglasses in low-light areas, not using designated walkways and speed are common factors in many on-the-job injuries.

## **202 Electrical Safety**

At Doyon, our working environments depend on electricity and electrical systems for energy, communications and data for virtually every aspect of operations. Electrical accidents happen in all workplace environments, although the frequency or severity may vary.

If you are an employee working in the Facilities department, see appendix G for more information.

### **GENERAL OFFICE ELECTRICAL SAFETY PRINCIPALS**

When using electrical equipment in the work environment, keep these principles in mind:

1. Only cords that are approved by a Nationally Recognized Testing Laboratory such as UL are permitted to be used in the work environment.
2. When using electrical outlets and/or extension cord, ensure that you aren't overloading the recommended and approved wattage allowed.
3. Inspect electrical cords from time to time to ensure that they are not frayed or damaged. If damaged, dispose of immediately.
4. Personal electric space heaters are not allowed in Doyon buildings.



## **203 Lifting Safety**

Back injuries are a significant category of injury in the workplace. They result in the most serious impairment for the employee and are a major cost issue for the employer. Preventing back injuries is a major workplace safety challenge.

### **LIFTING TECHNIQUES**

1. Be cautious. Never attempt to lift an object that you believe is beyond your normal capabilities, get help from a co-worker if needed. In addition to the weight, also take into consideration the length, bulkiness, and area to be covered when determining if assistance is needed.
2. When you lift an object with another person, be sure that you act together. One person should orchestrate the movements.
3. Use all mechanical lift-assisting equipment that is available (i.e., dollies, rollers, forklifts, etc).
4. If the object is beyond your lifting capabilities and a fellow worker is not available to help, advise your supervisor immediately.
5. Be aware of your physical limitations and don't exceed them.
6. When making a solo lift:
  - a. Be sure the load is balanced (equal weight on both arms), and your hands are not slippery.
  - b. Plant your feet at a comfortable distance apart with toes pointed directly toward the object. Position the load and your foot so that you will not have to turn your body once you make the lift; turning the trunk under the strain of a load is an invitation to a serious injury.
  - c. Keep your back straight, bend at the knees, squat down, get a firm grasp on the object, and lift with the legs.
  - d. When making the lift NEVER "round the back", if at all possible, give a slight reverse arch to your back by looking slightly upward.
  - e. Carry the load with a straight back, slumping forward or bending backward under the strain means that the load is too heavy for you to handle alone.
  - f. Do not carry objects any significant distance.
  - g. Use mechanical devices whenever possible.
  - h. Lower the load as lifted (back straight, bend the knees, and gently set it on a solid surface). DO NOT ROUND YOUR BACK WHEN SETTING THE LOAD DOWN (plan the end of your lift so you do not pinch your fingers or smash your feet when putting down the object).

## **204 Ladder Safety**

Ladder accidents can result in serious injury - use them properly.

If you are an employee working in the Facilities department, see appendix H for more information.

### **LADDER SAFETY**

1. Ladders must be used only for the purpose for which they were designed,

2. Ladders must be inspected for visible defects on a periodic basis and after any incident that could affect their safe use. Check for cracked or damaged side rails, cracked, loose or missing rungs, steps or cleats. Inspect for damaged and loose, bent or broken hardware. (i.e. hinges, spreaders or extension locks).
3. Be sure that stepladders are fully opened with the spreader locked. Place all legs at the same level on firm footing. Safety shoes are required for extension ladders. Never use any ladder that does not have the required safety shoes. Step ladders are located in each department and on each floor for employees' convenience and safety.
4. Always inspect the ladder for sticker citing weight capacity limits. Adhere to limits and always ensure that the ladder is properly secured before using.
5. Never use boxes or other makeshifts to increase the height of a ladder. Never set the ladder on loose or makeshift support.
6. Cross bracing on the rear section of stepladders must not be used for climbing unless the ladders are designed and provided with steps for climbing on both the front and rear sections.
7. Never use anything in the office in lieu of a ladder.

## **205     Ergonomics Program**

Doyon recognizes the potential of ergonomic stressors to adversely impact worker safety and has established controls to reduce the duration, frequency and severity of exposure to ergonomic stressors.

1. The purpose of this program is to reduce the number and severity of musculoskeletal disorders (MSDs) caused by exposure to risk factors in the workplace. Identifying ergonomic hazards and developing and implementing ways to eliminate, reduce or otherwise control them is the core of this program.
2. The program encourages employees to actively participate in evaluations of work stations and work practices to determine the best means and methods to reduce MSD injuries and loss time incidents. This program is implemented to comply with standard industry practice and the OSHA General Duty Clause.
3. The HR Manager will manage and administrate the ergonomics program for Doyon. On the request from Department Supervisors, the HR Manager will coordinate workstation assessments, making ergonomic recommendations, as well as conduct follow-up assessments.

## **206     Hazard Communications & Safety Data Sheets (SDS)**

The Hazard Communication Standard (HCS) plan ensures that the hazards of all produced or incorporated chemicals are evaluated and the information concerning these hazards is transmitted to both the employer and employees. The standard also uses the Globally Harmonized System (GHS). This is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and SDS's.

The standard mandates the evaluation of hazardous chemicals present in a workplace and requires training of employees regarding the hazardous chemicals and related prevention and protective measures for routine and non-routine tasks.

## **Hazard Communication**

Hazard communication consists of:

1. Identification and inventory of all hazardous chemicals and listing on a Hazardous Chemical List (HCL),
2. Acquisition of Safety Data Sheets (SDS) for each hazardous chemical listed on the HCL,
3. Labelling of all hazardous chemicals with chemical name, hazards and warnings and the manufacturer's or importer's name and address, with reference to the appropriate SDS,
4. Training of all employees about the hazardous chemicals in the workplace,
5. The Executive Assistant to the President is the coordinator for hazard communication at the Plaza building in Fairbanks,
6. The Facilities Manager is the coordinator for hazard communication at the Doyon Industrial Facility building in Fairbanks,
7. The Facilities Administrator is the coordinator for hazard communication at the Grayling building in Anchorage.

## **Hazardous Chemicals List**

The hazard coordinator at each building location will have responsibility for identifying and inventorying all hazardous chemicals. A current master list will be maintained at all times for each location. New chemicals will be added as they are received and chemicals no longer in inventory will be removed from the list as they are discarded. A formal inventory and updating of the list will be done annually.

- Each hazardous chemical must be cross-referenced to an appropriate SDS.
- A master HCL will be maintained in each Doyon building location. Partial lists may be maintained in the various departments where hazardous chemicals are used.
- SDS sheet will be kept at the security desk at the Plaza and Grayling buildings, and with the Facilities Manager at the DIF building.

## **Training & Communication**

All employees should be trained annually.

Prior to an assignment, each employee who works with or is potentially exposed to hazardous chemicals will receive training on the HCS and the specific use of applicable hazardous chemicals.

Prior to the introduction of a new hazardous material or updated hazard, each employee will be trained concerning specific use or handling procedures.

## **207 Personal Protective Equipment**

Personal Protective Equipment (PPE), including equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever necessary where hazards exist. Hazards may be environmental, chemical, radiological, or mechanical irritants which are encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

If you are an employee working in the Facilities department, see appendix F for more information

## **208 Vehicle Operations**

Some Doyon employees operate motor vehicles in order to conduct Doyon business. Vehicle operation carries the obligation to exert every reasonable precaution to avoid an accident. In winter conditions, defensive driving techniques are essential.

### LICENSING

Doyon employees who are required to drive a motor vehicle as part of their job shall possess a valid driver license and their driving record must meet reasonable criteria established and applied at Doyon. In the case of a license revocation or suspension, an employee may not drive a motor vehicle for Doyon business and must notify their supervisor immediately.

### DRIVING GUIDELINES

Employees operating a motor vehicle on behalf of Doyon must observe the following guidelines:

1. Obey all state and local government traffic laws,
2. Operate motor vehicle at speeds dictated by prudent judgment, road and weather conditions. Do not exceed posted speed limits,
3. The driver and all passengers of vehicles must wear seat belts when the vehicle is in motion,
4. Avoid distractions such as eating, drinking, using cell phones or other electronic devices. Keep in mind that passengers can be distractions too. Limit socializing and focus on the task at hand.
5. Smoking and vaping is prohibited in all Doyon vehicles,
6. Inform their supervisor and Human Resources immediately (or as soon as possible):
  - a. If their drivers license has been suspended, revoked, or cancelled for any reason;
  - b. If they are involved in an accident or received a citation while driving on Doyon business;
  - c. If they have concerns about their ability to safely operate a Doyon vehicle for any reason.

## **209 Cold Weather Exposure**

The severity of sub-arctic winter temperatures can result in serious injuries or death from even short exposures. Accidents occur with greater frequency in cold temperatures, and in addition to the physical risk of freezing flesh, a person's circulation, muscle responses, reactions, and mental capabilities are reduced.

### FACTORS

1. Taking certain drugs or medications such as prescriptions, alcohol, nicotine, and caffeine, that inhibits the body's response to the cold or impairs judgment,
2. Having a cold or certain diseases, such as diabetes, heart, vascular, and thyroid problems, may make a person more susceptible to the winter elements,
3. Becoming exhausted or immobilized, especially due to injury or entrapment, may speed up the effects of cold weather,
4. Inadequately hydrated tissue freezes more rapidly,

5. Dampness has the most detrimental effect upon the body in a cold environment in terms of heat loss. Water is 25 to 30 times more conductive than air. A worker in wet conditions or clothing will lose 25 to 30 times more body heat than if they were dry;
6. There is usually little danger for a properly clothed, dry and sufficiently hydrated person working in environments to -21 degrees Fahrenheit (including any wind chill factors). However, the danger of freezing exposed flesh increases as the temperatures go below -25 degrees Fahrenheit and the danger becomes extreme to exposed flesh below -45 degrees Fahrenheit (including any wind chill factors).

## **210 Bloodborne Pathogen (BBP) Exposure Plan**

The purpose of this exposure control plan is to eliminate/minimize employee occupational exposure to human blood or other potentially infectious substances. OSHA's Bloodborne Pathogens standard prescribes safeguards to protect employees against the health hazards from exposure to blood and other potentially infectious materials, and to reduce employees risk to such exposure.

### EXPOSURE DETERMINATION

Doyon has determined that the following job classifications and tasks have or may have occupational exposure to bloodborne pathogens. Occupational exposure means reasonably anticipated skin, eye, mucous membrane contact with blood or other potentially infectious substances that may result during the performance of an employee's job duties.

- Facilities Staff (Maintenance I, II, III or Facilities supervisors)
- Security Guard

OSHA has indicated that first aid or CPR, when performed by an employee or volunteer at a workplace as a "Good Samaritan Act" or as a collateral duty to his or her regular job does not constitute "occupational exposure". Only those individuals who are specifically designated by the employer (for example, in a written job description) as responsible for providing first aid/CPR as a regular part of their job duties are considered to have "occupational exposure." Employees who are trained in first aid by the employer are not considered to have occupational exposure unless they are required by the employer to actually administer first aid.

### EXPOSURE RESPONSE:

If an employee is exposed to potentially infectious materials:

- Wash the exposed area with soap and water.
- Splash your nose, mouth, or skin with water. Irrigate your eyes with water or saline.
- Seek out the advice of a healthcare professional
- Report the exposure to a supervisor and Human Resources.

If another employee comes into contact with infectious materials:

- Direct the employee to a healthcare professional
- Report exposure to a supervisor and Human Resources.

If clothing/equipment becomes contaminated with potentially infectious materials:

- Clothing and/or equipment must be properly cleaned, laundered, repaired, and disposed of at no cost to the employee.

- Employees should handle contaminated laundry as little as possible and use personal protective equipment.
- Contaminated work surfaces must be decontaminated with an appropriate disinfectant.

## **SAFETY INCIDENT REPORTS & NOTIFICATIONS**

### **300 Employee Reporting**

All workplace accidents, injuries and illnesses involving employees, even those that are not serious, must be immediately reported to their supervisor and human resources. All accidents and injuries involving the company's customers, vendors, contractors or any other person who is on company premises, even those that are not serious, must be immediately reported to the Facilities Manager.

Safety is a priority of Doyon and it is only through full knowledge of every accident and/or injury that we can become a safer, healthier place to work. Employees will not be penalized in any way for reporting unsafe working conditions or workplace accidents, injuries or illnesses.

### **301 Near Miss Reporting**

A near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so and only a fortunate break in the chain of events prevented an injury, fatality, or damage. Most accidents occur as a result of an unsafe condition or unsafe action.

Report Near Misses Before They Become Accidents:

- Once a near miss occurs, report it immediately to your supervisor, security, or human resources. The potential for such incidents exists all over the workplace, so ALL employees must help identify them.
- If the near miss is a result of an unsafe condition, don't continue to work under that condition until the problem has been corrected and your supervisor gives the okay to proceed.
- If the incident is a result of unsafe acts, be certain that everyone involved has been alerted to their actions before they continue with the job.

The Same Things That Cause Accidents Cause Near Misses:

- Unsafe acts – such as lifting; walking under an overhead load; cutting; grinding or chipping without safety glasses; not using Personal Protective Equipment, etc.
- Unsafe conditions – such as poorly maintained equipment, using chairs with wheels instead of a step stool or ladder, items laid across walkways, trash and boxes that have been left in hallways, coffee or water spilled on the floor and not cleaned up, etc.
- Hurrying or taking risks to complete a task or to wrap up a job at quitting time.

Remember, Near Misses Are A Warning:

- Near misses are warnings that something or someone is not performing the job correctly. Always pay attention to near misses. Letting a near miss go unreported provides an opportunity for a serious accident to occur. Correcting these actions or conditions will enhance the safety within your department and provide a better work environment for everyone involved.
- Report near misses to your supervisor, security, or human resources.

**All employee workplace injuries must be reported to the HR Manager, x. 2015.**

### **302 After Incident Reporting**

If an employee is injured or suspects that they have been injured on the job, or if the employee observes an accident on Doyon premises involving any other person, the employee must notify their supervisor immediately regardless of how serious or minor.

As soon as practical, but no later than 24 hours following an injury/accident or suspected injury/accident the injured or observing employee must complete the appropriate form describing the circumstances surrounding the incident. The employee may obtain this form from Human Resources. The information collected will permit Doyon to better assist the employee in obtaining insurance benefits if they qualify for them. The employee must comply with all accident reporting and occupational health and safety rules and procedures as required by any contracts Doyon has with other companies.



## GENERAL EMERGENCY INFORMATION

### 400 Emergency Action Plan

The emergency action plan is designed to minimize injury, loss of human life and company resources by training employees, procuring and maintaining necessary equipment and assigning responsibilities. This plan is restricted to initial emergency response activities and applies to emergencies that may reasonably be expected to occur at Doyon, Limited.

Emergency Action Plan Contacts:

<b>Title</b>	<b>Position</b>	<b>Phone #</b>	<b>Alternate</b>	<b>Phone #</b>
Security	Carlos Cordova	x. 2111 907-378-0729	Fetuanai Falasia	x. 2111 907-378-0729
Emergency Response Coordinator	Michelle Andon	x. 2085 907-328-8034	Robin &/or Tanya	x. 2122 & 2044 907-328-9260 907-371-5677
HR/IT Floor Manager	Bridget Murray	x. 2104 907-388-9904	Shayna Ellingrud	x. 2017 907-687-8930
Shareholder Records Floor Manager	Dana Smith	x. 2045	Diana Goodermote	x. 2119
HRSC/Legal Floor Manager	Willow Bowen	x. 2027 907-460-1965	Patti Brown	x. 2018
Lands Floor Manager	Jeanne Woods	x. 2030 907-378-2398	Andrew Tunnell	x. 2031 907-371-6149
Admin/Fin Floor Manager	Megan Hosken	x. 2176 907-799-1009	Cheyenna Kuplack	x. 2097 907-978-5888
Accounting Floor Manager	Jeff Maring	x. 2051 907-	Adrienne Edwards	x. 2088 907-378-6551
Facilities Manager	Micah John	x. 2103 907-888-8942	Amber Wright	x. 2112 907-687-5613

This Plan provides for:

- Procedures to reporting fires and other emergencies
- List of who to contact if there is an emergency
- Method for notifying employees and guests of emergencies
- A safe and orderly evacuation plan of employees and guests
- Emergency escape procedures and route assignments
- Procedures to account for employees after evacuation
- Procedures for responding to different types of emergencies

- Procedures for employees performing rescue and medical duties
- Employee training guidelines

All other responses beyond these actions will be accomplished by the local emergency service providers. This plan relies on emergency service providers like emergency medical services, fire department, police, and others for assistance in response to workplace emergency situations.

The Emergency Response Coordinator will make assessments after each emergency situation. This means all situations are under continuous review should additional responses or resources be required.

#### **401 Reporting/Activating Emergency Response**

Employees should report any emergency situation to Security. Security will contact the appropriate emergency services. Security will also contact the Emergency Response Coordinator who will collect important information from the incident and report to the President, or designee.

In coordination with the Facilities Manager, the Emergency Response Coordinator will determine the applicable reporting, lessons learned, and accident investigation, as required in this plan.

All external communications in regards to an emergency or crisis situation will be handled through the SVP of External Affairs at x. 2092 and must follow the Crisis Communications Plan.

Workplace emergencies will be reported out, if necessary, by appropriate personnel. Employees are encouraged not to post any work emergencies on any social media sites.

To report an emergency call Security at x. 2111. If Security is unavailable, contact Emergency Response Coordinator at x. 2085. Remember to speak clearly and concisely. **If life threatening emergency call emergency services at 9-911.**

1. The Caller must be prepared to provide the following information:
  - a. Caller name and phone number
  - b. Any injury information
  - c. Location of incident
  - d. Other pertinent information as requested
2. If telephones are not working or are unavailable, use an alternate means to report the emergency; such as cell phone.
  - a. To contact Security using a cell phone, dial 459-2111; or, call 911 for emergency services
  - b. An emergency phone is located outside of the building at the east entrance
  - c. Dialing 01# places a call to Security
  - d. 03# places a call directly to the 3<sup>rd</sup> floor receptionist
  - e. Dialing 911 goes directly to emergency services
3. Upon notification of the emergency, Security will contact emergency services

- a. Security, or the Emergency Response Coordinator will arrange to have someone meet the emergency service responders and escort them as necessary

## **402 Types of Alarms**

The main alarm throughout the building is a fire alarm system and when activated will automatically notify the Fire Department.

Silent emergency call buttons are located underneath the receptionist desk on each floor. When activated the alarm will sound at the security desk. The purpose for the silent alarm is to notify Security of an emergency on a particular floor without making it obvious that Security assistance is needed. When activated Security will attempt to notify the floor if there is an emergency and will take the following action:

1. If no answer at the receptionist desk, Security will respond to the emergency
2. Security will call 911 for emergency services, if necessary

All front office personnel will be trained on how and when to use the silent emergency call buttons.

## **403 Activating Fire Alarm**

If the alarm does not activate, or if an emergency is discovered before the alarm activates:

1. Activate a fire alarm using a manual fire alarm pull station (located in or near the stairwells)
2. Notify Security at x. 2111 and give a brief description of the emergency

## **404 Evacuation Information**

### **Evacuation Types**

The only type of evacuation at the Doyon Plaza or Doyon Industrial Facility is total building evacuation. There are no designated *safe areas* within the buildings.

### **Employee Response to Emergency Alarms**

**Plaza:** Upon hearing the emergency alarm or being alerted to imminent danger such as fire, smoke, or explosion, employees must immediately evacuate in a safe and orderly manner through the side exits to the back parking lot (designated assembly area) for a headcount. Employees should not exit using the front door of the Chiefs Court, except as a last resort.

**Doyon Industrial Facility:** Upon hearing the emergency alarm or being alerted to imminent danger such as fire, smoke, or explosion, employees must immediately evacuate in a safe and orderly manner to the front parking lot (designated assembly area) for a headcount.

## **Evacuation Routes and Assembly Area**

Employees should know primary and secondary evacuation routes at all times; diagrams of the building evacuation routes are posted throughout the building, are provided upon hire, and attached in the Appendices.

1. A primary route is the safest and most direct exit from the building
2. A secondary route is the next safest exit from the building if primary routes are restricted
3. When an evacuation order is issued for an emergency situation an announcement will be made over the intercom, or the evacuation alarm will be sounded

### **Designated Assembly Areas:**

**Plaza:** All employees should evacuate to the back parking lot and assemble according to the designated floor on which they work; each section has a designated sign for each floor

Based upon the weather the assembly area will be as follows:

- Summer: back parking lot
- Winter: back parking lot and if too cold then Denali State Bank lobby after head count
- 3. Anyone unsure of their assembly location, should ask their supervisor, Emergency Response Coordinator, or a Floor Manager
  - a. Each Floor Manager will set up a single communication point at his or her designated assembly area
    - Employees will assemble with their floor and section for a headcount
    - The headcount will be conducted by the Floor Manager and reported to the Emergency Response Coordinator
    - Employees should follow instructions from Floor Manager, Emergency Response Coordinator, or other emergency personnel
    - Employees should not leave the assembly area until their presence has been accounted for

### **Injuries During An Evacuation:**

If someone is injured during the evacuation, request assistance from Security or the Emergency Response Coordinator.

1. If the injured person is blocking an evacuation route, such as a stairwell, all other employees should proceed to the secondary evacuation route
2. If trained in first aid/CPR, assist the injured during the emergency if safely able to do so
3. If the injured person is able to be evacuated using the evacuation chair, employees trained in evacuation chair use should assist the injured person out of the building if safely able to do so

When the area is declared safe, the Emergency Response Coordinator (or designee) will inform employees they may return to work.

**Evacuation Training**

Human Resources shall implement a training plan to ensure that evacuation routes are understood and followed in the event of an emergency.

Floor managers will be trained at least annually on their responsibilities and evacuation chair use.

## RESPONSES TO SPECIFIC EMERGENCIES

All emergency situations should be reported as soon as possible to Security at x. 2111. If Security is unavailable, contact the Emergency Response Coordinator/HR Manager at x. 2015 or VP of HR at x. 2122. Remember to speak clearly and concisely. **If life threatening emergency call emergency services at 9-911.** With any emergency, employees should perform a quick survey of the area for danger to themselves or others *before* entering the scene; and, consider any dangers.

### 500 Fire/Smoke/Explosion

When there is fire/smoke/explosion:

1. Stay calm and above all do not jeopardize your personal safety
2. Activate the nearest fire alarm system and alert employees in the immediate area about the fire or emergency
3. Quickly determine if the fire could be controlled or extinguished using a fire extinguisher
  - Small fires may be put out with a fire extinguisher
  - If fire has reached a stage that cannot be contained by portable fire extinguisher, employee should not attempt to extinguish fire and should evacuate building immediately
4. Begin evacuating
  - **DO NOT USE THE ELEVATOR**
  - Employees should evacuate using the side exits, assemble in the back parking lot and remain at assembly area until receiving further instruction from the Emergency Response Coordinator
  - Under no circumstance should an employee attempt to enter the building to conduct a search and rescue; those actions will be left to emergency services

### 501 Earthquake

During an earthquake employees should:

1. Remain calm and not panic
2. Stay in their work area away from exterior windows and walls and from material that might fall from shelves
3. Take cover under tables, desks, doorways, or other areas of structural strength, and remain in position until advised to evacuate the building
  - **DO NOT USE THE ELEVATOR**
  - Stay inside, away from the Chiefs Court as the greatest danger during an earthquake is from falling materials
  - Listen for advisory to evacuate the building
    - If advisory given, proceed to the side exits. DO NOT exit through the main doors on the first floor because of falling glass hazard

After the earthquake, the utility company, maintenance personnel, or emergency responders may shut off the utilities. The building may be inspected and building occupants will be advised of any further actions.

All building occupants should:

1. Assist with the injured when directed by emergency response personnel
2. Advise Floor Manager of any visible damage observed in their area
3. Be mindful of potential for further damage, as aftershocks are common after an earthquake
4. Ensure that your current location is safe from falling debris
5. Not re-enter the building until cleared to do so by the Emergency Response Coordinator

DO NOT ENTER into buildings exhibiting apparent structural damage until the damage has been assessed by a structural engineer.

Examples of such damage are:

- Partial or total collapse
- Wrinkled, buckled or loose wall or roof panels
- Doors pinched in their frames
- Distortion of building lines (sagging or leaning out of their original geometry)

The Emergency Response Coordinator will advise the President or designee of apparent damage so a structural engineer can be dispatched.

## **502 Power Failures**

Occasionally the building will lose commercial power. When this occurs, the emergency lighting units will illuminate. Generally, these outages are brief, and power will be restored in a short time. Do not use the elevator. An emergency generator has been installed to provide power to limited services. The status of the emergency generator is monitored at the main security desk. Evacuation of the building will not be necessary unless instructed to do so.

## **503 Medical**

In the event of a medical emergency:

1. If you observe someone who, in your opinion, may be seriously ill or injured:
  - a. Call, or have someone else call, Security at x. 2111
  - b. If Security is not available call 9-911 and be prepared, as much as possible, to provide the following information to emergency services:
    - Name and medical condition (choking, heart attack, seizure, etc.)
    - Age of injured
    - Your name
    - Location of incident
    - Any other information regarding condition or medical history of the injury

2. After Security or emergency services has been called:
  - a. Notify the injured employees department supervisor
  - b. Assign someone to cordon off the area, to keep the area clear and protect the privacy of the ill or injured
  - c. Comfort the individual
  - d. Provide a blanket or coat
  - e. If the person is conscious, give your name and inform them that help is on the way
  - f. Stay with the individual until help arrives
3. When taking on the responsibility as a first aid/CPR responder, use CPR mouth barrier provided in the First Aid kits located on each floor
  - a. Take care not to contaminate your clothes or skin
  - b. Blood and other bodily fluids should be treated as though potentially infectious
  - c. If you come in contact with blood or other bodily fluids, wash off as soon as possible, and report any contamination to Human Resources
4. If the injured is not breathing, Security or trained employees should respond with an Automated External Defibrillator (AED) usage
  - a. AEDs are located on each floor of the Doyon Plaza
  - b. Security, Facilities and various staff members are trained to use the AEDs
  - c. In the event that no trained staff are available, and an individual needs such intervention, follow the directions on the AED
5. After the injured individual has been transported, restrict other employees from entering the contaminated area
  - a. Emergency Response Coordinator or Security will arrange for cleanup of the area
  - b. An employee with blood or bodily fluids on his/her clothes should find replacement clothing as soon as possible
  - c. Contaminated clothes should be put into a plastic bag held for later cleaning or evaluation

#### **504 Work Site Violence/Armed or Unarmed Threat**

In the event of a potentially dangerous situation, workplace violence, armed or unarmed threat, employees should first protect themselves by evacuating or hiding and immediately call Security at x. 2111 or 9-911 as soon as safely possible. Review Appendix C for guidance on handling aggressive behavior.

#### **505 Domestic Violence in the Workplace**

Employees who suspect or witness acts of workplace Domestic Violence – whether by or against another employee – shall immediately report the incident or concern to Human Resources or the Legal Department, or to their supervisor, a member of senior management or through Ethical Advocate. Human Resources will work collaboratively with the impacted employee to address the issue and may develop a workplace safety plan, if necessary.



Employees who seek a protective or restraining order related to Domestic Violence, must disclose the order if the protective or restraining order specifically names Doyon or a Doyon work location under circumstances where Doyon is reasonably required to take action to protect the employee at work. Protective or restraining orders will be treated as confidentially as possible, under the circumstances.

#### **506 Suicide Prevention & Response**

If suicide is attempted or completed in the workplace or at an employment-related location, immediately contact Security at x. 2111 and the Emergency Response Coordinator at x. 2085, and proceed as you would for a medical emergency by calling 9-911. All external communications regarding a workplace suicide will be handled through the SVP of External Affairs and the Crisis Communications Plan. Review Appendix B for additional suicide warning signs and guidance.

#### **507 Terrorist Threat or Suspicious Activities**

Treat these incidents seriously. Protect yourself first, and report all threats or suspicious activities to Security at x. 2111, as soon as safely possible. In order to avoid panic on the part of other employees, await instructions from Security before initiating an evacuation process. Do not activate fire alarm unless instructed to do so by Security or Emergency Response Coordinator.

#### **508 Bomb Threat**

If a bomb threat is received, attempt to gather information and contact Security at x. 2111. In order to avoid panic on the part of other employees, await instructions from Security before evacuation. Security will assess the threat and contact the Emergency Response Coordinator for a decision whether to evacuate the building. Security will call emergency services. Review Appendix D for the bomb threat checklist.

#### **509 Biological or Chemical Threat**

If a threat of a biological or chemical nature is received over the telephone, attempt to gather information and contact Security at x. 2111. Review Appendix E for questions to ask caller if a threat is received over the phone.

#### **510 Suspicious Mail**

If a letter or parcel is open and/or a threat is identified contact Security at ext. 2111 and Security will call emergency services. In order to avoid panic on the part of other employees, await instructions from Security before evacuation. If suspicious package is received, employees should:

1. Check the return address
2. Notify Security at x. 2111 immediately
3. Do not shake or bump the item
4. Do not open, smell, touch, or taste
5. Isolate the suspicious package immediately
6. Cordon off the immediate area
7. Ensure that all persons who have touched the suspicious package wash their hands with soap and water

8. List all persons who have touched the package, include contact information and have this information available for emergency services
9. Place all items worn when in contact with the suspicious package in plastic bags and have them available for emergency services

Look for these signs of a suspicious package or letter:

1. Mailed from a foreign country
2. Excessive or foreign postage
3. No return address; restrictive markings such as "Personal" or "Special Delivery"
4. Misspelled words
5. Incorrect title associated with name
6. Addressed to title only or incorrect title such as "Security Manager"
7. Badly typed or handwritten name and address
8. Protruding wires
9. Package is lopsided or uneven, rigid or bulky
10. Strange odor or sounds
11. Oily stains, discolorations or crystallization on wrapper
12. Excessive tape or string

The following actions should be taken for these specific threats:

1. *For a bomb:*
  - a. Do not open it
  - b. Isolate it – don't handle it
  - c. Contact Security at x. 2111 immediately
  - d. Security will call emergency services
  - e. Evacuate immediately
2. *For suspected biological or chemical threat:*
  - a. Do not open it
  - b. Isolate it—don't handle
  - c. Wash hands with soap and warm water
  - d. Contact Security at x. 2111 immediately
  - e. Security will call emergency services
3. *For suspected radiological threat:*
  - a. Do not open it
  - b. Isolate it – don't handle it
  - c. Shield yourself from object
  - d. Contact Security at x. 2111 immediately

- e. Security will call emergency services

## **511 Protest Groups**

When dealing with protest groups, Doyon employees will remain professional and respectful, with a non-confrontational approach, and will minimize direct contact. Doyon's goal is to minimize disruptions to normal operation and ensure strict compliance to all safety standards.

### **Employees will:**

- At first sighting of a protest group, immediately report their presence to Security
- Not create any physical altercations, perform unsafe acts, or violate rules and regulations

### **Security will:**

- Notify Emergency Response Coordinator
- If inside the building, advise protest group representatives to leave immediately, if trespass, safety, or hazard risk is present
- If the protest group does not leave, Security will contact the appropriate law enforcement agency to remove the protest group
- Establish enhanced security operations as appropriate
- Deny protest groups access to areas that pose safety risks

## **TRAINING**

### **600 Training**

All employees shall receive training on this Safety Program & Emergency Action Plan, upon hire as part of a new employee orientation. Additional training shall be provided if there are any significant changes to this plan, when an employee's responsibilities change, and annually as a refresher course.

### **601 Evacuation Drills**

Doyon will conduct evacuation drills annually (at a minimum). An evacuation check list will be completed at emergency assembly areas and written post-drill critique session will be conducted and documented.

### **602 Training Records**

Human Resources will document all training pertaining to this plan, and all training records will be kept by the Emergency Response Coordinator.

## **EMERGENCY EQUIPMENT AND LOCATIONS**

### **700 Portable Fire Extinguishers**

Fire extinguishers are located throughout the building and should be used only on small fires that are containable.

### **701 Sprinkler System**

Doyon Plaza has an automatic water sprinkler system installed for the protection of life and property from fire.

### **702 First Aid Kits, Automated External Defibrillator (AED), and Evacuation Chair**

First aid kits, which include CPR mouth protective devices are located in the kitchens on the first and second floors and in the copier room on the third floor of the Doyon Plaza. AED's are located next to security on the first floor, in the kitchen on the second floor and in the copier room on the third floor. There is an evacuation chair located in the east stairwell on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Plaza.

### **703 Fire Alarm System**

An automatic fire alarm system is installed throughout the building. This system consists of detectors, horns, strobes and manual pull stations. The alarm system is monitored by an offsite vendor, who after confirming it is an actual emergency, will call the Fire Department and Security.

Fire alarm pull stations are located in or near the stairwells on each floor.

### **704 Inspections**

Inspections will be conducted by the Facilities Department and/or Security to identify, eliminate, or minimize workplace fire hazards and potential ignition sources. Inspection checklists and an appropriate tracking mechanism will be used. Inspections will also verify that appropriate control procedures, such as fire protective equipment, are available, visible, and accessible, and that no more than minimal accumulations of flammable and combustible materials exist. A copy of all inspection records will be maintained with the Emergency Response Coordinator.

## **ASSIGNMENT OF RESPONSIBILITY FOR EMERGENCY**

### **800 Roles and Responsibilities**

#### **Emergency Response Coordinator**

1. Designated individual responsible for assisting in the safe and orderly evacuation of the building and of implementing this plan
2. The Emergency Response Coordinator shall be designated, as physically present:
  - a. HR Manager
  - b. VP HR and/or SVP Administration
  - c. General Counsel
3. Submit incident reports, lessons learned to Safety Committee
4. Initiate any necessary changes to this plan
5. Coordinate with Facilities, annual (at a minimum) evacuation drill and training, with a written drill critique and document training after each drill
6. Ensure that a post-incident critique is completed and shared with management and affected employees
7. Will coordinate with the communications department to determine if the crisis communication plan will be initiated
8. Will report emergencies to President, or designee

#### **Floor Managers & Alternates**

1. Assist with safe and orderly employee evacuation in an emergency or drill
2. Conduct floor sweep of designated area to ensure everyone has evacuated
3. During an evacuation, conduct department employee and visitor head count for their section at designated checkpoint
4. Relay the names of any employees who are missing to Security (for possible search and rescue) or any other problems that may arise, such as blocked exit paths
5. Participate in the review and revision of this plan
6. Stay current on training as Floor Manager

#### **Security**

1. First point of contact for emergencies
2. In conjunction with maintenance personnel, respond to alarm activation
3. Call 9-911 and arrange for emergency services when notified of an emergency
4. Assist Emergency Response Coordinator and/or Floor Managers as requested

### **Human Resources**

1. Responsible for implementation and training of emergency action plan
2. Designate and train Floor Managers and Alternates to ensure the safe and orderly emergency evacuation of employees
3. Update employee checklists in Safety Binder

### **Safety Committee**

1. Responsible for annual review of plan
2. Ensures that post incident critique is completed and shared with management and affected employees

### **Executive Management**

1. Ensure that adequate controls and equipment are provided
2. Approve emergency action plan and any major updates

### **Supervisors**

1. Actively participate and follow emergency, training, or drill instructions
2. Ensure employees follow the procedures outlined in this plan

### **Employees**

1. Actively participate and follow emergency, training, or drill instructions
2. When the fire alarm goes off, or any such evacuation from the building, employees should secure their computer, turn off office lights, and close office door
3. Assist visitors in evacuating the building, if safe to do so
4. Report to the designated assembly area for a headcount
5. Report to Floor Manager, anyone unable to evacuate
6. Responsible for reading and understanding the Emergency Action Plan

### **Facilities Manager**

1. Conduct evacuation drills
2. Conduct annual tests of building alarm system
3. Conduct tests of the silent alarms under Receptionist areas
4. Ensure that security and maintenance employees are current with CPR, 1<sup>st</sup> Aid and AED training

### **Employees certified in CPR, 1<sup>st</sup> Aide or AED training**

1. Anyone in the building with CPR, 1<sup>st</sup> Aid and AED training who can respond to a medical emergency should assist with medical care, as needed until emergency services arrives, if safe to do so

### **801 Document Control**

This plan is a controlled document and may not be changed except as approved by the Safety Committee. This plan is used as a training tool and is available for review on Share Point.

## **802 Required Review**

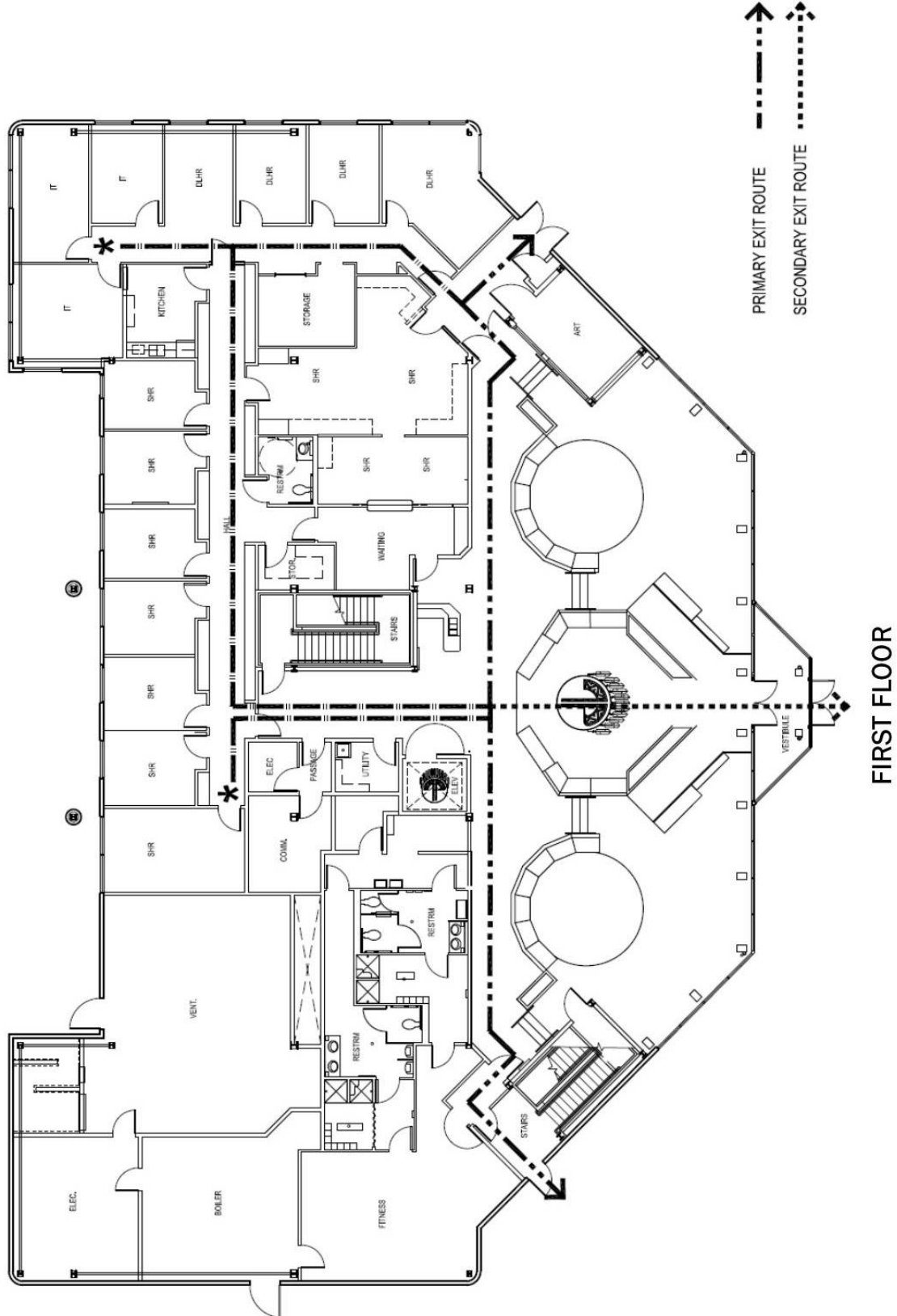
The Emergency Action Plan shall be reviewed by the Safety Committee, approved by Executive Management and exercised at least annually.



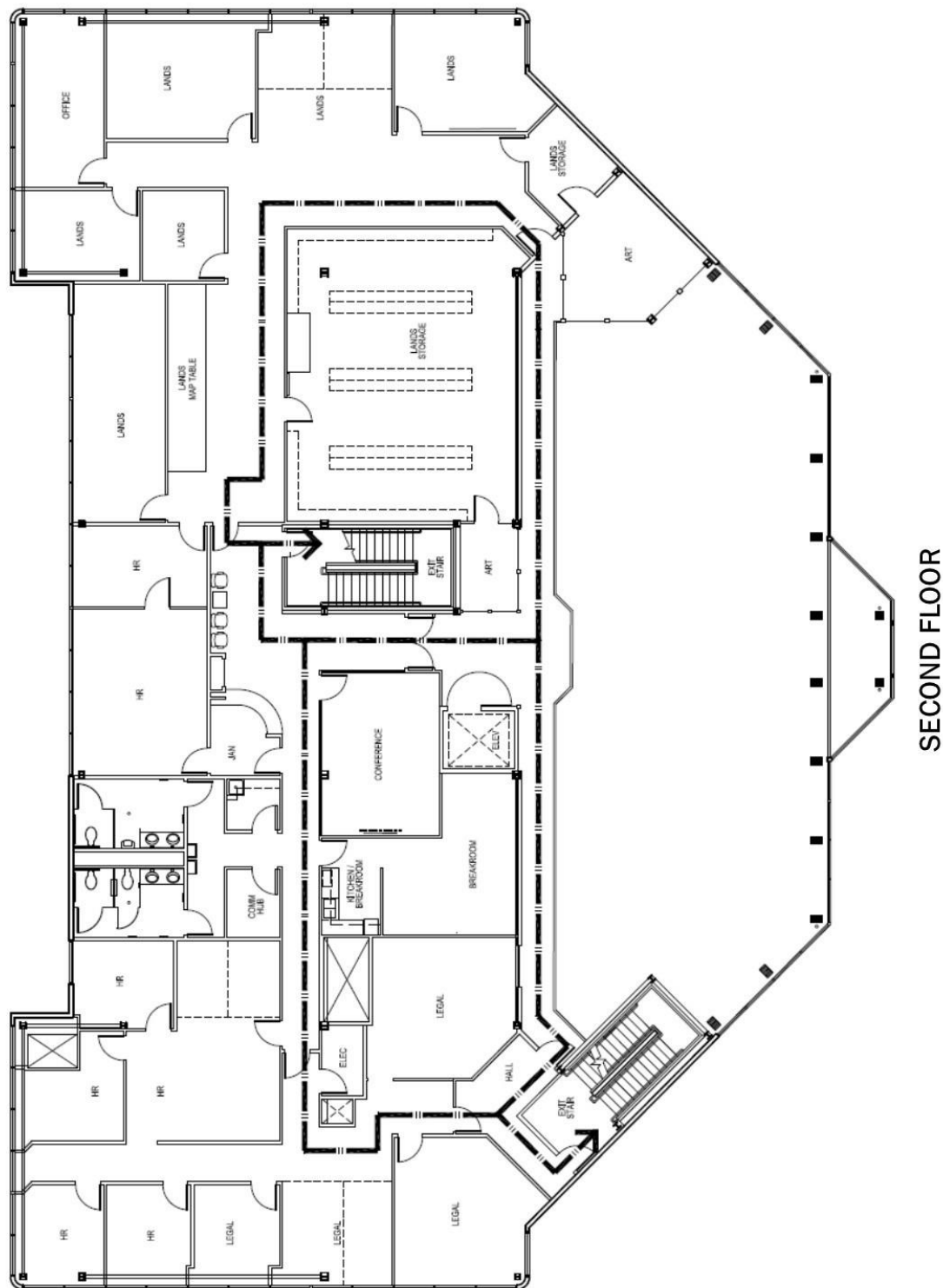
<b>APPENDICES.....</b>	
<b>1. EMERGENCY EGRESS ROUTES</b>	
1. PLAZA FIRST FLOOR – EMERGENCY EGRESS ROUTES.....	<b>A-1</b>
2. PLAZA SECOND FLOOR – EMERGENCY EGRESS ROUTES.....	<b>A-2</b>
3. PLAZA THIRD FLOOR – EMERGENCY EGRESS ROUTES.....	<b>A-3</b>
4. DIF EMERGENCY EGRESS ROUTES.....	<b>A-4-10</b>
<b>2. SUICIDE PREVENTION &amp; RESPONSE POLICY &amp; WARNING SIGNS OF SUICIDE.....</b>	<b>B-1</b>
<b>3. HANDLING AGGRESSIVE BEHAVIOR.....</b>	<b>C-1</b>
<b>4. EMERGENCY INSTRUCTIONS FOR BOMB THREAT CHECKLIST.....</b>	<b>D-1-2</b>
<b>5. BIOLOGICAL OR CHEMICAL THREAT CHECKLIST.....</b>	<b>E-1</b>
<b>6. PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR FACILITIES STAFF.....</b>	<b>F-1-7</b>
<b>7. ELECTRICAL SAFETY FOR FACILITIES STAFF.....</b>	<b>G-1</b>
<b>8. LADDER SAFETY FOR FACILITIES STAFF.....</b>	<b>H-1-3</b>

# PLAZA FIRST FLOOR – EMERGENCY EGRESS ROUTES

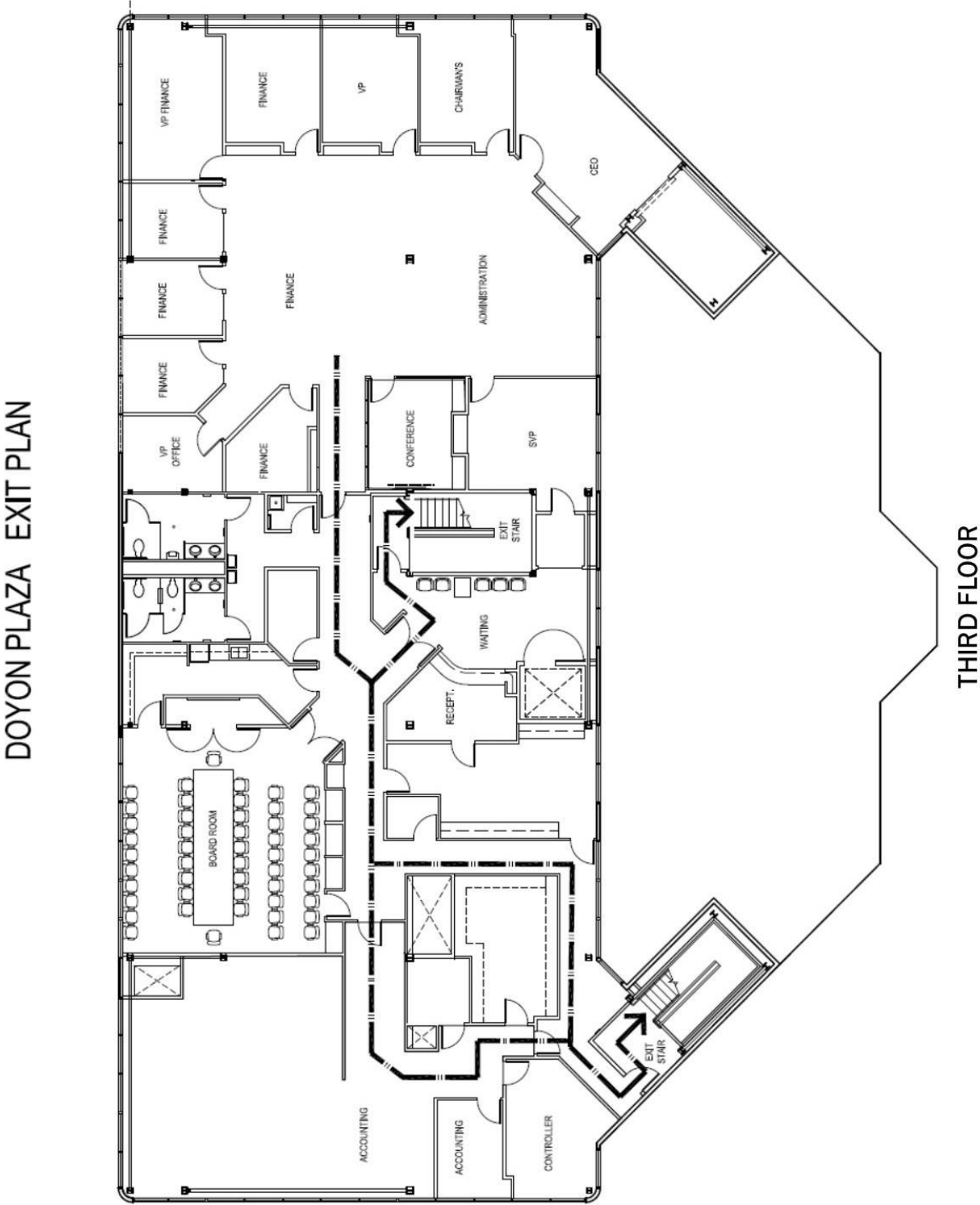
## DOYON PLAZA EXIT PLAN



## DOYON PLAZA EXIT PLAN



PLAZA THIRD FLOOR – EMERGENCY EGRESS ROUTES



# EVACUATION PLAN

## IN CASE OF FIRE

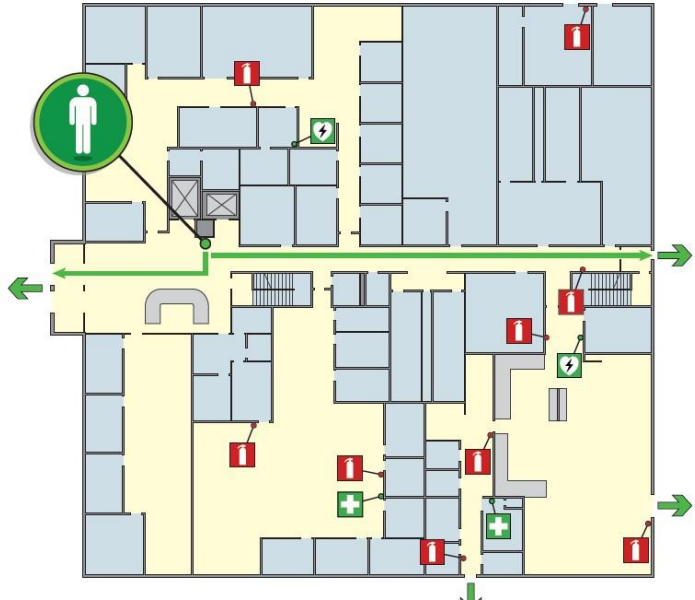
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit
-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit
-  Defibrillator (AED)

## LEVEL 1

615 Bidwill, Fairbanks, AK



# EVACUATION PLAN

## IN CASE OF FIRE

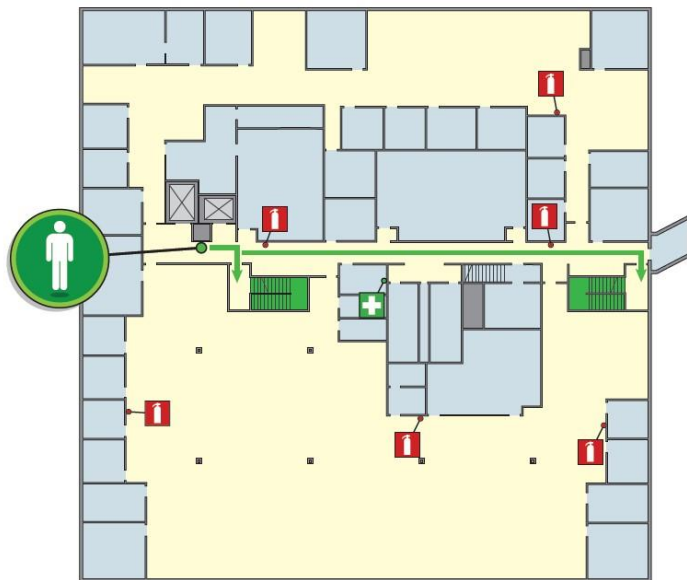
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit Stairs
-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit

## LEVEL 2

615 Bidwill, Fairbanks, AK



# EVACUATION PLAN

## IN CASE OF FIRE

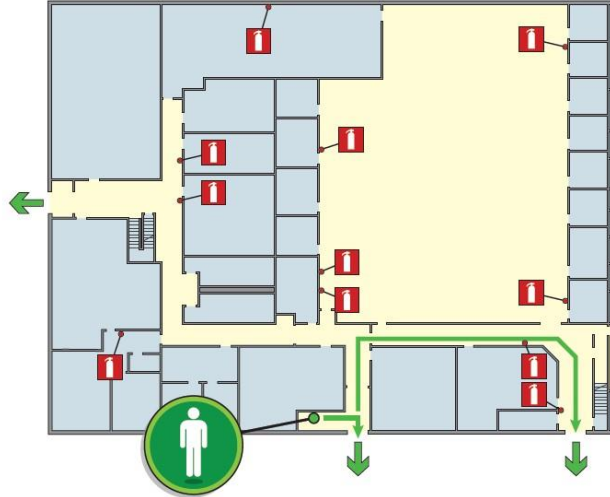
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit
-  Evacuation Route
-  Fire Extinguisher

## LEVEL 1

701 Bidwill, Fairbanks, AK



# EVACUATION PLAN

## IN CASE OF FIRE

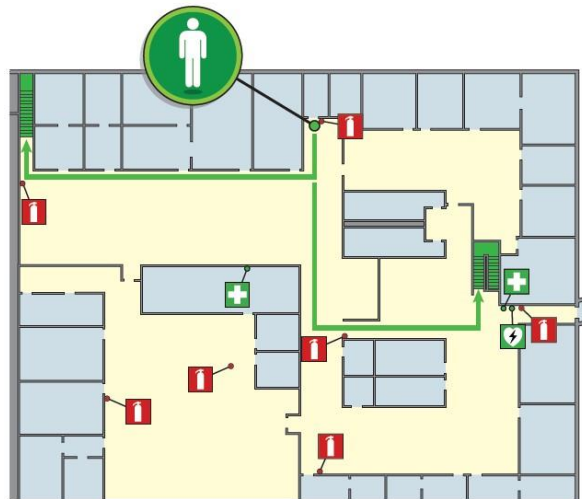
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit Stairs
-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit
-  Defibrillator (AED)

## LEVEL 2

701 Bidwill, Fairbanks, AK



# EVACUATION PLAN

## IN CASE OF FIRE

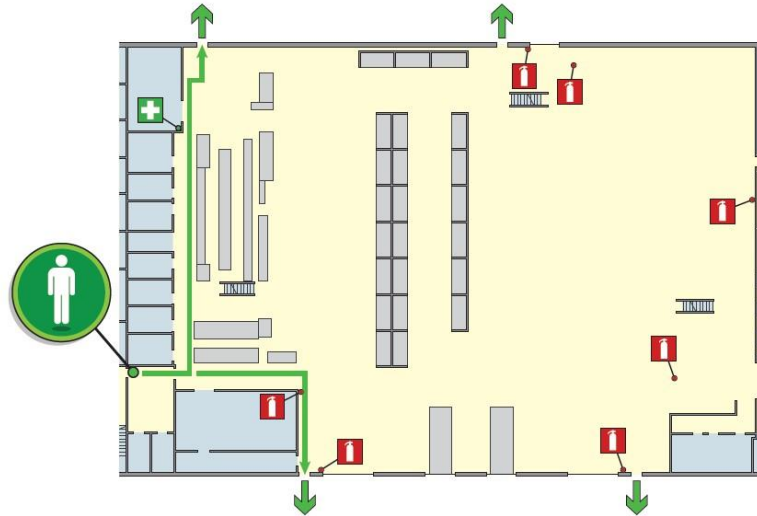
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit
-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit

## LEVEL 1

703 Bidwill, Fairbanks, AK



# EVACUATION PLAN

## IN CASE OF FIRE

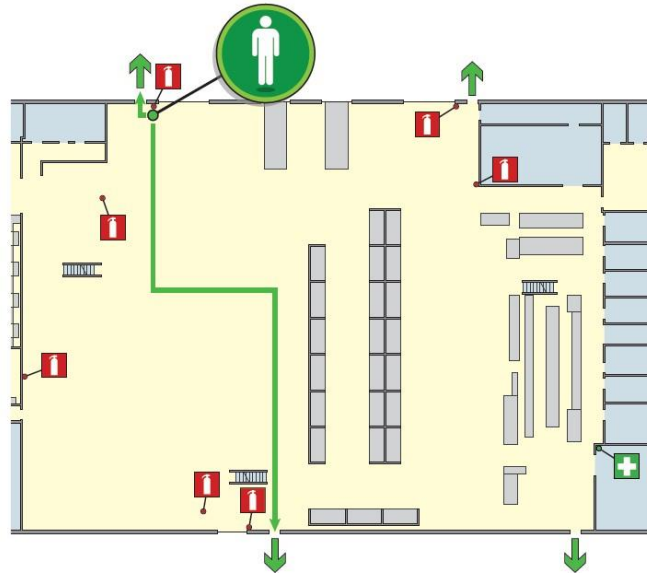
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit
-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit

## LEVEL 1

703 Bidwill, Fairbanks, AK



# EVACUATION PLAN

## IN CASE OF FIRE

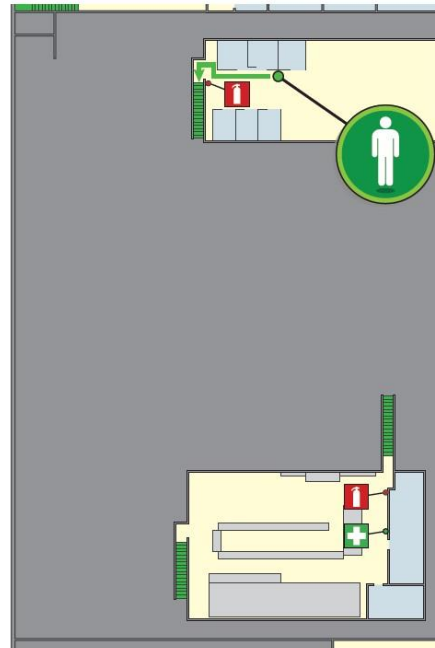
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit Stairs
-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit

## LEVEL 2

703 Bidwill, Fairbanks, AK



# EVACUATION PLAN

## IN CASE OF FIRE

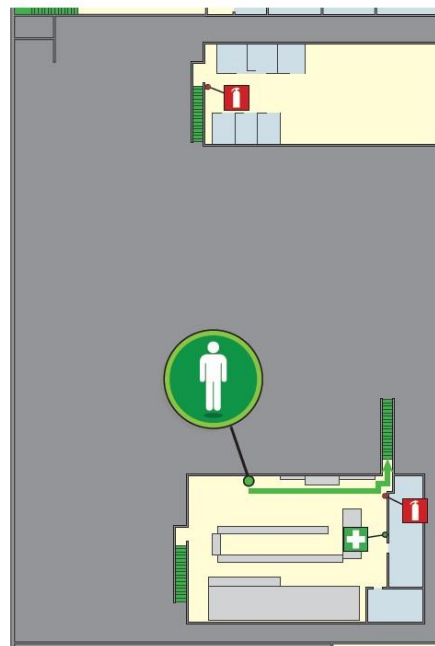
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit Stairs
-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit

## LEVEL 2

703 Bidwill, Fairbanks, AK





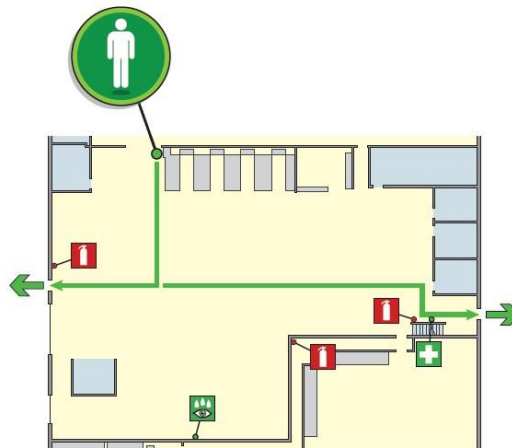
# EVACUATION PLAN

## IN CASE OF FIRE

1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit
-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit
-  Eye Wash Station



## LEVEL 1

705 Bidwill, Fairbanks, AK

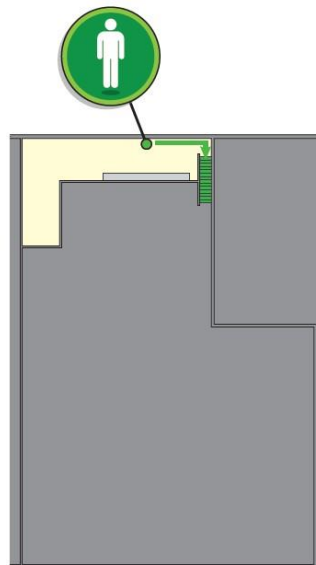
# EVACUATION PLAN

## IN CASE OF FIRE

1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit Stairs
-  Evacuation Route



## LEVEL 2

705 Bidwill, Fairbanks, AK

# EVACUATION PLAN

## IN CASE OF FIRE

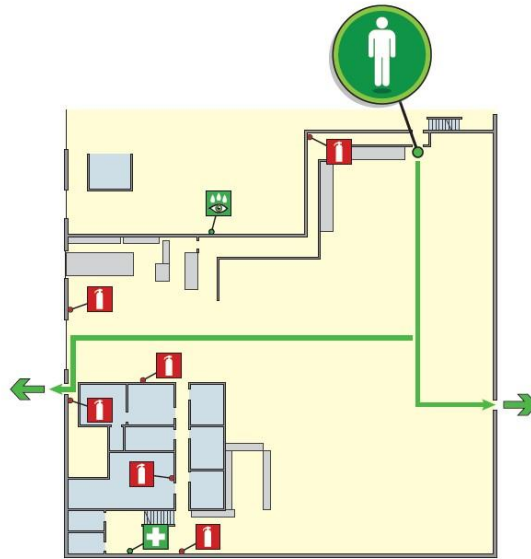
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit
-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit
-  Eye Wash Station

## LEVEL 1

707 Bidwill, Fairbanks, AK






# EVACUATION PLAN

## IN CASE OF FIRE

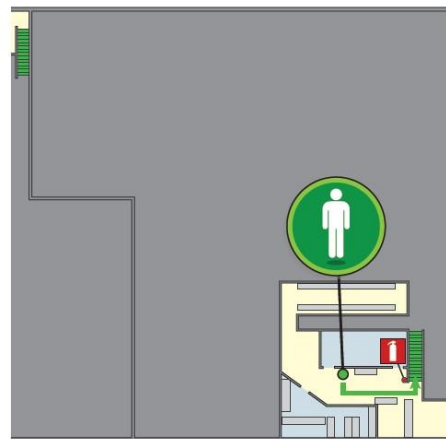
1. Evacuate the building following exit signs.
2. Notify the fire department by calling 9-1-1.

## LEGEND

-  You Are Here
-  Emergency Exit Stairs
-  Evacuation Route
-  Fire Extinguisher

## LEVEL 2

707 Bidwill, Fairbanks, AK



## Appendix B

### Suicide Prevention – Warning Signs of Suicide

Call 911 if you see or hear the following:

Someone threatening to hurt or kill him/herself or talking about wanting to die. Especially if the person has a weapon or other item to hurt him/herself.

Searching for ways to kill him/herself by seeking access to lethal means – whether that is online or physically in the moment of despair.

Someone talking, writing, or posting on social media about death and suicide when these actions are out of the ordinary for that person.

In addition, if you see or hear a co-worker exhibiting any of the following signs, please contact Human Resources immediately. The warning signs of suicide are indicators that a person may be in acute danger and may urgently need help.

#### Suicide Warning Signs:

- Talking about wanting to die or kill oneself;
- Looking for a way to kill oneself;
- Talking about feeling hopeless or having no purpose;
- Talking about feeling trapped or being in unbearable pain;
- Talking about being a burden to others;
- Increasing the use of alcohol or drugs;
- Acting anxious, agitated, or reckless;
- Sleeping too little or too much;
- Withdrawing or feeling isolated;
- Showing rage or talking about seeking revenge; and
- Displaying extreme mood swings

If you or someone you know is in crisis, call the Lifeline (USA) at 1-800-273-8255 or text SIGNS to 741741 for 24/7, anonymous, free crisis counseling.

### **CONFRONTATION DO'S**

- Be alert, stay calm, and assume a non-threatening manner.
- Visually determine if you can see whether the person has a weapon. If a weapon is present, and the person presents a threat, attempt to leave the area for personal safety.
- Listen closely to the person and be nonjudgmental.
- Let the person yell or talk their aggressions out.
- If you talk, talk low, slow, and repeat the points made by the person. Ask questions that solicit responses.
- If the person demands to see a supervisor keep them talking, in order to give Security time to respond.
- Have a purpose.
- Understand what the person is saying; ask them to explain their point. Deal with one point at a time.
- Look at things from their point of view, not yours.
- Get them to give you definite answers.
- Focus on today's event, not the past.
- After they have vented, give them a good alternative.
- State your side (This is what we need to do.)
- Use the "You're right, but. . . ." answers.
- Help them save face; it is their biggest concern.
- Be concerned about the individual's wellbeing.
- Your commitments must be perceived as sincere and believable.
- Think, assess risk, and stay in control of yourself.
- Think about your escape route and be prepared to take it.
- Keep your hands visible; avoid abrupt or sporadic movements.

### **CONFRONTATION DON'TS**

- Don't put your meanings or thoughts into their wants; always let them finish a thought.
- Don't tell them what you think they mean or explain your feelings.
- Don't demonstrate anger, argue, or counterattack.
- Don't shout or raise your voice.
- Don't believe you have to win an argument.
- Don't allow the person to drag you down emotionally.
- Don't attach personal meaning to insults that you may hear from the person.
- Don't try to be in control; they may feel that they've lost control and may seek to regain it through their actions.

## Appendix D - EMERGENCY INSTRUCTIONS FOR BOMB THREAT CHECKLIST

### Questions to Ask

1. When will the bomb explode?
2. Is there more than one device?
3. Where is it right now?
4. What does it look like?
5. What kind of bomb is it?
6. What will cause it to explode?
7. Did you place the bomb?
8. Why?
9. What is your address?
10. What is your name?

### Listen to the callers' voice and check any speech patterns that would apply:

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep	<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Crying	<input type="checkbox"/> Cracked voice	<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent	<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar

**Exact Wording of Threat** \_\_\_\_\_  
\_\_\_\_\_

**Background Noises** \_\_\_\_\_  
\_\_\_\_\_

<input type="checkbox"/> Street noises	<input type="checkbox"/> Factory	<input type="checkbox"/> Music	<input type="checkbox"/> Local
<input type="checkbox"/> Clattering dishes	<input type="checkbox"/> Animals	<input type="checkbox"/> House noises	<input type="checkbox"/> Long Distance

\_\_\_ Voices  
\_\_\_ PA System

Clear  
Static

\_\_\_ Motor  
\_\_\_ Office

\_\_\_ Other callers

Emergency Instructions for Bomb Threat Checklist  
Page 2

Attempt to establish:

Gender: Male \_\_\_ Female\_\_\_

Ethnicity or Accent: \_\_\_\_\_ Age: \_\_\_\_\_

Threat Language\_\_\_\_\_

\_\_\_ Well-spoken (educated)

\_\_\_ Incoherent

\_\_\_ Irrational

\_\_\_ Foul

\_\_\_ Taped

\_\_\_ Message read by caller

Call length \_\_\_\_\_ Your extension \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**REMAIN CALM!!** Immediately Dial 9-911. Notify your Supervisor but DO NOT tell other employees about this call.

## Appendix E - BIOLOGICAL/CHEMICAL THREAT CHECKLIST

### Questions to ask the caller:

1. What is your name?
2. When do you intend to release the agent and how?
3. Where exactly is the agent located right now?
4. How is the agent contained, and what does the container look like?
5. Exactly what kind of biological or chemical agent is it?
6. Did you personally place the container or release the agent?
7. Why did you do such a thing; what is your intent?
8. Do you know you could injure innocent people?
9. Is there any way to contact you?
10. What is your address and phone number?
11. Why would you want to hurt innocent people?  
-----

Attempt to establish:

Gender:    Male                      Female\_\_

Race:\_\_\_\_\_Age:\_\_\_\_\_

Listen for background noise and attempt to identify any noise or sounds.

Attempt to identify the caller's demeanor, voice, or attitude.

Is the caller familiar with the building, the complex, the business, or individuals?



## **Appendix F- Personal Protective Equipment (PPE) Program for Facilities Staff**

Personal Protective Equipment, including equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

### **INTRODUCTION**

1. The PPE Program has been developed to protect employees from the risk of injury by creating a personal barrier against workplace hazards. PPE is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety of employees. The PPE Program includes:
  - a. Employee responsibilities
  - b. Hazard assessment and PPE selection
  - c. Employee training
  - d. Record keeping requirements
  - e. This program has been written in accordance with requirements of the Alaska Department of Labor (ADOL) regulations in 8 AAC 61. 1010 and Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR Part 1910 Subpart I and 29 CFR Part 1926 Subpart E.
2. The intent of this program is to provide a safe work environment. All employees will be provided with the PPE required to safely perform their job. Any employee, who is required to wear PPE, will receive the training to properly utilize the equipment, understand its limitations, and learn how to maintain it.

### **RESPONSIBILITIES**

1. The Facilities Manager serves as the PPE program manager and has the following responsibilities for PPE:
  - a. Providing guidance for the selection and purchase of approved PPE
  - b. Periodically reevaluating the suitability of previously selected PPE
  - c. Conducting workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE
  - d. Providing appropriate PPE and making it available to employees
  - e. Ensuring employees are trained on the proper use, care, and cleaning of PPE
  - f. Maintaining records on PPE assignments and training
  - g. Supervising staff to ensure that the program elements are followed and that employees properly use and care for PPE
  - h. Ensuring defective or damaged equipment is immediately replaced
  - i. Ensuring that contractors and subcontractors comply with the PPE program

2. Employees are responsible for adhering to the requirements of the PPE program. This includes:
  - a. Wearing PPE as required
  - b. Attending required training sessions
  - c. Caring for, cleaning, and maintaining PPE as required
  - d. Informing the supervisor of the need to repair or replace PPE
  - e. Notify supervisors of any new workplace hazards that may require the use of additional PPE

#### PROTECTIVE DEVICES

1. PPE will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meets National Institute for Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards, which have been incorporated into the OSHA PPE regulations, as follows:
  - a. Eye and Face Protection ANSI Z87.1-1989.
  - b. Head Protection ANSI Z89.1-1986.
  - c. Foot Protection ANSI Z41.1-1991.
  - d. Hand Protection: there are no ANSI standards for gloves; however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.
2. Eye and Face Protection - Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or other individuals passing through an identified eye hazard area. To provide protection for these personnel, supervisors of such areas shall procure a sufficient quantity of goggles and/or plastic eye protectors that meet the ANSI specification.
  - a. Suitable protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, or vapors, bioaerosols, or potentially injurious light radiation.
  - b. Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
  - c. Side protectors shall be used when there is a hazard from flying objects.
  - d. Goggles and face shields shall be used when there is a hazard from chemical splash.
  - e. Face shields shall only be worn over primary eye protection (safety glasses or goggles).
  - f. For employees who wear prescription lenses, eye protectors shall either incorporate the prescription in the design or fit properly over the prescription lenses.
  - g. Protectors shall be marked to identify the manufacturer.

- h. Equipment fitted with appropriate filter lenses shall be used to protect against light radiation. Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
- 3. Head Protection - will be furnished to, and used by, all employees engaged in construction and other work where an overhead hazard exists. Engineers, inspectors, and visitors at construction sites must also wear head protection when hazards from falling or fixed objects or electrical shock are present.
- 4. Foot Protection - Safety shoes, protective foot caps or boots must be worn in work areas where material handling or other activities pose a hazard where heavy objects may fall onto or roll over worker's feet. Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees. All safety footwear shall comply with ANSI Z41-1991, "American National Standard for Personal Protection - Protective Footwear." Leather boots that are saturated with hazardous chemicals such as petroleum products cannot be cleaned and must be discarded.
- 5. Hand Protection - Suitable gloves shall be worn when hazards to hands from chemicals, cuts, lacerations, abrasions, punctures, burns, biohazards, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, durations of use, and hazards present. One type of glove will not work in all situations.

#### PROCEDURES

- 1. Hazard assessment - OSHA requires employers to conduct inspections of all workplaces to determine the need for PPE and to help in selecting the proper PPE for each tasks performed.
- 2. Selecting PPE - Once the hazards of a workplace have been identified, the Facilities Manager will develop a strategy for reducing the potential for identified hazards to affect employees.
- 3. Cleaning and maintenance - It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection.
- 4. Contaminated PPE - It is important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards.
- 5. Replacement - It is important that employees who use PPE are able to replace the equipment as it wears and ages. Replacement PPE will be available upon the presentation of old or worn PPE.

#### TRAINING

- 1. It is the responsibility of the Facilities Manager to ensure that all Facilities employees who must wear PPE identified during the hazard assessment have been trained to properly use, maintain, and inspect the PPE. The training shall include, but not be limited to, the following subjects:
  - a. When PPE is necessary to be worn
  - b. What PPE is necessary
  - c. How to properly don, doff, adjust, and wear PPE
  - d. The limitations of the PPE

- e. The proper care, maintenance, useful life and disposal of the PPE
2. After training, employees shall demonstrate that they understand the PPE Program and how to use PPE properly, or they shall be retrained. Also, should the employees change work areas or job descriptions or should new hazards become present in the workplace, the employees will be retrained. PPE refresher information should be a frequent topic for department meetings.

#### RECORD KEEPING

The Facilities Manager is responsible for maintaining the PPE hazard assessments and training records.

#### **General Guidelines For Choosing Personal Protective Equipment (PPE)**

**Table 1: Eye and Face Protection**

Source	Assessment of Hazard	Protection
IMPACT - Chipping, grinding, machining, drilling, chiseling, riveting, sanding, etc.	Flying fragments, objects, large chips, particles, sand, dirt, etc.	Spectacles with side protection, goggles, face shields. For severe exposure, use face shield over primary eye protection.
CHEMICALS - Acid and chemicals handling	Splash or Irritating mists	Goggles, eyecup and cover types. For severe exposure, use face shield over primary eye protection. Special-purpose goggles
DUST - Woodworking, buffing, general dusty conditions	Nuisance dust	Goggles, eyecup and cover types.
LIGHT and/or RADIATION Welding - electric arc	Optical radiation	Welding helmets or welding shields. Typical shades: 10-14
Welding - gas	Optical radiation	Welding goggles or welding face shield. Typical shades: gas welding 4-8 cutting 3-6 brazing 3-4
Cutting, torch brazing, torch soldering	Optical radiation	Spectacles or welding face shield. Typical shades: 1.5-3
Glare	Poor vision	Spectacles with shaded or special-purpose lenses, as suitable.

#### **1. Eye/Face Protectors**

- a. Safety Glasses - Protective eyeglasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc. Safety glasses are also available in prescription form for those persons who need corrective lenses.
- b. Single Lens Goggles - Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames. Single lens goggles

provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

- c. Welders/Chippers Goggles - These goggles are available in rigid and soft frames to accommodate single or two eyepiece lenses.
  - i. Welder's goggles provide protection from sparking, scaling, or splashing metals and harmful light rays. Lenses are impact resistant and are available in graduated shades of filtration.
  - ii. Chippers/Grinders goggles provide eye protection from flying particles. The dual protective eye cups house impact resistant clear lenses with individual cover plates.
- d. Face Shields - These normally consist of an adjustable headgear and face shield of tinted or transparent acetate or polycarbonate materials, or wire screen. They are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/biological splash.
- e. Welding Shields - These assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers' eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

## 2. Head Protection

Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object. Head protectors, in the form of protective hats, must resist penetration and absorb the shock of a blow. The shell of the protective hat is hard enough to resist the blow and the headband and crown straps keep the shell away from the wearer's skull. Protective hats can also protect against electrical shock.

- a. Protective hats are made in the following types and classes:
  - i. Type I - Helmets with a full brim
  - ii. Type 2 - Brimless helmets with a peak extending forward from the crown
  - iii. Class A - General Service, limited voltage. Intended for protection against impact hazards. Used in mining, construction, and manufacturing
  - iv. Class B - Utility service, high voltage. Used by electrical workers
  - v. Class C - Special service, no voltage protection. Designed for lightweight comfort and impact protection. Used in certain construction, manufacturing, refineries, and where there is a possibility of bumping the head against a fixed object.

## 3. Foot Protection

There are many types and styles of protective footwear and it's important to realize that a particular job may require additional protection other than listed here. Footwear that meets established safety standards will have an ANSI label inside each shoe.

- a. Steel-Reinforced Safety Shoes. These shoes are designed to protect feet from common machinery hazards such as falling or rolling objects, cuts, and punctures. The entire toe box and insole are reinforced with steel, and the instep is protected by steel, aluminum, or plastic materials. Safety shoes are also designed to insulate against temperature extremes and may be equipped with special soles to guard against slip, chemicals, and/or electrical hazards.
- b. Protective foot caps are metal slip on units with a strap to hold them in place. They are designed for temporary use and protect the toe and metatarsal area.
- c. Safety Boots offer more protection when splash or spark hazards are present:
  - i. When working with corrosives, caustics, cutting oils, and petroleum products, neoprene or nitrile boots are often required to prevent penetration.
  - ii. Foundry or "Gaiter" style boots feature quick-release fasteners or elasticized insets to allow speedy removal should any hazardous substances get into the boot itself.
  - iii. When working with electricity, special electrical hazard boots are available and are designed with no conductive materials other than the steel toe (which is properly insulated).

#### 4. Hand Protection

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. Gloves are available that can protect workers from any of these individual hazards or any combination thereof. Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use. Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The types of glove materials to be used in these situations include leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials.

- a. Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts. To protect hands from injury due to contact with moving parts, it is important to:
  - i. Ensure that guards are always in place and used.
  - ii. Before making repairs ALWAYS lockout machines or tools and disconnect the power.
  - iii. Treat a machine without a guard as inoperative; and
  - iv. Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and grinders.

- b. The following is a guide to the most common types of protective work gloves and the types of hazards they can guard against:
- i. Disposable Gloves. Usually made of lightweight plastic, can help guard against mild irritants.
  - ii. Fabric Gloves. Made of cotton or fabric blends are generally used to improve grip when handling slippery objects. They also help insulate hands from mild heat or cold.
  - iii. Leather Gloves. Used to guard against injuries from sparks or scraping against rough surfaces. They are also used in combination with an insulated liner when working with electricity.
  - iv. Metal Mesh Gloves. Used to protect hands from accidental cuts and scratches. They are used most commonly by persons working with cutting tools or other sharp instruments.
  - v. Aluminized Gloves. Made of aluminized fabric are designed to insulate hands from intense heat. These gloves are most commonly used by persons working molten materials.
  - vi. Chemical Resistance Gloves. May be made of rubber, neoprene, polyvinyl alcohol or vinyl, etc. The gloves protect hands from corrosives, oils, and solvents. When selecting chemical resistance gloves, be sure to consult the manufacturers' recommendations, especially if the gloved hand will be immersed in the chemical.

## **Appendix G- Electrical Safety (Facilities staff)**

### GENERAL WORKPLACE SAFETY

"Workplace" covers a broad spectrum of working which all depend on electricity and electrical systems for energy, control, communications and data for virtually every aspect of operations. Electrical accidents happen in all workplace environments, although the frequency or severity may vary.

### ELECTRICAL SAFETY PRINCIPALS

When planning and performing work on electrical systems/equipment, keep these principles in mind:

1. Plan every job and think about what could go wrong
2. Use the right tools for the job
3. Use procedures, drawings and other documents as tools to do the job
4. Isolate the equipment from energy sources
5. Identify the electrical shock and arc flash, as well as other hazards that may be present
6. Minimize the hazard by guarding or establishing approach limitations
7. Test before touch – be sure to test every circuit and every conductor, every time
8. Use PPE as a last line of defense in case something goes wrong
9. Be sure you are properly trained and qualified for the job

### CORD POWERED EQUIPMENT and TOOLS, CORDS and TEMPORARY WIRING

1. Protect flexible cords and cables from physical damage and check cords for cut, broken or cracked insulation
2. Keep slack in flexible cords to prevent tension on electrical terminals
3. Make sure the insulating qualities of a splice are equal to or greater than the original cord
4. Extension cords are for temporary use. Install permanent wiring when use is not temporary

### EQUIPMENT and TOOL GROUNDING

1. Verify that all three wire tools and equipment are grounded
2. Water, electrical equipment and power cords do not mix! Use GFCI protection in wet or damp environments
3. Ground exposed parts of fixed equipment that could become energized

### OTHER CONSIDERATIONS

1. Verify location of all buried or embedded electrical circuits before digging or cutting
2. Determine the reason a fuse operated or circuit breaker tripped before replacing or resetting
3. Know where your over current devices are (i.e. circuit breakers and fuses) so they can be easily and quickly reached in case of emergency
4. When replacing lamps and bulbs, verify replacement matches fixture requirement



## **Appendix H - Ladder Safety for Facilities staff**

Ladder accidents can result in serious injury - use them properly. This program does not apply to ladders that are specifically manufactured for scaffold access and egress.

### **LADDER SAFETY**

1. Ladders must be used only for the purpose for which they were designed.
2. Ladders must be inspected for visible defects on a periodic basis and after any incident that could affect their safe use. Check for cracked or damaged side rails, cracked, loose or missing rungs, steps or cleats. Inspect for damaged and loose, bent or broken hardware. (i.e. hinges, spreaders or extension locks). Ladders must be maintained free of oil, grease, or other slipping hazards.
3. Use the right length ladder for the job. Set up the ladder so that your objective can be reached easily. Never lean far out from a ladder in any direction placing yourself in an unsafe condition. The top or top step of a ladder must not be used as a step. Use a ladder tall enough to let you stand at least three steps from its top.
4. If using a stepladder, never use the top step.
5. When setting up a ladder, place it so the distance between the foot of the ladder and the base of the structure is approximately one-quarter of the distance from the base to the point of bearing.
6. Raise extension ladders to a vertical position (or against a wall) before extending and leave ample overlap between sections.
7. Set the ladder so that the side rails extend 3 1/2 feet above a top landing or roof line. When such an extension is not possible, the ladder must be secured, and a grasping device such as a grab rail must be provided to assist workers in mounting and dismounting the ladder.
8. When raising a long ladder, have someone hold the base if possible. Otherwise, tie the base or block it against something solid. A ladder extension must not deflect under a load that would cause the ladder to slip off its supports. Tie the ladder or have someone hold it if used where it is likely to shift, on roofs or high places.
9. Never use boxes or other makeshifts to increase the height of a ladder. Never set the ladder on loose or makeshift support.
10. Tools should never be left on a ladder unless tool holders are provided.
11. Ladders must not be loaded beyond the maximum intended load for which they were designed.
12. Always face the ladder and use both hands when climbing or descending. A worker on a ladder must not carry any object or load that could cause him/her to lose balance and fall.
13. Ladders must not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement. Slip-resistant feet must not be used as a substitute for the care in placing, lashing, or holding a ladder upon slippery surfaces.
14. Ladders must not be moved, shifted, or extended while in use.

15. Ladders must have nonconductive side rails if they are used where the worker or the ladder could contact exposed energized electrical equipment.
16. Ladders placed in areas such as passageways, doorways, or driveways, or where they can be displaced by workplace activities or traffic must be secured to prevent accidental movement or a barricade must be used to keep traffic or activities away from the ladder. If the ladder is placed before a doorway, lock the door or have someone guard it. It is important to protect the ladder base from traffic.
17. Cross bracing on the rear section of stepladders must not be used for climbing unless the ladders are designed and provided with steps for climbing on both the front and rear sections.

#### CLIMBING THE LADDER

Some important precautions to prevent ladder accidents are as follows:

1. Make sure the ladder is not defective.
2. Use a ladder with safety feet suitable for the floor or ground it stands on.
3. If the floor is slippery, tie the ladder at the base or have someone hold it.
4. When using a stepladder, make sure it is fully extended before clamping.
5. If the ladder is placed before a doorway, lock the door or have someone guard it. It is important to protect the ladder base from traffic.
6. If your shoes are muddy or otherwise slippery, clean them before climbing.
7. Be sure the ladder is placed at a safe angle against the wall or other solid backing; an angle of about 75 degrees with the horizontal is recommended.
8. Always face the ladder and hold on with both hands, whether climbing up or down. Three points of contact at all times is recommended.
9. Carry tools in suitable holders or have tools and all other objects hoisted with rope and bucket.
10. Step toward the ends of a step; do not place your weight in the center of a step.

#### WORKING FROM LADDERS

1. Use a safety harness if the type of work requires it.
2. It is dangerous to reach out too far from a ladder in any direction; move the ladder as work requires.
3. Do not use two ladders spliced together, get one long enough to reach the job
4. It is unsafe to use a ladder as a horizontal member of a scaffold.
5. When using ladders on roofs or other high places, lash them securely.
6. Do not work in a high wind.
7. Use extreme caution when using tools requiring great force to operate. If a tool slips, you could be thrown from a ladder

#### MOUNTING LADDER SAFTY DEVICES FOR FIXED LADDER

Mountings for rigid carriers must be attached at each end of the carrier, with intermediate mountings, spaced along the entire length of the carrier, to provide the necessary strength to stop workers falls.

1. Mountings for flexible carriers must be attached at each end of the carrier. Cable guides for flexible carriers must be installed with a spacing between 25 and 40 feet along the entire length of the carrier, to prevent wind damage to the system.
2. The design and installation of mountings and cable guides must not reduce the strength of the ladder.
3. Side rails and steps or rungs for the side-step fixed ladders must be continuous in extension.

#### STRUCTURAL DEFECTS

1. Portable ladders with defects such as broken or missing rungs, cleats, or steps, broken or split rails, corroded components or other faulty or defective components must immediately be marked defective, or tagged with “DO NOT USE” or similar wording and withdrawn from service until repaired.
2. Fixed ladders with structural defects such as broken or missing rungs, cleats, or steps, broken or split rails or corroded components must be withdrawn from service until repaired. Defective fixed ladders are considered withdrawn from use when they are:
  - a. Immediately tagged with “DO NOT USE” or similar wording
  - b. Marked in a manner that identifies them as defective
  - c. Blocked – such as with a plywood attachment that spans several rungs
3. Ladder repairs must restore the ladder to a condition meeting its original design criteria before a ladder is returned to use.