

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 51

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

Area Court Administrators	Presiding Judges
Clerk of the Appellate Courts	Senior Staff
Rural Training Assistants	Administrative Associate
Full-Time Clerks of Court	Rural Court Analyst
Magistrates at locations with no full-time clerk	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

Others: Hiring Supervisors

SUBJECT: Safety Program

Purpose: To define safety practices to be followed by Alaska Court System employees. The purpose of this safety program is to promote a safe and healthful workplace.

Policy: It is the policy of the Alaska Court System to take all reasonable measures to assure a safe and healthy workplace for employees. Supervisors are responsible to ensure that the safety measures listed below are followed. Employees are responsible for adhering to all safety guidelines and practices and to report to the appropriate authority all conditions which may become or are hazardous. All job related accidents and illnesses must be reported as soon as possible on the appropriate form.

This policy is being issued under the authority granted to the administrative director under Administrative Rule 1.

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I. OFFICE OR SHOP OPERATIONS

A. Housekeeping

1. Keep aisles, passageways, doorways, and stairways and landings clear at all times.
2. Arrange furniture and equipment to prevent any sharp corners or edges from protruding into aisles or walkways.
3. Keep all office chairs and other furniture in good repair.
4. Do not place electrical and communication cords where they create a tripping hazard. Cord runners can be used to solve some situations.
5. Display emergency telephone numbers in a prominent location at the workplace. (e.g. 911)

B. Secure Storage

1. Store chemicals and other hazardous materials in locations where they will not be tampered with or exposed to sources of ignition.
2. Stack papers, books, boxes, etc., in a manner to prevent toppling of the stack.
3. Do not overload storage racks, shelves, and cabinets to prevent collapse.
4. Open only one drawer of a file cabinet at a time so the cabinet will not tip over.

C. Electrical

1. Do not use any damaged or defective electrical equipment.
2. Report any damaged or defective electrical equipment immediately to your supervisor.
3. Never attempt repairs on equipment that is plugged in.

4. All electrical plugs designed with three prongs must have all three prongs in place to ensure proper grounding.
5. Do not plug three-prong plugs into two prong extension cords. Doing this eliminates grounding and increases the possibility of injury.
6. Turn off all unnecessary electrical equipment at the end of the work shift.

D. Lifting

Practice safe lifting techniques; see attached diagram.

II. MACHINES OR OFFICE EQUIPMENT

- A. Supervisors shall instruct employees regarding individual safety procedures to be used for the machines/equipment operated.
- B. Employees should not attempt repairs that should be done by a professional repairperson.

III. HEATING, VENTILATION, LIGHTING

- A. Heating and ventilation systems are specifically designed and balanced for building size and occupancy load. If adjustments are necessary, contact the supervisor.
- B. Adequate lighting will be provided at all work stations.
- C. Emergency exit lighting will be kept in repair and functional at all times.

IV. FIRE SAFETY

- A. Combustible or flammable materials must not be stored in furnace/boiler rooms or near other sources of ignition. They must be stored in rooms of minimum one-hour fire-resistant construction.
- B. Supervisors shall inform employees of location and use of fire alarms, fire extinguishing equipment, and emergency evacuation procedures.

- C. Emergency exits will be kept functional at all times.
- E. Emergency evacuation plans will be posted in each section area. Refer to the emergency program.

V. VEHICLE SAFETY

A. Operation and Licensing

All personnel employed by the Alaska Court System who operate vehicles for business use shall maintain a valid Alaska driver's license. Vehicles will be operated in accordance with the Alaska Department of Public Safety codes and regulations.

Seat belts must be used at all times when operating vehicles. The driver shall instruct any passengers to use the seat belts.

Speeding and/or reckless operation of any vehicle will not be tolerated. Under no circumstances will a vehicle be operated by a person under the influence of alcohol or other controlled substance.

On long distance trips the driver should make adequate rest stops to prevent fatigue.

B. Required Equipment

All vehicles will be inventoried at least semi-annually and prior to commencing an out-of-town trip to ensure that the proper emergency equipment is available for use.

The following items are to be maintained in all vehicles at all times:

1. Fire extinguisher
2. First aid kit
3. Jumper cables
4. Tow rope
5. Emergency flares or approved reflectors
6. Ice scraper
7. Spare tire, jack, and lug wrench

Effective Date

Arthur H. Snowden, II
Administrative Director