

Clear Creek Baptist Bible College
Work-Study/Work-Ship

Employee Handbook

&

Worker Safety Guidelines

Financial Aid Office

*“Whatever you do, work heartily,
as for the Lord and not for men”*

Colossians 3:23

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CCBBC EMPLOYEE HANDBOOK

WORK-STUDY/WORK-SHIP EMPLOYEE HANDBOOK PROGRAM POLICY

PURPOSE

From its inception Clear Creek has sought to serve the needs of its students in every possible way. The work-study/work-ship program exists as an integral function of the operation of the college and of the college's objective to prepare God called men and women for the ministry to which He has called them.

The program is designed to provide employment for students with financial need as established by the guidelines set forth in the Handbook provided by the Department of Education.

PRINCIPLES

Workers are to be guided by Biblical principles in their employment and conduct on the job. Every worker is expected to contribute a full and meaningful effort for the hours he or she is at work plus having a good attitude is extremely important.

The Bible has much to say about the way we perform our various duties. We are to work joyfully and with a willing spirit, without murmuring or complaining. The manner, in which an employee does his work says a lot about him or her as a person.

II Thessalonians 3:6-12 should serve as an example for us.

"In the name of the Lord Jesus Christ, we command you, brother, to keep away from every brother who is idle and does not live according to the teaching you received from us. For you yourself know how you ought to follow our example. We were not idle when we were with you, nor did we eat anyone's food without paying for it. On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. We did this, not because we do not have a right to such help, but in order to make ourselves a model for you to follow. For even when we were with you, we gave you this rule: 'If a man will not work, he shall not eat.' We hear that some among you are idle. They are not busy; they are busybodies. Such people we command and urge in the Lord Jesus Christ to settle down and earn the bread they eat."

Colossians 3:22-24 is another passage fitting the work environment. J. B. Phillips translates it, "Whatever you do, put your whole heart and soul into it, as unto work done for the Lord, and not merely for men, knowing that your real reward, a heavenly one, will come from the Lord, since you are actually employed by the Lord Christ, and not just by your earthly master."

Proverb 18:9 says,

"One who is slack in his work is brother to one who destroys." (NIV)

Obviously, there is a relationship between employer and employee, which is to be maintained.

Colossians 4:1 says,

"Remember, then, you employers, that your responsibility is to be fair and just toward those whom you employ." (J. B. Phillips)

The **Federal Work-Study Program** provides only part of the funds for Clear Creek's Work-Study program, but most of the funds come from the college itself.

The work-study program is available for eligible student workers, but only during the semesters and they automatically fall under the work-ship program during the summer months.

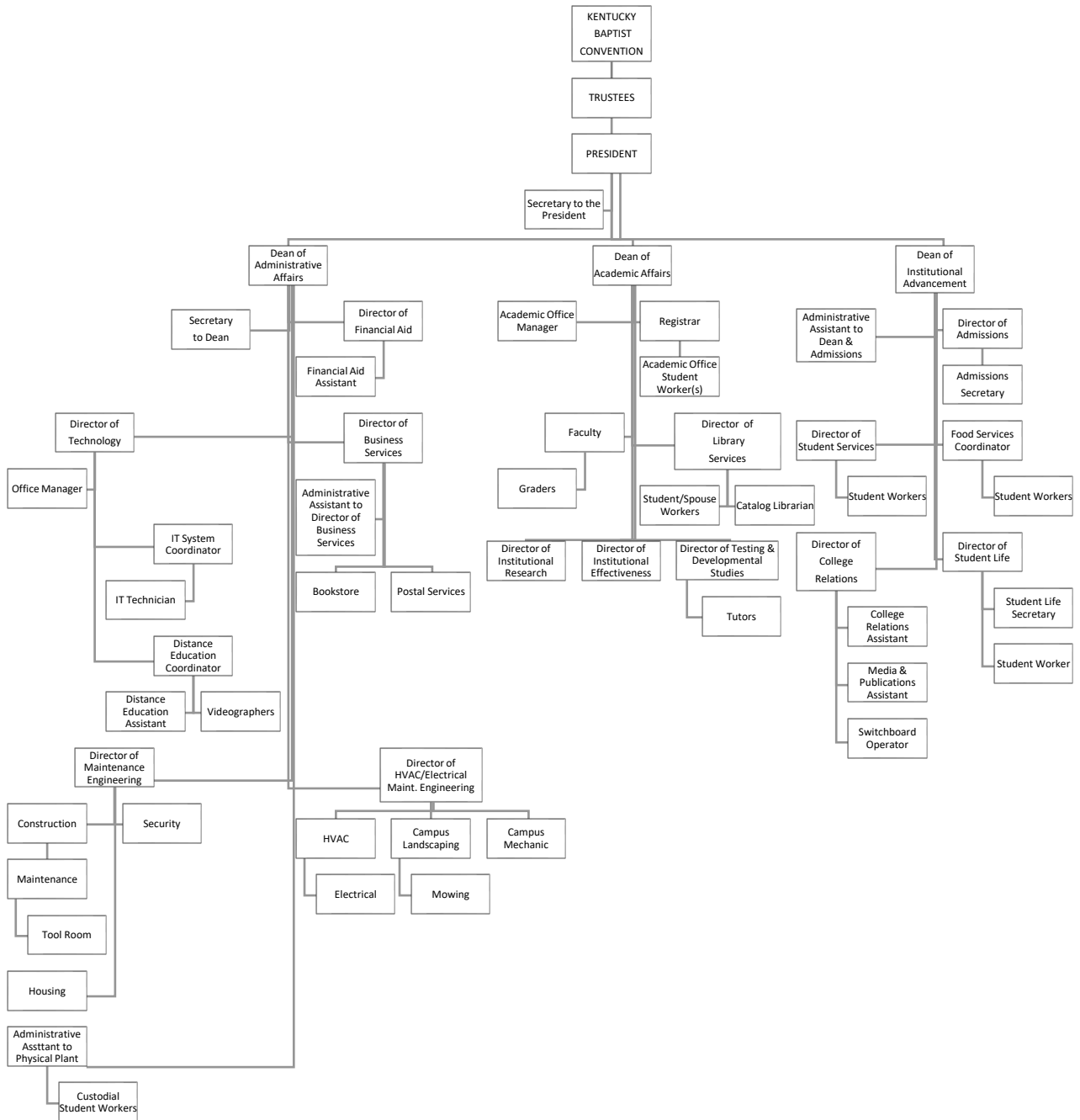
The work-ship program is available for non-student workers and for student workers that are ineligible for the work-study program.

Clear Creek will endeavor to treat student workers fairly and with respect. At all times we will attempt to set a proper example of servant leadership.

ORGANIZATIONAL CHART

Organization is the patterns of relationship between the human resources of the organizations. It maps the lines of responsibility and work assignments. *Organizational Chart for CCBBC (Revised – March 2019)*

Clear Creek Baptist Bible College can be described by the following organization chart:



WORK-STUDY/WORK-SHIP HOURLY EMPLOYMENT APPLICATION PROCESS

Employment is offered at Clear Creek Baptist Bible College under the Work-Study/Work-Ship Program and is handled by the Financial Aid Office.

When the Financial Aid Office is notified of a job opening, the position is properly posted. The job openings are emailed to campus students; posted on the bulletin board in the Foxes' Den and are posted on Clear Creek's Student Life Facebook page.

Clear Creek offers a variety of campus jobs and attempts to provide as many employment opportunities as we can for students and their spouses. Therefore, anyone desiring employment must complete an employment application at <https://www.ccbbc.edu/admissions/financial/work-study>.

Once the employment application has been submitted, the interested applicant can then contact the Financial Aid Assistant to apply for an on-campus job and have their application forwarded for review and a possible interview.

Unfortunately, Clear Creek is not able to employ all applicants and therefore, you may also want to inquire about employment in the local communities as well.

HOURS

The Work-Study/Work-Ship Program is designed to give an average of 20 hours of meaningful employment per week during school semesters and a maximum of 29 hours as required by their Director/Supervisor during the summer. The hiring Director/Supervisor determines the hours according to the need of the job. Some positions may be less than 20 hours, and at times some may require more. Employees are expected to work the hours that are established by their Directors. Any deviation from the agreed upon time must first be approved by the individual Director/Supervisor. Failure to do so could jeopardize one's job. Employees are not allowed to save up hours from week to week. Therefore, there is no comp time because of Federal Labor Laws.

Each employee is responsible for clocking themselves in & out on the time clock and are to clock out for lunch except for special occasions. If an employee is found clocking someone else in or out it can be cause for termination.

HIRING

The following process is to ensure consistency in hiring for the work-ship/work-study positions and *is to be strictly followed due to liability issues and worker's comp regulations*. **THE INDIVIDUAL THAT IS BEING HIRED CANNOT BEGIN WORK UNTIL THE HIRING PROCESS IS FULLY COMPLETED.**

Clear Creek attempts to employ at least one member from a family household before hiring additional members from the same household. *Unfortunately, Clear Creek is not able to employ all applicants.*

The individual that is being hired is required to complete their portion of the hiring process in the Financial Aid Office. Documents needed are...

- 1) **Notification of Employment form** from the hiring Director/Supervisor, which should include – the CCBBC mailbox number and student e-mail address and/or home e-mail address for employee paystubs notification.
- 2) **Driver's license** or picture ID and a
- 3) **Blank voided check** – is required for direct deposit.

In the Financial Aid Office, the individual will fill out the necessary **Tax Withholding Forms** and will be given an Employee Handbook. After all the information is compiled together the Financial Aid Office will forward it for processing. Remember, that the Hiring Process Is **NOT COMPLETE until** all paperwork has been completely processed throughout the institution. Once fully completed, the Director/Supervisor will be notified that the new employee is ready to begin work.

The individual will need to contact the hiring Director/Supervisor prior to beginning work to go over the Employee Handbook and get his/her work hours and duties.

****CCBBC values...faithfulness...longevity...and loyalty for each employment position, therefore, each employee is expected to abide by the Policies and Procedures in the Employee Handbook.**

PAY RATE

Clear Creek begins all hourly employees at the federal minimum wage, which is currently \$7.25/hr.

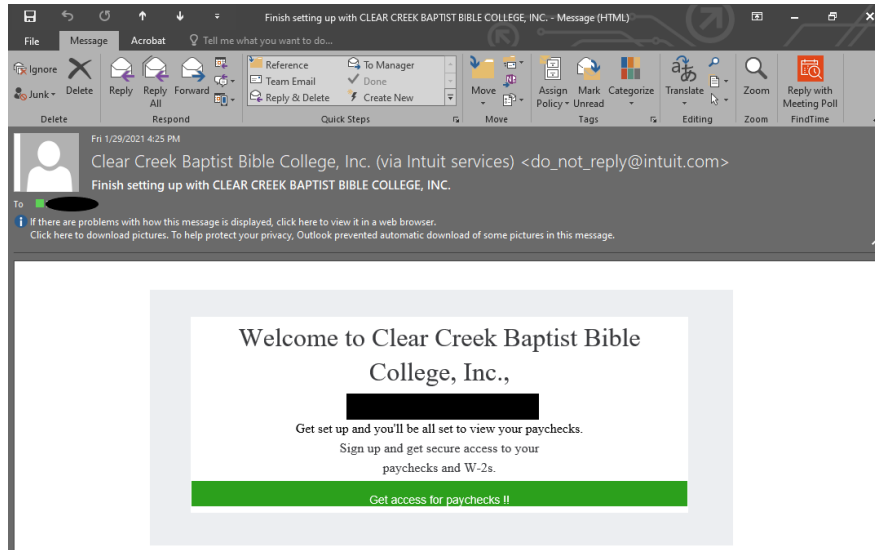
PAYROLL SCHEDULE

All employees are paid twice a month. Paychecks are normally issued on the 15th and 30th of each month. However, on the occasion the payroll date falls on the weekend, paychecks are issued the Friday prior.

PAYCHECK STUBS & W-2'S

Tech Short | View Your Paychecks and W-2s in Intuit Workforce

You will receive an invite via email from Business Services that will look something like the image below. When you click on the green "Get access for paychecks !!" box you will be prompted to create user credentials for your new account.



Once your employer has invited you to QuickBooks Workforce and [you've set up your account](#), you can view your paychecks, W-2s, and other employment info such as your home address and bank account info.

GET YOUR PAY STUBS

1. Set up your Workforce account if you haven't before.
2. Sign in to workforce.intuit.com.
3. Select **Paychecks**.
4. Select the appropriate date range. You can view multiple paychecks up to one year at a time.
5. Do one of the following.
 - Select **Download** on the pay stub you want to download
 - Select a pay stub to open and view, download or print it
 - If you see a **Download all** button below the paycheck list, select that to download all of your pay stubs at once (this is not available for everyone)

SEE YOUR YEAR-TO-DATE PAY AND PERSONAL INFO

Your **Paychecks** screen instantly gives you more info that matters to you.

- **Year to date:** Know your year-to-date gross and net pay, withholding, and deductions at a glance.

Select **Profile** to see your personal, bank and tax info. If any of this information is incorrect or needs to be changed, let your employer know so they can update it.

GET YOUR W-2S

You can view your W-2 copies B, C, and 2 from the W-2 screen. For added security, you might have to verify your phone number or some of your personal info first.

1. Go to **W-2** menu.
2. Select the W-2 copy that you want to view or download (and then print).

What if you don't see your W-2s? You'll see your W-2s as soon as your employer makes it available before January 31st. Contact your employer if you need your W-2 from previous years.

PAYROLL DEDUCTIONS

If an employee would like to do a payroll deduction to have money withheld from their paycheck each pay period to help pay their out-standing balance on their student account, they can fill out a Payroll Deduction Form with the \$ amount to have withheld and have the funds placed directly on their student account.

Payroll Deduction Forms are available in the Financial Aid Office.

EMPLOYEE PROBATIONARY PERIOD

EACH EMPLOYEE IS SUBJECT TO A 6-WEEK PROBATIONARY PERIOD, in which, the new employee will be monitored for satisfactory performance. If, during this time, the employee is not able to meet minimum job requirements or progress satisfactorily, he/she may be terminated from that position.

BREAKS

If an employee is working a 4-hour shift he/she may take one 15-minute break after two hours of work. If the employee is working an 8-hour shift he/she may take a 15-minute break two hours after the start of work and again two hours after completing lunch. Break times may have to be flexible as required by the work schedule. If an employee is working two hours or less he/she is not entitled to a break.

WORK ATTIRE

Employees should dress appropriately for the job they perform. Concern should be shown as to the area in which one will be working and whether they will be encountering visitors. Safety and personal witness are primary concerns. The Director will be the final authority in determining acceptable dress in each area.

NOTICE OF RIGHT TO PARTICIPATE IN 403(B) PLAN

To: ALL EMPLOYEES OF CLEAR CREEK BAPTIST BIBLE COLLEGE

From: OFFICE OF THE DEAN OF ADMINISTRATIVE AFFAIRS

Re: *Notice of your right to participate in the 403(b) Retirement Plan of Clear Creek Baptist Bible College*

In compliance with the 403(b) regulations, we are pleased to notify our employees of the availability of a 403(b) plan in which salary reduction contributions can be made.

Eligible employees are permitted to submit Retirement Contribution Agreements to the office of the Dean of Administrative Affairs. The requested salary reduction contributions will begin on the 15th day of the month payroll period following receipt of the Retirement Contribution Agreement.

If interested you must contribute more than \$200 per year. You may obtain Retirement Contribution Agreements in the office of the Dean of Administrative Affairs.

Please be sure to consult with your legal or tax advisor before participating in the 403(b) plan. Clear Creek Baptist Bible College does not provide tax or legal advice.

TENURE PAY INCREASE

CCBBC values the faithfulness, longevity and loyalty from every employee and therefore offers hourly employees an opportunity to earn a pay rate increase based upon the tenure of their employment.

All Hourly Employees who are continually employed in the same position will receive a tenure pay increase after every 520-clock hours worked. The first pay increase amount will be \$0.25/per hour, and all tenure pay increases following will be in the amount of \$0.20/per hour. The maximum an hourly worker can earn per hour will be \$8.90.

If an employee is terminated for any reason and is rehired, their wage begins back at the current minimum wage rate. Also, if an employee requests a job transfer from one department to another, they DO NOT carry their current pay rate to the new position, they begin back at Federal Minimum Wage. Once the employee reaches the 520-clock hours in that position he/she will then be eligible to receive the Tenure pay rate increase.

The Financial Aid Office keeps track of hourly employee clock hours. When an employee has reached 520 clock-hours their Director/Supervisor is notified. After approval, the paperwork is submitted for processing.

VACATION AND VACATION PAY

HOURLY EMPLOYEES WHO HAVE EARNED VACATION TIME MUST TAKE THE TIME OFF WITHIN 12-MONTHS OF THEIR NEXT ANNIVERSARY DATE OR LOSE THEIR VACATION PAY.

Hourly employees are allowed one week of vacation (paid for by the Institution) for every 12 consecutive months of employment. Vacation time is based on working 12 consecutive months from the employee's hire date and is not eligible until he/she has completed those 12 consecutive months of employment. The hours for which a student receives vacation pay is based upon the average hours worked during those 12 months. See your Department Director/Supervisor for more information.

The only exception to the above policy is...with the Director's approval, an employee may take vacation after nine months of work. Any employee who takes vacation after nine months will be expected to finish his or her year of employment. Failure to do so would require reimbursement of one week's vacation pay.

Employees who resign prior to 12 consecutive months of employment ARE NOT ENTITLED to any vacation pay. After one year of employment, if an employee resigns, his/her vacation pay will be prorated.

PRORATED EXAMPLE: If an employee worked 1 full year with an average of 15-hours a week and then resigns 3-months after the 1-year anniversary date, divide 3-months by 12-months. Therefore, the employee has earned 25% of the average weekly hours. 15-averaged hours x 0.25 = 3.75 hours of prorated vacation time for the current year. EXAMPLE: 3 ÷ 12 = 25%, 15 x 0.25 = 3.75 hours of prorated vacation time for the 3-month period.

CHILDREN/SPOUSES IN THE WORKPLACE

Every job is to be performed in a professional manner. Therefore, **at no time are children and/or spouses permitted to be on the job with an employee.** Parents who have children on the job will be asked to take or send the child home. Not only are other people distracting to employees but also many times are in harm's way when visiting an employee. It is for the safety of the children/spouses that we do not allow them to stay in the workplace while the employee is on the job. Repeated instances could be cause for dismissal.

CELL PHONE USE GUIDELINES

Professional behavior includes the professional use of technology. At times the use of technology is appropriate in the work place. However, personal use of cell phones is not allowed when you are on the clock. Please turn off your phone or put it on "mute". In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks.

The following are Clear Creek's basic guidelines for proper employee cell phone use during work hours.

- Never use a cell phone while driving.

- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.

We realize that cell phones are a great tool for our employees when used appropriately. You may use your cell phone:

- To make or receive work-related communication in appropriate places and situations.
- To schedule and keep track of appointments.
- To keep track of work tasks and/or work contacts.

We understand that life happens. So, if you have an urgent reason to leave your phone on, such as a medical or other serious need, please inform your Director/Supervisor. Improper use of your cell phone may result in a disciplinary action. Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in termination of employment.

ACCIDENT REPORTS

Workers' Compensation notice(s) must be posted in a **conspicuous place**. Please make sure each employee in your department/office reads this notice to make him/her aware of procedures in the event of an accident while at the workplace.

If an employee is injured on the job, see your Director/Supervisor **immediately** and he/she **must fill out a WC First Report of Injury or Illness** form, turn it in to the Business Office and obtain a proof of WC insurance letter to present to the ER or doctor at the time of treatment. The form must be completed and turned in even if the injured **doesn't immediately seek medical treatment**. The *WC First Report of Injury or Illness* forms and proof of WC insurance letter have been emailed to each supervisor but can also be obtained from the Business Services Office.

ABSENTEEISM AND TARDINESS

Every job is important and carries responsibility. Work-Study/Work-Ship earnings are not considered a grant or a gift. All positions are meaningful places of contribution and should be considered as such.

Employees are expected to work the hours assigned to them. Unless given specific permission by their Director/Supervisor, students should begin promptly at their starting time and quit promptly at quitting time. Excessive absenteeism or continual tardiness will be grounds for termination, see "Termination of Employment".

****NOTICE - - Term Papers, Homework, Quizzes or Exams are Unsatisfactory Reasons for Missing Work!**

Should an employee be unable to work his/her normal hours for any reason, notice should be given to the Director/Supervisor as far in advance as possible. A doctor's excuse is not normally required for sickness, but if absences become excessive, they may require a doctor's excuse. Directors, and Supervisors are responsible for finding replacement workers should an employee be absent.

EVALUATIONS

At the beginning of employment each employee might be asked to sign a work agreement, this is at the discretion of the hiring Director/Supervisor. This agreement will remain in effect until changes in job descriptions, number of hours worked, etc., necessitate a new work agreement. Once a year, the Director/Supervisor will give their employees an evaluation. This is an excellent time for the employee to discuss his/her performance and any problems he/she may experience in the workplace.

Should an employee be found not to have the ability to perform the assigned task, he/she will be given a two weeks' notice of termination and one week of severance pay. Severance pay will be given only for inability to perform the task. Other reasons for termination, as stated under "Termination of Employment" below, will not be grounds for the granting of severance pay.

EXCELLENCE IN WORK AWARD

The Work-Ship "Excellence in Work Award" luncheon is a time set aside each year to recognize and give thanks to all our student/spouse employees' excellent work throughout the year. It is a wonderful time of food, fellowship, and focus on the Word of God.

Each year during this celebration, we recognize two employees that are selected by the CCBBC faculty and staff for their hard work and diligence throughout their time here as valuable employees. The two award winners will each receive: a certificate, a check in the amount of \$125.00 and one extra week of paid vacation.

The criteria by which an employee is selected is as follows:

- * Dependability – can be counted on; promptness
- * Pride in work – Work as if their signature was inscribed on every job. Works for others, as they want someone to work for them.
- * Helpfulness – sensitive in ways to help others, even beyond the expectations of a job description.
- * Cooperation – is a team worker; an encouragement to other employees.
- * Attitude – doing "all for the glory of God"; absence of negative spirit about the college and co-workers.
- *-* ((Special consideration should be given to those employees with Longevity.)

There are two winners, but only one winner per division.

Division #1- Academics, Admissions, Business Services/Bookstore, Christian Service, Colleague Relations, Distance Education, Institutional Advancement/Development, Library, and Technology.

Division #2- FLCC, Kelly Hall, Food Services and Physical Plant

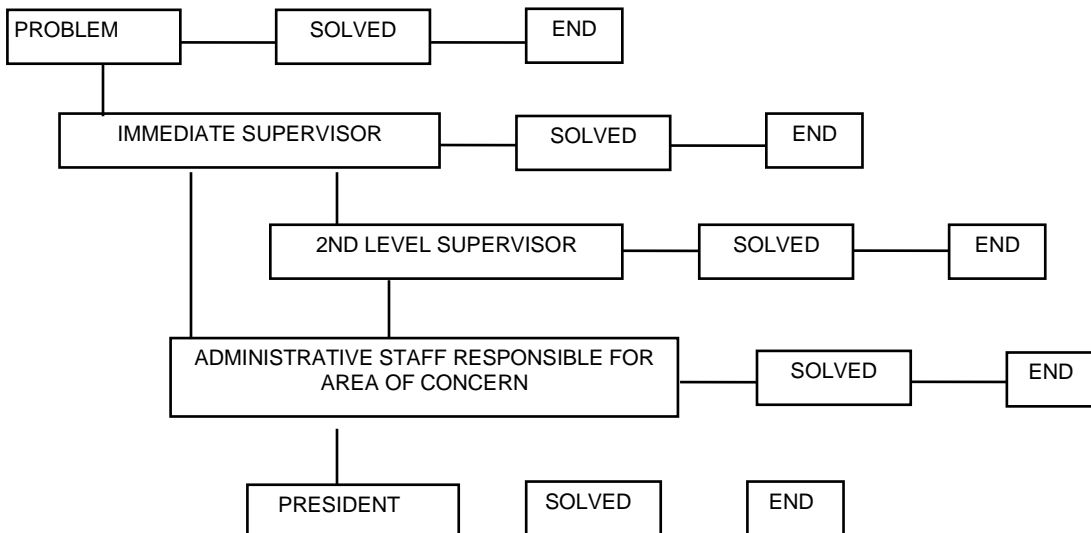
This is a special time to thank God for all his mighty blessings on all of us here at CCBBC. He continues to bless the hard work and dedication of His people here at this institution.

PROBLEM SOLVING

In any work environment problems will arise; as Christians, we must work together to solve these problems in a Christ-like way. When a problem arises, it should be discussed only between the offended parties and in a biblical manner. The Work-Study Work-Ship Director should be consulted for interpretation of the College Work-Study Work-Ship Program.

If the problem is work related it should first be taken to one's immediate Director. If a solution cannot be worked out with the immediate Director then the employee should schedule an appointment with the second level Director, if one exists. If there is not a second level Director, or if the problem is not solved there, an appointment may be made with the administrative staff person of the division in which the employee works. If no solution is reached the employee may schedule an appointment with the President.

The *Problem-Solving Chart* below shows steps to be taken in the resolution of problems not solved readily.



TOBACCO, ALCOHOL, NARCOTICS OR ILLEGAL DRUGS

“We are slaves to righteousness” which is Jesus Christ our Lord and should not allow ourselves to become enslaved to anything or anyone else...see Romans 6:13-23. Furthermore, “your body is a temple of the Holy Spirit” and must be treated as such...see I Corinthians 6:19.

No student or faculty/staff is permitted to use tobacco, alcohol, intoxicants, narcotics, or habit-forming drugs in any form. In the case of married students or faculty/staff, this policy extends to include all members of the family who reside on campus. As a condition of employment, each employee must agree to notify the employer in writing of his or her conviction for violation of a criminal drug statute occurring in the workplace no later than five calendar days after such condition. In addition to the scriptural standards against such practices, Bell County is a dry, local option region. If a student, faculty/staff or member of his immediate resident family has a substance abuse problem help is available through the local Comprehensive Care Unit or other referrals can be made available.

The purchase, possession, use or distribution of alcohol, tobacco products, narcotics, illegal drugs, or other substance of abuse is strictly prohibited. A substance of abuse in any form of narcotics, hallucinogenic, sports enhancement, alcohol, “street drug” or other controlled substance as defined by law. Purchase, possession, use or distribution of drug paraphernalia except under the direction of a licensed physician is expressly forbidden.

****Any employee found to be in violation of this policy will be dealt with in accordance to the “Termination of Employment” section.**

TERMINATION OF EMPLOYMENT

Employees may terminate their employment by giving written notice of at least two weeks in advance. Some positions may benefit from a longer notice.

Every effort should be made to stay in the position for which he/she was hired at least until the end of that semester. However, resigning or quitting a job before the end of the semester will be noted on the employee’s application and may jeopardize future chances for employment.

When an employee quits or is terminated from a position, all benefits, seniority, etc. are forfeited. The employee’s new hire date, if re-hired, will be the date for calculating vacations. When an employee leaves a position for any reason, a termination notice should be forwarded to the Financial Aid Office, other than when the student intends to return, only with the permission of the Director.

Should an employee fail to perform satisfactorily, his/her employment may be terminated after sufficient warning. The Director has the prerogative for intermediate disciplinary measures, which may include temporary layoff. Such action will be considered the first step in the termination process. Should an employee engage in activity, which in the opinion of the Director, endangers the worker or others, or is insubordinate to the Director, that employee may be dismissed immediately.

Reasons for Disciplinary Termination Include, But Are Not Limited To:

- endangering self or others; insubordination; inability or unwillingness to do the assigned task; excessive absenteeism; not working the assigned hours; taking excessive breaks; abuse of the time clock policy; gossip; negative attitude toward the employer, job, or others; theft; dropping from classes; withdrawal or expulsion from school.

Disciplinary Termination’s Normal Procedure Is:

- A formal verbal warning to be done in the Director’s office, the record of which is kept on file by the Director, and initialed by the employee.
- Should the undesirable behavior continue, the student will be given a written reprimand using the Employee Disciplinary form, in which, a copy will be kept on file by the Director.
- After the second warning, if the problem persists, then his/her employment may be terminated immediately. The Director will send a copy of the “Employee Disciplinary form” along with a “Notice of Termination” to the Financial Aid Office for completion.

Once an employee is terminated for any reason he/she must reapply through the Financial Aid Office to be considered for re-employment. Their updated-application will not be placed into the active file until the terminated employee has scheduled an interview with the Director of the Work-Study/Work-SHIP Program and the Director is satisfied that this person should be considered for reemployment. The date of the application will be the date of successful completion of this interview. If rehired, the worker will be on probationary status for six months. If performance is not satisfactory during this time the employee may be dismissed immediately.

If an employee is terminated for any reason and is rehired, their pay rate begins back at the Federal Minimum Wage.

DISCRETIONARY RE-HIRE POLICY

Directors have the discretion in re-hiring Work-Study/Work-SHIP employees with critical skills who find it necessary to leave for the summer or be off for other extended periods such as maternity (See "Termination of Employment" page 9). If the employee falls under the guidelines of the Family and Medical Leave Act (works 1250 hours within the current year of employment) he/she may leave for up to 12 weeks, without pay, and return to his/her current position, given that they do not hold a designated "Key" position. The Director is responsible for informing the employee, before hiring, if this is a key position, and should state, in writing, that if this position is vacated at any time, (other than earned vacation time), employment and all benefits will be terminated. Employees who are non-FMLA should not expect to be re-hired and the college is not required to re-hire, however, the Director will make that determination.

If, an employee is granted a "non-FMLA" leave by his Director, and allowed to return to his current position, employment time counted toward vacation would re-start at the time of return, and would not include any part of the "leave of absence". A period of absence for more than two weeks, without permission from the Director, is considered termination and would require a new hiring date, if the Director wishes to hire him/her back again. The Director will need to fill out a "Notice of Termination" and a new "Notice of Employment" and turn them into the Financial Aid Office for completion.

If a Director plans to re-hire an employee when he/she returns from an extended leave, any person employed to fill that position while they are gone should be informed the position is of a temporary nature before they are hired.

DRUG/ALCOHOL PROGRAM & POLICY

DRUG PREVENTION PROGRAM

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher learning must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees. Clear Creek Baptist Bible College has adopted the drug prevention program, which is described herein in compliance with federal requirements.

CRIMINAL SANCTIONS FOR ALCOHOL OR DRUG ABUSE

Illegal use of alcohol or drugs can result in criminal penalties for guilty violators, local, state, and federal ordinances and statutes apply to illegal use of drugs and alcohol. The following information is a summary of the criminal statutes applicable along with the range of possible sanctions for violation of these statutes:

COUNTY AND STATE SANCTIONS

The legal sanctions under applicable county and state statutes for the unlawful possession or distribution of illicit drugs and alcohol range from a minimum of a \$25.00 fine for alcohol intoxication, to a maximum of 20 years to life in the penitentiary for certain offenses involving illegal use and transfer of controlled substance, as enhanced by various factors. The penalty under Kentucky Revised Statute 218A.1422 for possession of

marijuana is up to 12 months in the county jail and/or a fine of \$500.00. The penalty for possession of cocaine under KRS 218A.1415 is for the first offense a class D felony, with penalties ranging from one year to five years in the state penitentiary and/or a fine of up to \$10,000.00. For subsequent offenses five to ten years in the state penitentiary and/or a fine of \$10,000.00 or both. All penalties for illegal and illicit drug activity as governed by the Kentucky Revised Statutes, Chapter 218A. KRS chapter 222 governs the illegal use of alcoholic beverages.

FEDERAL STATUTES

21 US. C. - Drug abuse Prevention Act.

The act lists numerous controlled substances and makes it a federal crime to sell, transport, dispense, manufacture, or possess such controlled substances. Penalties range from fines of \$1,000.00 to \$750,000.00 and/or imprisonment for not more than one year to not more than 90 years.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

21 U.S.C. 844 (a)

1st conviction: Up to 1-year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

* 21 U.S.C. 853(a)(2) and 881 (a)(7) - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

* 21 U.C.S. 881 (a)(4) - Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

* 21 U.S.C. 844a - Civil fine of up to \$10,000 (pending adoption of final regulations).

* 21 U.S.C. 853a - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

* 18 U.S.C. 922(g) - Ineligible to receive or purchase a firearm.

MISCELLANEOUS

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc. are vested within the authorities of individual Federal agencies. NOTE: These are only Federal penalties and sanction. Additional **State** penalties and sanctions may apply.

Students who desire assistance with counseling as treatment for drug and/or alcohol abuse or dependency should contact the Director of Student Life, the Cornerstone Counseling Center, or CompCare of Middlesboro or Pineville. The Director of Student Life can determine the need for in depth assessment and assist with referral to appropriate agencies or competent faculty/staff members if necessary. Confidentiality protects anyone seeking treatment at the Cornerstone Counseling Center or Comp Care. Confidentiality protects the client from unauthorized disclosures to Clear Creek or any disclosures of any sort by the therapist without informed consent of the client.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

Aside from school policy considerations and risks of disciplinary action or criminal prosecution, use of illicit drugs and/or abuse of alcohol can be harmful to your health. Some of the health risks associated with alcohol abuse include: liver damage such as cirrhosis or alcohol hepatitis; heart disease including enlarged heart and congestive heart failure; stomach problems such as ulcers and gastritis; malnutrition; cancer of the mouth; esophagus, stomach or liver; brain damage resulting in memory loss, hallucinations, or psychosis; fetal damage if a pregnant woman drinks alcohol; and death. In addition to diseases brought on by alcohol abuse, 50% of fatal auto accidents involve alcohol and 31% of suicides are alcohol-related. Health risks associated with drug abuse vary somewhat depending on the drug(s) abused, but the following are some common problems: overdoses, psychosis, convulsions, coma, organ damage, mental illness, malnutrition, or even death from long-term use; heart attack, stroke, brain damage, or death even from casual use; infections, hepatitis, AIDS, or death from intravenous drug abuse (sharing needles); and severe fetal injury, stillbirth, or an addicted infant if a pregnant woman uses drugs.

EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

DISCIPLINARY SANCTIONS FOR VIOLATION OF DRUG PREVENTION POLICY

STUDENTS

1. A student allegedly violating the standard of conduct regarding drug or alcohol abuse will receive complete and full instruction by the college regarding Student Disciplinary Procedures including the right of appeal as listed under Guidance and Discipline and Appeal Process of this publication.
2. A student found guilty of a violation of the standard of conduct regarding drug and/or alcohol use and/or abuse will be subject to one or more of the penalties listed under Guidance and Discipline and Disciplinary Probation of this publication.
3. The penalty imposed will be determined by the nature and severity of the violation and will take into account any past disciplinary record. The college is not limited to the listed penalties.

SUBSTANCE ABUSE INFORMATION

Clear Creek considers illegal drug use and the use of beverage alcohol to be in violation of the college's standards of conduct for its faculty, staff, and students. The college's standards require that each member of the college be in compliance with all local, state, and federal laws regarding drugs and alcoholic beverages as set forth in the Faculty/Staff Handbook, and the Student Handbook. Enforcement and discipline shall be in accordance with established policies and procedures set forth in the respective publications.

CCBBC DRUG ABUSE POLICY

NO STUDENT OR EMPLOYEE OF CLEAR CREEK BAPTIST BIBLE COLLEGE SHALL POSSESS, USE, CONSUME, PRODUCE, SELL OR DISTRIBUTE...ALCOHOL, ILLEGAL OR ILLICIT DRUGS ON CCBBC PROPERTY OR AS A PART OF ANY SCHOOL SPONSORED FUNCTION OR ACTIVITY.

CCBBC DRUG-FREE POLICY PROGRAM

Clear Creek Baptist Bible College has adopted a policy concerning "Tobacco, Alcohol, Narcotics, or Illegal Drugs," in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), that was implemented by 20 U.S.C. 1145g. "We are Christ's slaves (Romans 6:13-23) and should not allow ourselves to become enslaved to anything or anyone else. Further our bodies are the temples of the Holy Spirit and must be treated as such.

The Department of Education requires any student who receives financial aid to sign a statement of obligation to remain drug free. Also, they require schools to publish its policy on drug abuse on a yearly basis as part of the participation agreement.

NO STUDENT IS PERMITTED TO USE...TOBACCO, ALCOHOL, INTOXICANTS, NARCOTICS, OR HABIT-FORMING DRUGS IN ANY FORM.

In the case of married students, this policy extends to include all members of the family who reside on campus. In addition to the scriptural standards against such practices, Bell County is a dry local option. If a student or member of his immediate family has a substance abuse problem, the college has certified, qualified counselors who can be of help.

The policies contained in this document will be updated and modified as needed.

POLICY ON APPROPRIATE USE OF CAMPUS TECHNOLOGY RESOURCES

INTENDED USERS

The CCBBC network and technology resources are provided primarily for the use of college students, faculty and staff. These resources are intended to be used for educational purposes and to carry out the legitimate business of the College. Appropriate use of campus resources includes classroom instruction, study assignments, research, communication, and official work of campus organizations and agencies of the college. In each area of our campus community, users are expected to operate CCBBC's technology resources first and foremost for tasks related to their respective roles, as good Christian stewards. Access to the network may also be provided to alumni, members of the local community, and guests of the college for access to the Internet.

This policy applies specifically to students, employees and guests of CCBBC who use any of the technology resources provided by the college.

EXPECTED BEHAVIOR

Students and employees of CCBBC that use the technology resources provided by the college must comply with the guidelines set forth in this policy and with federal, state and local laws. This includes the use of personal computers and terminals, departmental computing facilities, general-use computers, printers, and network resources. Some activities are restricted during regular business hours and considered improper use of college network and technology resources. These include, but are not limited to games, instant messenger services, social networking (Twitter, Facebook, Instagram), and streaming media services (Internet-based Radio, YouTube). Some activities are not permitted at all such as Peer-to-Peer (P2P) file sharing programs (BitTorrent, KaZaa, Limewire, etc.) and programs or websites that attempt to circumvent the college's web filtering service (C-Tunnel, Anonymizer, CGIProxy, etc.). Included with

these fully restricted activities is the unauthorized modification or maintenance to any CCBBC computer or networking equipment.

ACCESS PRIVILEGE

The privilege of using technology resources provided by the college is not transferable or extendable by members of the college community to any persons or groups outside the college without the written approval of the Director of Technology.

ACCOUNT SECURITY

For any user account, each person assigned an account is responsible for how their account is used. All accounts are required to be protected from unauthorized access by the use of a password. Each person is responsible for guarding against unauthorized use of their account. Do not share account information or allow access to the account with anyone, including family members. If it is discovered that an account has been used in an unauthorized manner, immediately notify the Director of Technology.

In order to maintain a secure environment, all users will receive their own logon credentials. Faculty, staff, and students may request a logon name and password for their family members to access the mobile lab computers with the understanding that the faculty, staff, or student requesting the logons will be responsible for the activity of any minors receiving a logon. In order to request an account, the user must email the request to the Help Desk using the following email: helpdesk@ccbhc.edu.

Again, do not give your username and password to your spouse or your dependents. You are responsible for any activity involving your user account. We employ many defenses to protect you from undesirable internet threats and destinations. However, sometimes those measures are subverted by individuals and such attempts are logged. Should your account be flagged in this activity, you alone will bear the responsibility.

INFORMATION PRIVACY

Information stored on CCBBC's computers and network equipment is private property. Some of it is personal property (email messages, class assignments, term papers, etc.) and some of it is the property of CCBBC (information produced by or for CCBBC employees while performing the legitimate business of the college.) Along with the privilege of using equipment provided by the college comes the responsibility to honor the privacy of others. Students must not attempt to browse, copy, or modify files or passwords or to discover passwords belonging to other people or organizations, whether on CCBBC equipment or elsewhere. Students are encouraged to store personal data on cloud-based storage (Dropbox, Google Drive), USB flash drives, or other forms of storage. Any data or programs placed on CCBBC's computer systems that are not considered vital to the daily operation of the college are subject to removal at the discretion of the Director of Technology.

SYSTEM SECURITY

Access to information stored on CCBBC's computers and network equipment is controlled by the assignment of accounts and passwords. All assigned accounts and passwords are the property of CCBBC and maintained by the Director of Technology. If you become aware of any breach in system security, you have an obligation to report this information to the Director of Technology. You must not attempt to access, copy or modify this security information or to obtain system privileges to which you are not entitled, or perform any action which interferes with the Directory or accounting functions of any systems or is likely to cause any such effect. Information Technologies personnel may routinely monitor campus computers for appropriate usage, retaining the right to examine personal files and email in the event of deliberate abuse or misuse of such resources. Please use your account responsibly and wisely.

ACCESS TO THE CCBBC NETWORK

CCBBC provides to employees, students, and guests personal access to the college's wireless networks. This is a privilege whereby each person having access is expected to avoid frivolous, excessive, or inappropriate use of this resource. This helps prevent degraded network speed and enables the college to maintain an acceptable level of performance to carry out daily business operations. CCBBC reserves the right to limit an individual's use of this resource through quotas, time limits, and/or other mechanisms to ensure that these resources are always available to anyone having need of them. Any person connected to CCBBC's networks via their own personal computer is expected to abide by all other policies listed in this document.

Anyone wishing to gain access to the network with your own device will be required to provide your assigned network username and password to authenticate and may only do so wirelessly. Your computer name, hardware address, IP address, username, and student ID are recorded by the system at the time of access.

Each person will be held responsible for their privately-owned equipment and devices used in conjunction with CCBBC's network(s). CCBBC cannot be held liable for any loss or damage to personal equipment or device, accidental or otherwise. Personal equipment and devices must not be left unattended at any time for any reason. If a person must leave the area where they are using such equipment, they must take their personal items with them.

IMPROPER E-MAIL USAGE

Access to email is provided by CCBBC for the purpose and convenience of communicating electronically. Use of such is a privilege afforded to employees and guests of the college. The following are improper use of email:

- Use of the email system for unlawful activities such as the distribution of copyrighted material. This and other illegal use will be reported to the proper authorities.
- Use of the email system for commercial activities with the intent of personal gain.
- Non-essential mass mailing to more than 25 persons (considered Spamming). This includes the forwarding of any emails unrelated to normal college business.
- Sending of email with a falsified source address with the intention of making it appear to originate from someone else (spoofing).
- Sending of email from another user's email account without that person's knowledge or consent.
- Sending of email considered abusive, harassing, obscene, or threatening.
- Sending or forwarding of an email considered to be a chain letter or other unsolicited email of widespread distribution where the content of an email may hold to a position other than the college's official stance. All users of CCBBC's email system must be aware that any email sent from an account may be perceived as an endorsement of the college as a whole. Always think twice before clicking the 'Send' button!

Any violation of the above policies will result in disciplinary action ranging from suspension of a person's email account to lawful action by the proper legal authority.

RESPECT FOR COPYRIGHTS AND LICENSE AGREEMENTS

The college provides a variety of application software and data for use by the campus community. These have been obtained via contract or licenses that restrict usage to the computer on which it is installed and may not be copied, modified, reverse-compiled, or redistributed. In addition, other institutions and individuals on attached networks accessed by CCBBC's computers make software available under similar conditions and restrictions.

You are responsible for determining that programs or data (including music or video files) are not subject to copyright protection or restricted in this manner before copying them in any form. If it is unclear whether you have permission to copy or reproduce in any form such data or files, assume that you have no right to

do so since most material of this sort often requires written consent from the author, publishing company, or copyright holder before such action can be exercised.

VIEWING OR ACCESSING INAPPROPRIATE MATERIAL

Use of any equipment provided by the college for the viewing or accessing of questionable, pornographic, or otherwise offensive material is strictly forbidden. This applies to the display or printing of images or to the playback of audio/video content that could reasonably be considered pornographic, harassing, threatening, or offensive.

TRANSMITTING INAPPROPRIATE MATERIAL

Use of any equipment provided by the college to transmit illegal or otherwise offensive material is strictly forbidden. This applies to any material that could reasonably be considered pornographic, harassing, threatening, or copyrighted.

COMPUTER VIRUSES

Computer viruses are programs or program fragments that have the potential to inflict damage to computer-based information and resources. All users need to be sensitive to the facilitation of viruses and take all necessary steps to ensure that files and disks are virus free before using them with any equipment provided by the college. If you suspect that any file, disk or system that you are using is infected with a virus, immediately report it to the Director of Technology

POTENTIAL IMPACT TO CCBBC

There are many local, state, and federal laws that apply to the use and misuse of email and the Internet. The implications of illegal activity from within CCBBC's network in violation of these laws are far reaching and could even jeopardize the college's tax-exempt status as an institution, the results of which could impact the very existence of CCBBC.

CONSEQUENCE OF VIOLATING CCBBC APPROPRIATE USE POLICY

Any person using CCBBC computing or network resources that in any way violates this appropriate use policy is subject to but not limited to any or all of the following disciplinary actions:

1. Verbal or written warning to the offender.
2. Restriction of system access for a specified period of time or until an act of restitution has been satisfactorily performed.
3. Revocation of all system privileges for a specified period.
4. Filing of a statement of charges could lead to penalties in proportion to the seriousness of the offense.
5. Reporting to law enforcement personnel of illegal activities (hacking, child pornography, malicious virus delivery, etc.) along with log files verifying activity.

APPEALS FOR DISCIPLINARY ACTION

Appeals concerning disciplinary action taken may be addressed through the standard appeals process of CCBBC.

POLICY MAINTENANCE

All questions or concerns about policy should be submitted via the Director of Technology. The policies contained in this document will be updated and modified as needed.

WORKER SAFETY GUIDELINES



WORKER SAFETY GUIDELINES

www.cbbc.edu

THE FOLLOWING GUIDELINES ARE TO INCREASE AWARENESS OF EMPLOYEE SAFETY AND PROVIDES GUIDELINES THAT ALLOW THE CAMPUS COMMUNITY TO HELP REDUCE EMPLOYEE INJURIES.

ONLY THROUGH SUCH COOPERATIVE EFFORTS CAN A SAFETY RECORD IN THE BEST INTEREST OF ALL BE ESTABLISHED AND PRESERVED.

OUR OBJECTIVES ARE TO PROVIDE A SAFETY PROGRAM THAT WILL KEEP INJURIES REDUCED TO A MINIMUM.

PLEASE NOTE –

After reading this document each employee must sign and date the document on the appropriate signature page in the back of this handbook.

This provides accountability to the institution and the employee of basic practices to help reduce workplace accidents and injuries.

SAFETY PROGRAM PRINCIPLES

The design of the guidelines is to address safety and loss exposures to Clear Creek Baptist Bible College. It is the goal of the institution to establish guidelines in “loss prevention” and “loss control”.

Definitions:

LOSS PREVENTION: is the act of taking proactive measures to prevent or abate an identified risk. This can take the form of improved safety and training programs; implementation of new, less hazardous processes; programs/projects to reduce injuries and property loss; and/or general safety enhancements.

LOSS CONTROL: is the act of reducing loss severity by identifying the factors that magnify or prolong a loss and taking proactive measures to lessen the effects of those factors.

The personal safety of each employee at Clear Creek Baptist Bible College is of primary importance. The prevention of work-related injuries and illness is of such consequence that it will be given precedence over operating productivity whenever necessary to protect employees.

We will maintain a safety program based on modern techniques of accident prevention in compliance with Federal, State and Local laws regarding accident prevention and working conditions. To be successful, our program must embody the proper attitudes toward injury prevention on the part of management and employers. It also requires cooperation in all safety matters between each employee and his fellow workers.

Our Safety Program includes:

1. Providing mechanical and physical safeguards to protect employees against hazards.
2. Conducting safety inspections to find and eliminate unsafe working conditions or practices and to comply fully with the safety standards for every job.
3. Training all employees in good safety practices.
4. Requiring personal protective equipment to be worn by employees whenever necessary to protect them against injury.
5. Safety rules which employees are required to follow.
6. Prompt and thorough accident investigations to find out what caused an accident and to correct the problem so that it won't happen again.

The following information provides guidance to general safety practices as it relates to varying job functions as an employee of Clear Creek Baptist Bible College may encounter.

BEGINNING AND ENDING THE SCHOOL YEAR SAFELY

Clear Creek Baptist Bible College employees may encounter potentially hazardous situations when preparing the school and classroom at the beginning of the school year or when cleaning out their schools and classrooms when the school year ends. What can be done to prevent injuries?

Here are a few tips to promote safety:

- Do not use a chair or other object as a ladder. You should never access heights by standing on a chair or other object.
- Carry only what you can safely handle and lift with your legs, not your back.
- Carry loads with both hands and watch where you are going.
- Do not obstruct your vision with the load you are carrying.

- Use carts or dollies to handle heavy materials.
- If you think it is too heavy, it is too heavy. Ask for help.
- Use caution when using cleaning products.
- Wear skid-resistant shoes to prevent slipping.
- Be aware of trip hazards, such as open desk drawers, extension cords, stacked items, etc.

TIPS FOR HAND HYGIENE

Hand hygiene (i.e., hand washing or use of alcohol-based hand rubs) has been shown to cease outbreaks in health care facilities, reduce transmission of antimicrobial resistant organisms, (e.g. methicillin resistant staphylococcus aureus) and reduce overall infection rates.

The Centers for Disease Control and Prevention (CDC) has released guidelines to improve hand hygiene in health care settings. As part of these guidelines, the CDC is asking health care facilities to develop and implement a means of measuring compliance with hand hygiene recommendations. Some suggested compliance indicators include periodic monitoring of hand hygiene and feedback to personnel regarding their performance, monitoring the volume of alcohol-based hand rubs used/1000 patient days, monitoring compliance with artificial fingernail policies and conducting an assessment of hand hygiene compliance when infection outbreaks occur.

In addition to traditional hand washing with soap and water, the CDC is recommending the use of alcohol-based hand rubs by health care personnel.

- Alcohol-based hand rubs are fast-acting, cause less skin irritation and significantly reduce the number of microorganisms on skin.
- Alcohol-based hand rubs take less time than traditional hand washing. In an eight-hour shift it is estimated that an ICU nurse may save a full hour by using alcohol-based hand rubs in place of hand washing.
- Note that the volume of hand rubs needed to reduce the amount of bacteria on hands varies by product.
- Hand rubs should be used before and after treatment of each patient.

Health care personnel who care for patients at high risk of acquiring infections, such as patients in intensive care or in transplant units, should avoid wearing artificial nails and should maintain the length of their natural nails at a quarter inch or less.

The use of gloves does not eliminate the need for good hand hygiene in health care settings. Likewise, good hand hygiene does not eliminate the need for gloves. Gloves reduce hand contamination by 70 to 80 percent, prevent cross-contamination and protect patients and health care personnel from infection. Gloves should be changed before and after treatment of each patient.

When evaluating hand hygiene products for use in health care facilities, administrators or product selection committees should consider the relative efficacy of antiseptic agents against various pathogens. They should also consider personnel acceptance of hand hygiene products. Smell, consistency, color and the effect a product has on one's hands are all product characteristics that can affect personnel acceptance and usage.

HEAT SAFETY

Working in a hot environment puts stress on the body's cooling system. When heat is combined with other stresses-like hard physical work, loss of fluids, humidity and fatigue-it may lead to heat-related illness, disability, or even death!

Water is crucial to helping the body adjust to high temperatures. The rate of water intake must equal the increased rate of water loss by perspiration to keep body temperature normal. **When it's hot, drink plenty of water!**

HEAT STRESS HAZARDS

The following are three common conditions that can result from the body overheating:

1. **Heat cramps:** Heavy sweating drains the body of salt, which cannot be replaced by simply drinking water. Painful cramps occur in the arms, legs, or stomach while on the job, or later at home. Move to a cool area at once if cramping is experienced. Loosen clothing and drink cool, lightly-salted water or a commercial fluid replacement beverage. Seek medical aid if the cramps are severe, or don't go away.
2. **Heat exhaustion:** Inadequate water and salt intake causes the body's cooling system to break down. Symptoms include heavy sweating, cool, moist skin, body temperature over 100.4 degrees, weak pulse, and normal or low blood pressure. The victim is likely to be tired, weak, clumsy, upset, or confused. They will be very thirsty and will pant or breathe rapidly. Their vision may be blurred. Get medical help immediately! Heat exhaustion can lead to heat stroke. Move the person to a cool, shaded area. Loosen or remove excess clothing. Provide cool, lightly-salted water. Fan and spray the victim with cool water.
3. **Heat stroke:** Heat stroke can kill a person quickly! Once the body uses up all its water and salt, sweating ceases. Temperature can rise quickly. The following are symptoms of heat stroke:
 - weakness, confusion, distress, strange behavior;
 - hot, dry, red skin;
 - rapid pulse;
 - headache or dizziness;
 - In later stages of heat stroke, a victim may pass out and have convulsions.

Seek medical attention immediately if heat stroke is suspected. Until help arrives, move the victim to a cool area and remove excess clothing. Fan and spray them with cool water. Offer sips of water if the victim is conscious.

HEATWAVE GUIDELINES

The following measures should help prevent the development of heat-related illnesses:

1. Slowdown in hot weather. Your body's temperature regulating system faces a much greater workload when temperature and humidity are high.
2. Heed early warnings of heat stress, such as headache, heavy perspiration, high pulse rate, and shallow breathing. Take a break immediately and get to a cooler location. Watch for heat stress signs among your co-workers.
3. Dress for hot weather. Lightweight, light-colored clothing reflects heat.
4. Drink plenty of water. Don't let yourself "dry out".
5. Increase your salt intake, preferably by adding salt to your food. (Consult your physician if you are on a salt-restricted diet.)
6. Try to get used to warm weather gradually. Take it easy for those first two or three hot days. Your body will have a better chance to adjust if you take it slow.
7. Get out of the heat occasionally. Physical stress increases with time in hot weather. Take breaks in a cool, shady location.
8. Wear a hat and long-sleeved shirt to prevent burning (which we know can increase the risk of skin cancer.)

HEATWAVE DO'S & DON'TS:

- **DO** drink plenty of water.
- **DO** take breaks in a cool, shady area.
- **DO** watch for symptoms of a heat stress, both in yourself and co-workers.
- **DON'T** Ignore symptoms of heat stress.
- **DON'T** try to get a suntan while working.
- **DON'T** try to "keep up" with the rest of the crew, even though you feel ill.

PREVENTING SLIPS, TRIPS, AND FALLS

- According to the U.S. Department of Labor, slips, trips, and falls are the most common occupational accident.
- In 2007, more than 17% of disabling work injuries was caused by falls.
- 15% of all accidental deaths are caused by falls, second only to motor vehicle accidents.
- Many of these falls can be prevented with general safety precautions.
- The two main causes of slips, trips, and falls are environmental conditions and human factors.
- A slip occurs when there is too little traction, or friction, between the shoe and walking surface.
- A trip occurs when a person's foot contacts an object in the way or drops to a lower level unexpectedly, causing the person to be thrown off-balance.
- A fall occurs when a person is too far off-balance.

The main causes of slips and conditions to be aware of include:

- Spills of liquids and other debris such as mud, water, grease oil, sawdust, powders, etc.
- Highly-polished or freshly-waxed floors
- Transitioning from one surface to another, such as walking from a carpeted surface to a smooth surface like tile
- Sloped walking surfaces
- Lose floor tiles, lose or unanchored floor mats, and lose floor covers
- Wet, muddy, or inappropriate foot wear
- Environmental factors such as rain, snow, and frost
- Mounting and dismounting equipment improperly
- Climbing ladders with wet, muddy, or greasy shoes

The main causes of trips and conditions to be aware of include:

- Uncovered cables, wires, or extension cords
- Cluttered walkways
- Open cabinets and desk drawers
- Changes in elevation such as unmarked steps
- Damaged or non-uniform steps and ladders

Other conditions and factors that may contribute to slips, trips, and falls include:

- Poor lighting
- Use of bulky equipment and PPE
- Improper material handling techniques
- Loud noise or distraction
- Medication or drug and alcohol effects

The following safety practices can be utilized to minimize the risk of slips, trips, and falls:

- Modify workspaces and work practices to reduce hazards – avoid distractions!
- Practice good housekeeping
- Keep all floors and walking surfaces clean and free of debris.
- Clean up spills immediately
- Block off contaminated areas
- Use caution signs to warn of a wet floor
- Repair or replace any damaged flooring as necessary
- Cover and secure all cords, wires, and hoses and keep them away from high traffic areas
- Ensure that rugs and floor runners are flat on the floor surface
- Keep all desk and file cabinet drawers closed
- Inspect equipment regularly to identify any fluid leaks
- Wear proper footwear, based upon the job being performed and current environmental conditions
- Ensure that shoes and all ladder rungs are free of debris before climbing ladders
- Avoid talking, reading, and other distracting activities while walking.
- Walk, don't run
- Carry small loads

- Use handrails when ascending or descending stairs
- Use a flashlight while walking in poorly illuminated areas
- Inspect work areas regularly to identify slip, trip, and fall hazards.
- Report all unsafe conditions immediately
- Ensure proper use of ladders

CELL PHONE SAFETY

Cell phones, once a luxury and status symbol, are now a key element of doing business and a major part of our lives. Workers with cell phones may be accessible at any time during the work day. How safe are cell phones when we use them while sitting behind the wheel? The use of cell phones can create hazardous situations.

Drivers need to remain focused and aware of surroundings, pedestrians and other drivers. Using a cell phone while driving leads to unsafe actions such as:

- Following the vehicle in front of you too closely
- Maintaining improper lane position
- Failing to recognize traffic signals or signs
- Reacting slowly to traffic situations

Drivers using a cell phone are four times more likely than non-cell users to get into accidents. The risk of accident for drivers using a cell phone is as great as for drivers driving while under the influence of alcohol. In fact, cell phone users take three times longer to apply their brakes than drivers under the influence of alcohol. Some studies have even shown that the use of hands-free devices does not improve the level of safety. We should all be aware of the hazards associated with cell phone usage while driving. Prohibiting the use of cell phones is the only way to keep drivers truly safe from the aforementioned hazards. Follow these safety tips to minimize the chances of injury:

- Pull your vehicle off the road during cell phone use
- If you must use a cell phone while driving, use hands free devices or speaker phones
- Keep conversations short
- Avoid using the cell phone during heavy traffic situations
- Keep extra distance between your car and the car in front of you

WORKPLACE FIRE SAFETY

Help prevent fires at your workplace by following these guidelines:

- Make sure all electrical equipment is protected.
- Store flammable and combustible materials in appropriate containers and away from heat sources.
- Maintain good housekeeping practices.
- Keep all equipment/machinery clean and well-maintained.
- Know where fire alarms are located.
- Keep fire exits clear, well-marked, and unlocked.
- Use caution when welding.
- Dispose of flammable liquids according to state/federal guidelines.

Additionally:

- Never leave open flames unattended.
- Don't take shortcuts with safety procedures.
- Don't overload circuits.
- Never smoke or use flame/sparks in an area where flammables are kept.

The most common workplace fire hazards include:

- Inattention
- Failure to adequately ventilate
- Unsafe storage of materials
- Unprotected or faulty equipment
- Failure to follow safety rules

BUILDING EVACUATION DRILLS

1. Purpose

- a. To familiarize staff with fire alarm and evacuation routes
- b. To evaluate the accounting process for all personnel known to be in the building
- c. To evaluate staff response to an alarm

2. Preparation

- a. Select a convenient time and date
 - i. Avoid scheduling drills during planned activities that cannot be disrupted, such as conferences, large training classes, etc. Reschedule drills if the weather is unacceptable.
- b. If necessary, obtain advance permission from the building manager
- c. Notify Maintenance – inquire about any other emergency systems testing that may conflict with your scheduled drill
- d. Recruit monitors from other buildings as needed
- e. Assign tasks to individuals:
 - i. Sound the alarm
 - ii. Check that rooms are clear
 - iii. Record time for last person out
 - iv. Evaluate the accountability process
 - v. Stand by remote fire alarm panels which will alarm

3. Procedure

- a. Assemble the monitors and discuss the details of the drill
- b. Initiate the fire alarm system as directed by maintenance and start the stopwatch
- c. Monitor(s) check that runners do their job and all rooms are clear
- d. Monitor(s) check that the alarm can be heard in all locations
- e. Monitor the accountability process and time the last person out
- f. Monitor at remote fire alarm panel and advise responders that it is a drill
- g. Observe that no one re-enters the building until authorized
- h. When the building is checked clear, silence the alarm
- i. Secure the drill and let staff enter the building

FIRE EXTINGUISHERS

Types and Applications:

Class A: Will put out fires in ordinary combustibles, such as wood and paper. These types of fires produce glowing embers or char. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.

Class B: Should be used on fires involving flammable liquids such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert can expect to extinguish.

Class C: Are suitable for use on electrically energized fires or in materials near electrically powered equipment. This class of fire extinguisher does not have a numerical rating. The presence of the letter “C” indicates that the extinguishing agent is non-conductive.

Class D: Are designed for use on flammable metals such as magnesium, zirconium, potassium, and sodium. They are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.

Combination: Such as ABC or BC.

Location:

1. Conspicuous and clearly visible.
2. Readily accessible for immediate use.
3. Located along normal paths of travel & exit.

4. Not blocked.
5. Kept in designated locations when not being used.
6. Installed on hangers/brackets.
7. Class A & D extinguishers, travel distance < 75 feet.
8. Class B extinguishers travel distance < 50 feet.
9. Class C extinguishers--no minimum travel distance--locate in areas with electrical distribution equipment.

Inspection & Maintenance:

1. Monthly checks for:
 - a. Inspection tag
 - b. Anti-tamper seal
 - c. Weight or pressure check
 - d. Damage or missing parts
 - e. Rust or corrosion
2. Maintenance
 - a. Remove from service & place a spare in location.
 - b. Only trained & certified people may repair or fill extinguishers.

BAD WEATHER DRIVING TIPS

Tips on handling the common hazards of driving in rain, fog, snow, and ice:

Slippery roads (wet or icy)

- Stay below posted speed limits
- To avoid hydroplaning, try to drive in the tracks of the car in front of you
- Know your vehicle's braking system
- Watch for icy patches on bridges and in the shade
- Increase the distance between you and the car in front of you

Poor Visibility

- Reduce your speed so you can stop in whatever distance you can see ahead. Use your flashers if you're going slowly.
- Use your wipers
- Use low beams when visibility is a problem
- Wear sunglasses when there's glare from snow
- If snow or ice builds up on the windshield, stop and clean it off
- Increase the distance between you and the car in front of you

Rain hazards

- Stay out of puddles, they can hide potholes and flood your brakes. If brakes do become flooded, dry them by driving with the brake pedal down until they start working again.
- If spray from an oncoming vehicle blinds you, grip the wheel firmly, stay off the brake, and be ready to brake when the view clears
- Keep your windshield and windows clear
- Keep your windshield washer reservoir full
- Drive slowly and smoothly on slippery surfaces
- Apply brakes gently

Before you start driving

- If bad weather is forecasted, postpone your trip if necessary
- Don't drive when fatigued
- Keep your car well maintained

DEFENSIVE DRIVING TIPS

Let's face it; the roads of the world are a dangerous place. Don't become a casualty in the life-or-death race to get wherever it is you're going - always drive defensively!

DRIVE AT AN APPROPRIATE SPEED, NOT WARP NINE

Obviously, if you need to shave 25 minutes off a 35-minute commute, the speed limit is out of the question. Plan ahead, and allow enough time to get where you are going at the speed limit posted!

TRAFFIC SIGNS, WHAT TRAFFIC SIGNS?

Many drivers think those pesky message boards along the side of the road that say things like "Stop" and "Yield" don't apply to them. They are the offensive drivers, the ones to watch out for! Those signs are there for a reason so pay attention.

TRAFFIC LIGHTS – NO, THIS NOT A DRAG RACE

Don't worry if the guy in the car next to you gets through the intersection before you. If your car is slower than his, wait for the light to turn green. Don't invite trouble by trying to run a race!

THE TURN SIGNAL – DON'T KEEP 'EM GUESSING

Use your turn signal every time you are making a turn. Don't leave one blinker on at all times whether you're turning or not.

SUV GOOD, HUMVEE BETTER, MONSTER TRUCK BEST

The size of your vehicle should not matter on the road. The rules of the road apply to everyone. Don't think that having four-wheel-drive is a license to completely ignore weather and road conditions. Remember you really need to be able to stop, or see, even if you have a bigger bumper than the vehicle in front of you.

PARKING

Don't park like you own the place, in such a way as to take up three or four parking stalls. On the other side, remember to watch swinging those doors open when you park in close quarters.

TRAVEL TIME

Don't misuse Travel time. Travel time should be used for just that...travel. Don't try to hold a business meeting, have lunch, change your clothes, or take a nap while driving non-stop to the airport. Women have misused this long before technology stepped in by believing that it's much more efficient to put make-up on in route, using the rear view mirror as it was plainly designed to be used.

DON'T DRIVE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS!

FIGHTING DRIVER FATIGUE TIPS

Driver fatigue is a factor in many motor vehicle accidents. A study of more than 200 accidents by the Federal Highway Administration's Bureau of Motor Carrier Safety concluded that as driving time increases, driver performance deteriorates, driver alertness decreases and accident probability increases.

Extreme fatigue can affect a driver in many ways. It causes drowsiness, which can, at any moment, turn into total unconsciousness. Fatigue may also produce a mental state that will deceive drivers into believing that they are capable of driving safely. Fatigue also hampers the driver's ability to correctly judge distances, speed and driving conditions.

Fatigue can cause drivers to imagine conditions that do not exist. A reaction to an imaginary condition has caused many serious accidents. You should be aware of the signs of fatigue so you can take measures to counteract them. While alert, drivers usually sit relatively quiet in their seat. As drivers begin to tire, however, they often become restless, squirming, stretching and rubbing their eyes. You can experience short lapses of attention, lapses that can cause a serious accident.

As drivers tire, they pay less attention to the instrument panel and to the side mirrors. The tired driver will stare fixedly ahead, as if in a trance. Driving patterns will change. There can be irregular or erratic speed changes, weaving back and forth, and finally, crossing the center line or driving off the road entirely. A fatigued driver is a hazard to themselves as well as everyone else on the road.

Some of the precautions a driver can take to combat fatigue are:

1. Do not operate a vehicle beyond the Bureau of Motor Carrier Safety limitation on driving time.
2. Make frequent rest stops. Any activity that substitutes a different physical act for the monotony of driving helps to refresh the driver.
3. If available, drink coffee or water as they may sharpen your senses.
4. Do not take drugs! Certain commonly-used drugs may increase alertness and efficiency for a short period, but may often be followed by headaches, dizziness, agitation, irritability, decreased concentration or hallucinations.
5. Fatigue sometimes comes on very quickly. Drivers should get off the road before they fall asleep—instead of afterwards. A driver who can barely stay awake should pull well off the road and take an extended rest break.

AVOIDING BRAKE FAILURE

Accidents due to brake failure are tragic and often fatal. They occur due to a variety of reasons. There are two basic categories of brake failure:

- **Static** - Static failures occur when a vehicle is parked. An example of static failure is a parking brake not properly set, causing a vehicle to roll out of control.
- **Dynamic** – Dynamic failures occur when vehicle operators lose control of mobile equipment.

SUGGESTIONS TO AVOID BRAKE FAILURE

- Maintain mobile equipment brake systems in accordance with the original equipment manufacturer's specifications.
- Do not exceed original equipment manufacturer's load limits.
- Conduct regularly scheduled brake system examinations.
- Test mobile equipment brake systems before the equipment is placed into service to insure that the brakes are operational and capable of stopping the equipment.
- Do not leave mobile equipment unattended without placing the controls in the park position and engaging the parking brake.
- Chock or turn into a bank the wheels of mobile equipment when parked on a grade.
- Maintain roadways to insure safe travel.
- Operate mobile equipment at speeds compatible with road and weather conditions.
- Post signs advising equipment operators of road hazards and safe speeds.
- Operate equipment in lower gears to correspond with the particular grade.
- Provide and wear seat belts whenever mobile equipment is being operated.

DON'T LET THESE EXCUSES KEEP YOU FROM BUCKLING UP:

THE BELTS ARE UNCOMFORTABLE:

- New safety belt designs allow for total freedom of motion while driving.

IT'S BETTER TO BE THROWN FROM A CAR THAN TRAPPED IN IT:

- Three out of four people who are thrown from their vehicle die. Being thrown around inside the car can kill or injure as well.

I ONLY DRIVE AROUND TOWN—I'M NOT AT RISK:

- Most accidents happen within seven miles of home and 80 percent of all serious injuries and deaths happen at less than 40 MPH.

I'M A GOOD DRIVER. I WON'T GET IN AN ACCIDENT:

- Weather, road conditions, and other drivers can cause crashes as well.

THERE'S NO GOOD EXCUSE FOR NOT WEARING A SAFETY BELT—IT'S THE LAW! BUCKLE UP TO PROTECT YOURSELF AND YOUR LOVED ONES.

SEAT BELTS SAVE LIVES! BUCKLE-UP—IT'S THE LAW!

WINTER DRIVING TACTICS

- One of the most terrifying experiences in winter driving is the skid. If a skid happens at high speed, the result can be a disastrous crash. It is imperative that you slow down at the first sign of a slick roadway. Most skids can be avoided by adjusting to the conditions, and it is possible to recover from skids if you know how.
- As skids are likely on curves and turns, slow down prior to entering a curve or turn and apply power slightly into the curve. Steering should be steady with no abrupt change in direction and, especially, no abrupt braking.
- Plan ahead for lane changes. Check your mirrors, check your blind spots and signal to traffic your intentions to change lanes. Then swing over in a long, gradual change. Make the move with the smallest possible steering change and with a light foot on the gas pedal.
- If you go into a skid, remember two cardinal rules—don't steer against the skid and don't hit the brakes. Instead, steer in the direction the vehicle is sliding until you feel recovery of traction, then slowly straighten the wheels and keep rolling.
- If braking is necessary before rolling traction is recovered, apply the brake pedal carefully so as not to lock the wheels and intensify the skid.
- The careful driver is constantly on the lookout for areas that might induce skidding, such as unexpected ice patches or piles of wet leaves, often found in shady areas or on overpasses. Keep in mind that wet ice, warmed by the sun, is more treacherous than "cold" ice.
- Above all, the expert driver knows that a safe stop on icy or snow-packed roads is a tricky maneuver that requires skill and good judgment. First of all, anticipate stops. Slow down gradually, well ahead of intersections, conscious of the fact that approaches to stopping places are apt to be polished and slick because of stopping and starting traffic.
- Because accidents are common in winter, a careful driver makes a double allowance for the sake of safety. First, drive on slippery roads at reduced speed. Secondly, increase following distance behind the vehicle ahead. This gives an extra space cushion for safe stopping in case there is trouble.
- Traction, as every driver probably knows, may be the difference between winter and summer driving. Drivers should learn how to get the best possible traction when the roadway is slippery.
- When you drive into deep snow, you may find that stepping on the gas only provides a spinning of the wheels, with little, if any, forward movement. In such cases, one should avoid over-powering. A light foot on the gas pedal and a high gear is preferable.
- If you get stuck in deep snow, you may only spin your wheels in trying to get out. Sometimes it helps to twist the steering wheel back and forth to push away snow in front, and then try again—lightly. A sprinkling of sand or light gravel in front of drive wheels, or a traction mat of wire mesh or a strip of carpet may be necessary.
- Braking distance depends directly upon the contact a vehicle's tires make with the surface of the road. Your tires should have good tread surfaces. There will be times that snow tires, and even chains, may be best to help keep your vehicle under control during those blustery winter storms.

DOWNED TREE REMOVAL

When storms occur, downed trees can block public roads and damage power lines. Emergency crews are often sent out to clear downed trees and may face potential hazards including:

- Electrocution by contacting downed energized lines or contacting broken tree limbs in contact with fallen lines.
- Falls from trees.
- Being struck or crushed by falling tree limbs or ice.
- Being injured by emergency equipment such as chain saws and chippers.

Proper PPE including gloves, chaps, foot protection, eye protection, fall protection, hearing protection and head protection should be worn by workers using chainsaws and chippers to clear downed trees.

Only appropriate power equipment that is built to be used outdoors and in wet conditions should be used. All saws, chippers, and other tools should be used properly and according to their intended application. It is important that all equipment is well-maintained and functioning correctly in order for use. In addition, all equipment should have proper guarding, working controls, and other safety features as installed by the manufacturer.

IDENTIFYING WORKPLACE HAZARDS

A hazard is anything that could cause an accident or incident. Risks are everywhere and inherent in many workplaces. Problems exist when the risk becomes an actual hazard. This happens when an employee becomes exposed to a risk in a way that creates a hazard. A successful safety management program depends on spotting these hazards early, evaluating the risk and removing or controlling hazards before they are harmful. Identifying all hazards and potential hazards at a workplace requires planning and commitment from management and the workforce.

Four basic types of workplace hazards exist: chemical, physical, biological and ergonomic.

CHEMICAL HAZARDS

- Chemical hazards result from chemicals that can enter the body through inhalation, skin contact, absorption, injection or ingestion. Therefore, preventing a chemical hazard incident can be achieved by controlling routes of entry into the body. Examples of this would be proper use of Personal Protective Equipment or system modification such as the use of fume hoods.

PHYSICAL HAZARDS

- Physical hazards are conditions which exist which can result in damage to the body itself. Hazards such as excessive noise levels, vibration from tools, radiation sources, slips and falls from poor housekeeping, and exposure to temperature extremes can often have immediate and cumulative health effects. Physical hazards must be identified and addressed to ensure a safe work environment.

BIOLOGICAL HAZARDS

- Biological hazards result when a living organism or its properties causes an adverse response in humans. Biological hazards in the workplace come from agents such as infectious microorganisms, allergens and toxins. Health care institutions are often at the highest risk for biological hazards such as blood-borne pathogens and tuberculosis. However, even an office building can have biological hazards such as mold or building-related illness.

ERGONOMIC HAZARDS

- Ergonomic hazards generally exist when there is a mismatch between a worker's physical capacity and the design of a work area, equipment or tools; or the physical demands of a job. Repetition, exertion, awkward posture and vibration may cause physical injury. The solution requires fitting the job and the tools to do the job, to the worker.

LIGHTNING SAFETY

Thunderstorms that produce lightning are most likely to develop on hot, humid days. These storms can be very dangerous, especially if a person is outdoors without proper protection. If lightning is seen, protective action should be taken immediately.

FIVE WAYS LIGHTNING CAN SEVERELY INJURE OR KILL

1. Direct Strike – usually results in cardiac arrest and/or stoppage of breathing.
2. Side Flash – occurs when a person is another route for the current to reach the ground. Death can result if the current passes through the heart or head.
3. Step Voltage – spreads out through the ground from a struck pole or tree.
4. Conducted Current – from poorly grounded electric power pole, through the wiring system. Can range from mild tingling shock to a massive current.
5. Secondary Effects – can be from fires, fallen trees, etc., that occur as the result of a lightning strike.

PROTECTION DURING STORMS

Seek shelter inside a building, car, or truck and close all windows and doors. Turn off all electrical appliances and unplug them if possible.

If Stranded Outside - -

- Stay away from tall, isolated objects such as trees, poles, clotheslines, etc.
- Avoid metal objects such as pipes, chain link fences, electric fences, etc.
- Drop objects that may conduct electricity such as pitch forks, rakes, hoes, etc.
- Standing under a group of trees that are shorter than others in the area is better than standing out in the open.
- Seek low ground such as ditches or gullies.
- Make your body low to the ground but do not lie flat. Curl into a fetal position or get on your knees and lay your body forward.
- If you are in a group of people, spread out.
- Stay clear of downed power lines and report them to police immediately.
- It is estimated that nearly 1,800 thunderstorms are occurring at any moment around the world. Most of us are so use to thunderstorms that we rarely consider them major threats.

Yet, they actually do significant damage. Consider the following:

- More people are killed on an annual basis from lightning strikes than from tornadoes.
- Electronic equipment, such as computers, telephones, fax machines, and electronic sound equipment can suffer severe damage from power surges.
- Water leaks create all kinds of problems from stains on ceilings to damaged insulation and carpeting.
- Wood can rot due to moisture buildup.
- Strong winds can cause limbs to fall from trees hitting cars, people, and buildings.
- Shingles can fly off roofs, contributing to water leaks.
- Hail can damage roofs and vehicles.
- Flash floods are also possible.
- And all of this normally occurs in a span of about 10-20 minutes. The good news is that with minimal effort, you can take steps to reduce, and, in some cases, eliminate these problems.

HOW TO MINIMIZE DAMAGE FROM THUNDERSTORMS

- Thunderstorms can occur quickly without warning. Others can be seen approaching. Danger signs for thunder storms include dark, towering, or threatening clouds and distant thunder and lightning. To estimate the distance in miles to a flash of lightning, count the seconds between the lightning and the thunder and divide by five.
- If a thunderstorm watch is issued, school leaders should be prepared to respond. A thunderstorm warning indicates a need to remain in a safe place. A severe thunderstorm can spawn a tornado.
- Precautions Before a Thunderstorm Occurs
- Some steps that schools can take prior to severe thunderstorms include the following:
- Install lightning rods in new buildings. Have older buildings inspected to determine if a lightning rod should be installed.
- Routinely trim dead branches off trees. Strong winds can cause branches to fall and do considerable damage.
- Secure outdoor objects that can blow in strong winds.
- Keep a battery-powered radio available in the school office with extra batteries.
- Obtain a NOAA weather/all hazards radio to alert you with immediate information on approaching severe weather.
- Have a professional electrician install a commercial surge protector at your circuit board to protect sensitive electrical equipment such as computers, telephones, copy machines, fax machines, and sound equipment. Make sure that electrical circuits are properly grounded.
- Clean the gutters every spring and fall. Make sure they are clear of leaves, twigs, and other debris that can cause drainage problems.

PRECAUTIONS DURING A THUNDERSTORM

- If a thunderstorm occurs, instruct staff members to take the following precautions:
- Do not handle electrical equipment or a telephone when lightning is striking. The lightning can follow the wire.
- Turn off electrical appliances such as air conditioners. Power surges from lightning can overload the compressors.
- Avoid water faucets and sinks because metal pipes can transmit electricity.
- Students in gym classes should not take showers during thunderstorms.
- If lightning or thunder occurs, those who are outdoors, such as grounds keepers or children participating in athletic events should come inside. It does not need to be raining for lightning to strike. It may occur as far away as 10 miles from any rainfall. Rubber-soled shoes and rubber tires provide no protection from lightning.

USE THE FOLLOWING SAFETY PRECAUTIONS IF YOU ARE CAUGHT WITH A GROUP OUTDOORS DURING A THUNDERSTORM:

- Attempt to get into a building or car.
- If no structure is available, get to an open space and squat as close to the ground as possible.
- If in the woods, find an area protected by a low clump of trees; never stand underneath a single large tree in the open.
- Be alert of the potential for flooding in low-lying areas.
- Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines.
- Stay away from natural lightning rods such as gold clubs, tractors, fishing rods, bicycles, or camping equipment.
- Stay away from rivers, lakes, or other bodies of water.
- If you are isolated in a level field or prairie and you feel your skin tingle or your hair stand on end (which indicates that lightning is about to strike), bend forward, putting your hands on your knees. A position with feet together and crouching while removing all metal objects is recommended. Do not lie flat on the ground. Rather, minimize your contact with the ground.
- If you are driving, pull safely to the shoulder of the road away from any trees. Stay inside the car and turn on the emergency flashers until it is clear to drive.
- Checking for Damage Following a Storm
- Once the thunderstorm is over, check for damage; and respond to problems quickly in order to protect against further damage.
- Look for loose or hanging limbs from trees.
- Do a visual inspection of the roof for loose or missing shingles.
- Check trouble spots for leaks around windows or ceilings.
- Remove any debris or obstacles that create tripping hazards from sidewalks, parking lots, and outdoor stairs.
- Since thunderstorms are so common, often we fail to recognize the serious damage they can cause. While it takes little effort to implement a storm protection policy, the benefits can be enormous. Why not take action now to prevent these problems?

FACT SHEET: 15-PASSENGER VANS POSE SAFETY RISK

This material is for informational purposes only. It is not intended to give specific legal or risk management advice, nor are any suggested checklists or actions plans intended to include or address all possible risk management exposures or solutions. You are encouraged to retain your own expert consultants and legal advisors in order to develop a risk management plan specific to your own activities.

Federal studies, recently passed laws, and the all-too-frequent word of fatal accidents are causing concern about the use of 15-passenger vans by schools, churches, and businesses.

Consider these recent newspaper headlines:

"Big Loads in Big Vans Carry Big Rollover Risk"
"Seven Killed, Three Hurt When Church Van Flips in California"
"Church Van Rolls Off Roadway"

In April 2001, the National Highway Traffic and Safety Administration (NHTSA) issued a study of more than 2,000 of the popular 15-passenger vans that showed the following relationship between load and probability of a rollover:

Fewer than 10 passengers: 12.7% may rollover.
Ten and more passengers: 35.4% may rollover.
Sixteen and more passengers: 70% may rollover.

By comparison, passenger cars have a rollover risk of less than 10%. Combine the increased rollover potential with the lack of seatbelt use, poor driver selection, passenger misconduct, and the lack of side impact protection, and the risks of fatality and serious injury when involved in a van accident are great.

It is unclear how widespread changes will be as a result of this study. The Federal government seems to be serious about their enforcement. In mid-1997, NHTSA took legal action against six automobile dealers it alleges knowingly violated the law by selling vans to school clients for student transportation use.

More pressure is being put on states to conform to the federal law and pass state laws regarding use of the vans. The families of accident victims are applying much of this pressure. Much like the issue several years ago on the use of pre-1977 manufactured school buses, more insurance companies are re-thinking their coverage of organizations that utilize these vans.

Policyholders should expect more information, reports, and possible changes or more stringent requirements attached to their coverage. In the interim, organizations that currently own 15-passenger vans should adopt several key safety practices:

- In order of priority, require drivers to have
 1. A Commercial Driver's License (CDL) OR
 2. Pass a defensive driving course to operate a 15-passenger van. The course must meet the following minimum requirements: Note: Internet-based programs are acceptable.
 3. Four (4) hours of instruction time.
 4. Testing with written results.
 5. Driver certification.
- Carefully screen all drivers.
- Do pre- and post-trip inspections of the vehicle.
- Communicate safe procedures to all occupants.
- Require seatbelt use by all passengers.
- Have safety items on board the vehicle (cell phone, first-aid kit, fire extinguisher).
- Specifically, to prevent rollovers, organizations should:
 1. Buy high quality tires.
 2. Keep the gas tank as full as possible.
 3. Drive conservatively.
 4. Fill the front seats first.
 5. Never load items on the roof.

It is the responsibility of every organization to ensure the safety of the passengers it transports. Reducing the possibility of crashes and injury should be foremost in the minds of every organization.

SCHOOL LOCKDOWN PROCEDURES

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students, teachers and staff from danger by instituting a school lockdown.

A school lockdown can serve several functions during an emergency, including the following:

- Removing students and teachers from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

1. **Lockdown with warning:** The threat is outside the school building.
2. **Lockdown with intruder:** The threat or intruder is inside the school building.

SUGGESTED LOCKDOWN WITH WARNING PROCEDURES

The following procedures should be followed when the threat is **OUTSIDE** of the school building:

- Building administrator orders and announces "**lockdown with warning.**" Be direct. **DO NOT USE CODES.** This announcement should be repeated several times.

Important:

- Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields.
- All persons must be notified of the lockdown announcement. (ONE CALL NOW)
- An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors.
 1. Clear hallways, restrooms, and other rooms that cannot be secured.
 2. Secure and cover classroom windows.
 3. Move all persons away from the windows.
 4. Take attendance of students in each classroom.
 5. Teachers should prepare a list of missing and extra students in the room.
 6. Teachers should take this list with them once they are directed to leave the classroom.
 7. Control all movement, but continue classes. Disable bells. Move on announcement only.
 8. Once the threat has subsided, the building administrator announces "all clear."

SUGGESTED LOCKDOWN WITH INTRUDER PROCEDURES

The following procedures should be followed when the threat or intruder is **INSIDE** of the school building:

- Building administrator orders and announces "**lockdown with intruder.**" Be direct. **DO NOT USE CODES.** This announcement should be repeated several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building **SHOULD NOT** enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom doors.
- **DO NOT** lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take attendance of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room.
- Teachers should prepare to take this list with them once they are directed to leave the classroom.
- **DO NOT** respond to anyone at the door until "all clear" is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces "all clear."

SPECIAL CONSIDERATIONS...

SUGGESTED LOCKDOWN PRIOR TO SCHOOL STARTING PROCEDURES

- Staff gathers all students in the hallways into their classrooms or other rooms.
- Preschool activities leaders gather students and report attendance.
- Administration and custodial staff check the hallways and exterior of the building.
- Administration posts an individual at the drop-off location, alerting parents and children.
- Staff takes attendance of students in their room.
- At "all clear," students report to their homeroom or first class to take attendance.

SUGGESTED LOCKDOWN DURING PASSING PERIODS PROCEDURES

- Staff gathers all students in the hallways into their classrooms or other rooms.
- Administration and custodial staff check the hallways and exterior of the building.
- Staff takes attendance of students in their room.
- At "all clear," students report to homeroom or next class in order to obtain 100 percent attendance.

SUGGESTED LOCKDOWN DURING AFTER SCHOOL ACTIVITIES PROCEDURES

- Event leaders gather students and take attendance.
- Administration or custodial staff checks the hallways and other rooms.

Note: Some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

EMPLOYEES RETURNING TO WORK AFTER PERSONAL INJURIES OR ILLNESS

When an employee involved in an accident which results in personal injury is treated by a doctor or receives medical attention (such as in an emergency room at a hospital), or is absent for a period of three (3) consecutive days or more due to a personal illness, before he will be allowed to return to work, he must call or report to immediate supervisor and have a written release from his personal doctor with the following:

1. Dated under Doctor's care.
2. Reason (diagnosis) and treatment
3. That employee is physically able to return to work. If the supervisor has any doubts of the employee's ability to return to work, arrangements will be made to have the employee examined by a company approved Doctor/Clinic.

SAFETY INDOCTRINATION OF NEW EMPLOYEES

On the day that a new employee is to be signed up for employment, he/she will review the company safety manual on:

1. Company first aid.
2. How to return to work after a personal illness or injury.
3. How to report fires and emergencies.
4. Company safety rules.
5. Personal protective equipment.
6. Housekeeping.

During the first day in the department, the following items shall be covered with the new employee.

1. Departmental safety rules.
2. Departmental safety meeting.
3. How to report fires and emergencies.

When the employee has been given the above safety instruction, the Employee Safety Instruction form will be filled out and returned to the Personnel Department.

JOB HAZARD ANALYSIS CHECKLIST

1. Examine the equipment and the conditions of the area where the job task is performed:

	Yes	No
• Are tools, machines, and equipment in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
• Are machines guards in place and operating properly?	<input type="checkbox"/>	<input type="checkbox"/>
• Are fire alarms and portable extinguishers readily available?	<input type="checkbox"/>	<input type="checkbox"/>
• Is personal protective equipment (PPE) available, properly maintained, and properly used?	<input type="checkbox"/>	<input type="checkbox"/>
• Are emergency exits clearly marked and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
• Is lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the area adequately ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
• Do noise levels allow clear communication?	<input type="checkbox"/>	<input type="checkbox"/>
• Are any live electrical wires exposed?	<input type="checkbox"/>	<input type="checkbox"/>
• Do materials left on the floor present trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>

2. List specific job steps and identify potential performance hazards:

- Describe each step in the process to complete this job from start to finish. Including:
 - Job setup
 - Conditions, use, and safety of equipment & machinery
 - Inspection and use of PPE
- Identify any risk of injury from machine parts or exposures.
- Detail actual steps followed to identify any movements of physical positions that could create hazards or risk.
- Note procedures to follow when shutting down equipment.
- Include storage, organization, and placement of parts, tools, etc.
- Identify hazards (dust, chemicals, heat, excessive noise, etc.) created by the job.

3. Identify solutions to hazards:

- Immediately remedy obvious problems such as missing machine guards.
- Identify equipment that could help reduce hazards.
- Make physical changes necessary to reduce hazards (improve lighting, ventilation, etc.).
- Find ways to eliminate, combine, or rearrange job steps to reduce hazards.
- Describe new job procedures to follow after changes are made.

These recommendations were developed using generally accepted safety standards. Compliance with these recommendations is not a guarantee that you will be in conformance with any safety regulations nor does it ensure the absolute safety of your occupation or place of business. Safety and health remain your responsibility.

FEDERAL HEALTH EXCHANGE NOTIFICATION

If you do not have health coverage, then this option may be for you. If you are not interested, ignore this section. See the following 3 pages – New Health Insurance Marketplace Coverage Options and Your Health Coverage.

HEALTH INSURANCE OPTIONS

See the following two pages...



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 6-30-2023)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Clear Creek Baptist Bible College		4. Employer Identification Number (EIN) 61-6002351	
5. Employer address 300 Clear Creek RD		6. Employer phone number 606-337-3196	
7. City Pineville		8. State KY	9. ZIP code 40977
10. Who can we contact at this job? Dean of Administrative Affairs			
11. Phone number (if different from above)		12. Email address jeremy.anderson@cbbc.edu	

You are not eligible for health insurance coverage through this employer. You and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs.

Employee Accountability Signature Pages

#1 - Employee Signature Page – ***Statement of FERPA Understanding***...pg. 39

#2 - Employee Signature Page – ***Employee Handbook***...pg. 41

#3 - Employee Signature Page – ***Workers Safety Guidelines***...pg. 43

EMPLOYEE SIGNATURE PAGE - STATEMENT OF FERPA UNDERSTANDING

Clear Creek Baptist Bible College
300 Clear Creek Road, Pineville, KY 40977
(606) 337-3196

STATEMENT OF FERPA UNDERSTANDING

F.E.R.P.A. = Family Educational Rights and Privacy Act

STUDENT / STUDENT SPOUSE / STUDENT CHILD or NON-STUDENT EMPLOYEE

Please Print

Employee Name _____

Street Address _____

City / State / Zip Code _____

- ✓ I UNDERSTAND THAT BY THE VIRTUE OF MY EMPLOYMENT AT CLEAR CREEK BAPTIST BIBLE COLLEGE.
- ✓ I MAY HAVE ACCESS TO RECORDS WHICH CONTAIN INDIVIDUALLY IDENTIFIABLE INFORMATION, THE DISCLOSURE OF WHICH IS PROHIBITED BY THE *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974*.
- ✓ I ACKNOWLEDGE THAT I FULLY UNDERSTAND THAT THE INTENTIONAL DISCLOSURE BY ME OF THIS INFORMATION TO ANY UNAUTHORIZED PERSON COULD SUBJECT ME TO CRIMINAL AND CIVIL PENALTIES IMPOSED BY LAW.
- ✓ I FURTHER ACKNOWLEDGE THAT SUCH WILLFUL OR UNAUTHORIZED DISCLOSURE ALSO VIOLATES CLEAR CREEK BAPTIST BIBLE COLLEGE'S POLICY AND COULD CONSTITUTE JUST CAUSE FOR DISCIPLINARY ACTION INCLUDING TERMINATION OF MY EMPLOYMENT REGARDLESS OF WHETHER CRIMINAL OR CIVIL PENALTIES ARE IMPOSED.

_____/_____/_____
Employee Signature Date

RETURN THIS COMPLETED FORM TO THE FINANCIAL AID OFFICE.

EMPLOYEE SIGNATURE PAGE - EMPLOYEE HANDBOOK

HOURLY EMPLOYEE:

I HAVE READ AND DO UNDERSTAND THE WORK-STUDY/WORK-SHIP EMPLOYEE HANDBOOK AND I WILL COMPLY WITH IT AS PART OF MY EMPLOYMENT HERE AT CLEAR CREEK BAPTIST BIBLE COLLEGE.

Please Print

Employee Name _____

_____/_____/_____
Employee Signature *Date*

DIRECTOR/SUPERVISOR:

I HAVE REVIEWED THE EMPLOYEE HANDBOOK WITH THE EMPLOYEE AND OUTLINED THE PROCEDURES TO BE FOLLOWED ON THE WORK ASSIGNED.

Please Print

Director/Supervisor Name _____

Department _____

_____/_____/_____
Director/Supervisor Signature *Date*

RETURN THIS COMPLETED FORM TO THE FINANCIAL AID OFFICE.

EMPLOYEE SIGNATURE PAGE - WORKER SAFETY GUIDELINES

1. Report at once to your supervisor all injuries no matter how slight.
2. Be thoughtful and orderly in your conduct. Many injuries are the result of "horseplay" and fooling around.
3. Always use the safety devices which are provided by the company for your protection.
4. Report to your supervisor any conditions or practices which appear to be unsafe.
5. Employees **should always** do everything possible to avoid getting hurt, and avoid injuring any other employee.
6. Be safety conscious and give your supervisor any suggestions you have for improving safety measures or devices.

HOURLY EMPLOYEE:

I HAVE READ AND HAVE HAD THE SAFETY INSTRUCTIONS & GUIDELINES SET FORTH ABOVE AND THOSE LISTED IN THE EMPLOYEE HANDBOOK EXPLAINED TO ME AND I WILL OBSERVE THESE INSTRUCTIONS TO THE BEST OF MY ABILITY.

Please Print

Employee Name _____

_____/_____/_____
Employee Signature *Date*

DIRECTOR/SUPERVISOR:

I HAVE REVIEWED THESE INSTRUCTIONS WITH THE EMPLOYEE AND OUTLINED THE SAFE PRACTICES TO BE FOLLOWED ON THE WORK ASSIGNED.

Please Print

Director/Supervisor Name _____

Department _____

_____/_____/_____
Director/Supervisor Signature *Date*

RETURN THIS COMPLETED FORM TO THE FINANCIAL AID OFFICE.