

Safety Orientation Piyaqquutailaqta "LET US GO WITHOUT INJURY"



AQ ROCKFORD

ArrowData BOWHEAD

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WWW.UICALASKA.COM

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Health, Safety, Environmental, Training (HSET) Department

Responsibilities:

- To ensure our employees are free from work place hazards and risks while on the job.
- Ensure our HSET Management System meets or exceeds state and federal standards to create a safe and successful work environment.
- Develop safety policies and training to ensure compliance with regulatory standards, company and contract requirements.





Safety Topics

This orientation will review the following OSHA and UIC safety topics:

- UIC Safety Culture
- Incident Reporting
- Stop Work Authority
- Controls & Evaluation
- Personal Protective Equipment
- Work Location Safety
- Fire & Emergency Exits

- Bloodborne Pathogens
- Hazard Communication
- Proper Lifting Technique
- Workstation Ergonomics
- Fall Protection
- Scaffolding

- Trenching & Excavation
- Lock Out/Tag Our
- Everbridge
- Drug & Alcohol Policy
- Safe Driver Policy







UIC Safety Culture



"UIC is committed to safety in all aspects of our business, because we value our employees and our reputation."

Delbert J. Rexford President & CEO, Ukpeabvik leupiat Corporation



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UIC Safety Culture

UIC strives to instill a culture of caring in the workplace.

The UIC Philosophy

We work for our families, our elders, our shareholders, our youth and those who have yet to be born.

Welcome to Our Journey Towards an Incident Free Work Environment

To achieve an incident free work environment, we need your commitment to help manage risk every day with every task.

Commitment is the action that you take to ensure we are incident free.

It takes our entire workforce to deliver an incident free work environment.



The success of our safety culture is *your responsibility* to conduct work in the safest manner, while being an example to others.

It is the responsibility of every supervisor to lead all projects and tasks with safety as the first priority, then ensure that all employees are safely and properly conducting those tasks.

Adverse conditions, such as a work related injury, illness or property damage, affect our safety culture, our employees, their families, the corporation, our clients, our sub-contractors, and visitors to or near our work areas.

Report all accidents and incident right away, no matter how trivial.



Incident Reporting

When an incident has occurred, what do you do?

- 1. Evaluate the situation.
- 2. Call 911 if immediate medical treatment is needed.
- 3. Notify your supervisor as soon as possible.
 - Supervisor will contact their supervisor and the UIC HSET Department.

24/7 UIC HSET Team Contact Information

Call: (855) 229-6567

Email: Incidents@UICAlaska.com

UIC HSET Department will assist with injury and illness incidents by coordinating medical care and processing documentation.

An employee who sustains a work related injury or illness must complete:
1. Employee Statement Form
2. Release of Medical Information Form
The supervisor is responsible for completing the Initial Notification of Incident (INOI) Form.
Return completed forms to the UIC HSET Department by COB the day of the incident.

* These forms are available from the UIC HSET Department.



Incident Reporting Signage



Verbal notification required to the HSET Department within 2 hours of incident

The Initial Notification of Incident Form must be submitted with in 24HRS of an incident occurring to <u>incidents@uicalaska.com</u> If you have any questions pertaining to the information or actions in this document contact your HSET Representative



Work Location Safety

While working at <u>any</u> location, whether in the field, construction site, technical area or office environment, there can always potentially be a hazard.

The following injuries and hazards occur and exist in all work locations:



- Slips, Trips & Falls
- Burns
- Sprains and strains
- Cuts and lacerations
- Back injuries

- Electrical hazards
- Fire hazards
- Poor housekeeping
- Equipment damage
- Adverse weather hazards





Be aware of your surroundings and report any hazard or issue to a supervisor immediately.



It is *everyone's* obligation to recognize and STOP any potentially hazardous work activity or situation.

• This includes any work activity that could result in bodily injury to employees and / or property damage.

Immediately report all hazardous situations to your supervisor.

Correct the issue right away if possible.

Contact the UIC HSET Department for consultation or assistance.





Controls & Evaluations

Hierarchy of controls is a system used to eliminate or minimize exposure to hazards.





Controls & Evaluations

Personal Assessment of Risk



- Where is the energy?
- How can I get hurt?
- How would that impact my family?
- Can I eliminate or manage the risk?
- Would I do it this way if I was being observed?

Job Hazard Analysis *(JHA)* Task Hazard Analysis *(THA)* Activity Hazard Analysis *(AHA)*

A technique that focuses on job tasks as a way to identify hazards before they occur. It connects the relationship between the worker, the task, the tools and the work environment. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level. This is a written process and should include all the people involved with the job or task.

Basic elements include:

- Task Descriptions
- Hazard Descriptions
- Hazard Controls



Lock Out / Tag Out

OSHA Standard for the Control of Hazardous Energy - Lock Out/Tag Out

Title 29 (CFR) Part 1910.147

The Lock Out/Tag Out Standard:

- Establishes the employer's responsibility to protect you from hazardous energy sources on machines and equipment during service and maintenance.
- The employer has the flexibility to develop an energy control program suited to the needs of that specific workplace.
- Requires employee training on the elements of the Energy Control Program (ECP) and OSHA standards related to lock out tag out.
- Requires the employer to:
 - Develop, implement, and enforce an ECP
 - Use lockout devices for equipment that can be locked out
 - Ensure that new or overhauled equipment is capable of being locked out
 - Develop, implement, and enforce a Lock Out Tag Out Program.





Lock Out / Tag Out

What is Lock Out?

A device that positively - prevents a machine from being started up or turned on, prevents machinery parts from moving, prevents equipment from becoming electrically energized, or blocks a pipeline, steam line or air line.



LOCKOUT



Types of Lock Out Devices Include:

- Electrical Lock Out
- Fluid & Gas Lock Out •
- Pipe Lock Out •
- Pneumatic Lock Out
- **Physical Barriers**

What is Tag Out?

The placement of a tag out device on an energy-isolating device to indicate that the energyisolating device and the equipment being controlled may not be operated until the tag out device is removed.



Falls are among the most common causes of serious work related injuries and deaths. UIC / Bowhead must set up the work place to prevent employees from fall hazards.

If you are involved in any of the below tasks, you must receive fall protection training prior to beginning work:

- •Use of Personal Fall Arrest Systems (body harness, lanyard, anchorage point)
- Aerial Lift / Scissor Lift operations
- Working on roofs
- Constructing multi-level projects
- Working on top of vessel / vehicles
- Tasks involving work on surfaces higher than 4 feet (6 feet in construction)



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mage from Memphite



*Image from Barclay

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Scaffolding

Job and project specific training will be provided for those working with scaffolds. Some key components covered are:

- Fall protection or fall arrest
- Guardrail height
- Crossbracing
- Midrails
- Footing
- Platforms
- Guarding ties & braces
- Capacity
- Inspections
- Erecting and Dismantling



All UIC employees who perform scaffolding activities will receive training in accordance with federal, state, and local requirements.



Trenching & Excavation

Dangers of Trenching & Excavation

- Cave-ins (most significant)
- Falls
- Falling Loads
- Hazardous Atmosphere's
- Mobile Equipment

Safe Trenching & Excavation Consists of:

Employee Protection, Inspection by a Competent Person, Use of Protective Systems, Safe Access & Egress, and adherence of all applicable Safety Rules and Regulations.

All UIC employees who perform trenching and excavation activities will receive training in accordance with federal, state, and local requirements.

Trench collapses cause dozens of fatalities and hundreds of injuries each year. - Federal OSHA 2017







Personal Protective Equipment

Personal Protective Equipment (PPE) are items to be worn as the last defense to minimize exposure to hazards that can cause injuries or illnesses.

It's your responsibility to properly wear, maintain, and select the appropriate PPE.

PPE includes, but is not limited to the following items:



- Hard Hat
- Gloves
- Safety Toed Shoes
- Traction Devices
- Protective Eye Wear
- Hearing Protection
- Various Types of Respiratory Protection
- Fall Protection Harnesses
- Face Shields
- Protective Clothing for Welding



Employees may be required to take additional training that is job and/or site specific.

Some examples are:

- Fall Protection
- Scaffolding
- Excavation & Trenching
- Confined Spaces
- HAZWOPER
- Forklift Operator
- Marine Safety
- Mine Safety





Hazard Communication and "...The Right to Understand"

Hazard Communication & Global Harmonization

It is the employer's responsibility to inform you of the hazards and available information for any chemicals that you may work with or potentially come in contact with.

This is done through training and access to Safety Data Sheets (SDS). (Formerly known as Material Safety Data Sheets or MSDS)

- An SDS is a document prepared by the chemical producer with information regarding the chemical or substance.
- Every chemical or substance has an SDS.



SDS are prepared in a uniform format and include the following 16 sections:

- SAFETY DATA SHEETS
- 1. Identification
- 2. Hazard(s) Identification
- 3. Composition/Information on Ingredients
- 4. First-Aid Measures
- 5. Fire-Fighting Measures
- 6. Accidental Release Measures
- 7. Handling and Storage
- 8. Exposure Controls/Personal Protection

- 9. Physical and Controls/Personal Protection
- 10. Stability and Reactivity
- 11. Toxicological Information
- 12. Ecological Information
- 13. Disposal Considerations
- 14. Transport Information
- 15. Regulatory Information
- 16. Other Information

Hazard Communication

Health Hazard Exclamation Mark Flame In addition to SDS, standardized labels include pictograms to alert Carcinogen Flammables Irritant (skin and eye) users of the chemical hazards. Pvrophorics Skin Sensitizer Mutagenicity Reproductive Toxicity Self-Heating Acute Toxicity (harmful) Respiratory Sensitizer Emits Flammable Gas Narcotic Effects Target Organ Toxicity Self-Reactives Respiratory Tract Organic Peroxides Aspiration Toxicity Irritant SAMPLE LABEL Hazardous to Ozone CODE Product Hazard Pictograms Product Name Layer (Non-Mandatory) Identifier **Company Name Gas Cylinder** Corrosion Exploding Bomb Street Address Supplier Citv State Identification Postal Code Country Emergency Phone Number Signal Word Danger Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Gases Under Pressure Skin Corrosion/ Explosives Keep away from heat/sparks/open flame. No smoking. Burns Self-Reactives Only use non-sparking tools. Use explosion-proof electrical equipment. Eye Damage Organic Peroxides Highly flammable liquid and vapor. Hazard Take precautionary measures against static discharge. May cause liver and kidney damage. Ground and bond container and receiving equipment. Statements Corrosive to Metals Do not breathe vapors. Wear protective gloves. Precautionary Do not eat, drink or smoke when using this product. Statements Wash hands thoroughly after handling. Flame Over Circle Skull Environment Dispose of in accordance with local, regional, national, international regulations as specified Supplemental Information and Crossbones (Non-Mandatory) **Directions for Use** In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO2) fire extinguisher to extinguish. First Aid If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated Fill weight: Lot Number: clothing. Rinse skin with water. Gross weight Fill Date Expiration Date: Aquatic Toxicity Acute Toxicity Oxidizers (fatal or toxic)

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Hazard Communication



All UIC / Bowhead employees have access to an online SDS management website called 3E Protect by Verisk 3E.

This site provides:

- Information on 7 million chemicals and substances.
- A centralized, customized inventory of each location's products.
- Ability to create and print specific labels.
- Instant support by phone or online.

*Please "Bookmark" this site to ensure SDS are readily available in the event of an emergency.



Hazard Communication

Instructions to access 3E Protect:

- 1. Click or go to this link <u>https://3eonline.com</u>
- 2. Select the "3E Protect SDS & Chemical Management Tool"



3. Enter the Username and Password: Username: bowhead Password: UICsds2020



*To begin exploring this site, simply click the card!



Bloodborne Pathogens

Bloodborne Pathogens are viruses or bacteria which are carried in blood and bodily fluids, and can cause diseases in people such as:

- Malaria
- Human Immunodeficiency Virus (HIV), which can become AIDS.
- Syphilis
- Zika
- Hepatitis A , B, C, D, E
 - Hepatitis B is very common, and currently has a preventative three shot series.
 - Hepatitis C is the most common chronic Bloodborne infection in the U.S.
 - Hepatitis D and E are primarily spread through fecal matter.



To prevent exposure to a Bloodborne Pathogen, use these

Universal Precautions:

- Place a protective barrier between your skin and the blood or bodily fluid.
 - Use gloves (latex or medical), eye protection, face mask (if available) and cover any open or broken skin.
- When disposing of the materials (PPE, bandages, etc.) ensure they are placed in a separate garbage bag. Do not place them in the regular trash.
- Wash your hands and any potentially exposed areas with soap and water after all clean-up or medical assistance is completed.

Bloodborne Pathogens



Again, exposure to a bloodborne pathogen occurs when contact is made between:

- Blood to blood
- Blood to body fluid
- Body fluid to body fluid
- Blood to open cuts, abrasions, or broken skin
- Blood or body fluid to the eyes, nose, and mouth.

If blood or body fluid exposure occurs:

- Immediately wash all exposed areas with soap and running water.
- If contact is made with the eyes, thoroughly flush for 15 minutes.
- Notify your supervisor and the UIC HSET Department as soon as possible.
- Record how the exposure occurred on an Employee Statement Form.
- The UIC HSET Department will direct you to seek medical attention.



COVID-19 (Coronavirus)

Take steps to protect yourself



Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- · Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for <u>people who are at higher risk of getting</u> <u>very sick</u>.



Clean and disinfect

- Clean AND disinfect <u>frequently touched</u> <u>surfaces</u> daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.



• **Stay home** if you are sick, except to get medical care. Learn <u>what to do if you are</u> <u>sick</u>.

Cover coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

The information in this document is provided by the UIC HSET Department and follows the US CDC (Center for Disease Control) guidance.





COVID-19 (Coronavirus) Cont.

If you suspect that you have been exposed to COVID-19 (Coronavirus),

follow the four steps below:

#1 Self-quarantine and self-monitor for 14 days from the time

of your initial suspected exposure.

#2 Notify your Supervisor and the HSE Dept. at

hse@bowheadsupport.com or incidents@uicalaska.com.

#3 If you get sick with a fever, cough, or have trouble

breathing, contact your local health department.



#4 Prior to returning to work, provide your supervisor with a <u>Fitness for Duty / Return to Work</u> note obtained through your Primary Care Provider.

Note: If you need to seek medical care for other reasons, such as dialysis, call ahead to your doctor and inform them of your suspected recent exposure.



Fire & Emergency Exits

Emergency Response & Emergency Exit Preparedness

While at your work location, take a few minutes to orient yourself with the facility and find the following items:

- Emergency exits.
- Fire extinguishers.
- Fire alarm pull stations.
- Where emergency rally points are located.
- Become familiar with the halls and walkways.
- Where emergency stairs exit the building.
- Find your work location's first aid kit.

How you can assist prior to an emergency?

- Help keep emergency exits free of clutter.
- Keep hallways and work areas clear of all objects.
- Report safety issues and concerns to a supervisor.
- Participate in emergency drills and training.





Fire & Emergency Exits cont.

When a fire alarm is activated you should:

- Stay calm, do not panic.
- Locate the nearest emergency exit, walk to that exit and leave the building.
 - * Do not use elevators if your work location has them.

First to notice a fire:



- First pull the fire alarm and then notify the rest of the people around you of the fire.
 - * Early warning and notification is important in building evacuation.
- If you have been trained, attempt to extinguish the fire with a charged and ready to use a fire extinguisher.
- Ensure the fire is completely out, if not evacuate immediately.





How to Use a Fire Extinguisher? Think of the acronym PASS:



Pull the secure tag and the pin.
Aim the nozzle at the base of the fire.
Squeeze the trigger or handle.
Sweep from side to side until the fire is extinguished completely or the extinguisher has completely discharged.

NOTE: If the fire is not fully extinguished, exit the room while facing the fire. Never turn your back on the fire. CLOSE THE DOOR to contain the fire, and exit the building.





everbridge*

Everbridge / UIC Alert is a mass notification contact management system that allows UIC to send a message to notify you of an event that effects you.

Events that may initiate a message to be sent include:

- Natural Disasters
 Crime
 - Flood Hurricane Snow/Ice Storm Earthquake

Active Shooter Workplace Violence

• Major Events Fires/Evacuations Pandemics

System Outages

Routine

IT Systems Power Email server Phone Water Tests/Drills Employee policy updates Insurance/Open enrollment Planned service interruptions Business operations

An automated message can be sent to you as:

• E-mail

- Cell phone call
- Landline telephone call
- Text message to cell phone



Everbridge

A message can be sent to both work and personal forms of communication. * The personal contact information contained in Everbridge is what you provide to HR. Please contact HR if the information needs updating.

This image illustrates how a message flows from one form of communication to the next.



When you receive a message you must <u>confirm receipt</u> as directed in the message. If you do not, another message will be sent to you.

Proper Lifting Techniques



A few simple rules to follow when lifting objects:

- Evaluate if a box or item is too heavy for you by moving it slightly around or pushing it. If it readily moves, it's reasonable that you can safely lift it.
- Remember to use the "buddy system" to assist with heavy (40 lbs.+), awkward, or long item lifts.
- Use mechanical assistance such as a hand truck, pallet jack or office cart.
- Do not reach to the side or lift while twisting.

When you are lifting use the following methods:

- Keep a wide base of support.
- Either squat or kneel on one knee.
- Grasp the object on either side or top and bottom.
- Pull the object close to your chest and prepare to stand-up.

KEY POINT - Before standing up, lift your chin so you are looking straight ahead, **Do Not Look Down**. Stand-up while looking straight ahead. This allows you to use your thighs and not your lower back muscles.





Workstation Ergonomics

If you have any continuous or reoccurring pain while working at your station, **contact your supervisor** and they will contact the UIC HSET Department to schedule an ergonomic evaluation.



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Drug & Alcohol Testing

UIC Drug & Alcohol Testing Program

UIC has a ZERO tolerance policy.

The substance abuse program includes the following circumstances under which testing may be conducted:

•

Sweep

- •
- Pre-employment Reasonable suspicion
- Post accident •
- Random •



You must notify your supervisor, before beginning any work, if you are taking any medication or drug that may interfere with the safe and effective performance of your job duties.

*An electronic copy of the entire policy is available upon request.



UIC Authorized Driver

UIC Safe Driving Auto Policy & Procedures

To drive a UIC, rented, leased, client, or personally owned vehicle for company business, employees will be included in the UIC Authorized Driver Program and must:

- Be designated as a driver by direct supervisor.
- Complete a Disclosure & Release Form.
- Complete online training.
- Receive UIC Auto Insurance Packet

Additional policy elements include:

- Drive within the laws of each state and the federal government.
- Seat belts will be worn by all occupants at all times.
- Never drink and drive.



- Cell phone and hands-free device use shall be in accordance with federal, state, and local regulations.
- Report all vehicle incident that occur while conducting company business.
 - Written notice to the HSET Department is required within 24 hours of the incident occurring.

*An electronic copy of the entire policy & procedure is available upon request.



Conclusion

Any Questions or Concerns?

Please feel free to contact the HSET Department, 24 hours a day, 7 days a week.

Name	Company / Location	Direct	Mobile	
Christopher Monetta	UIC Virginia	(703)562-0334	(540)656-0740	
Michelle McCov	UIC Anchorage	(907) 677-5291	(907) 223-4087	
, Bernice Ovagak	UIC Barrow	(907) 852-7469	(907) 227-1310	
Arana Danner	UIC Science Barrow	(907) 852-7050	(907) 367-3912	
24 / 7 Duty Manager		(855) 229-6567	(,	



For HSET News & Announcements, Frequently Requested Documents, and External Links, visit the Employee Portal at: https://www.uicportal.com/Pages/Home.aspx



Quyanaq ~ Thank You