

HCC STUDENT WORKER EXERCISE

Please complete the following exercise using materials as indicated in each section. This exercise is designed to enhance employee awareness regarding safety. There are no trick questions.

Name: _____

Date: _____

Department: _____

AWAIR

1. True False Accidents do not need to be reported to your supervisor.
2. True False Safety concerns should be brought to the attention of your immediate Department Head or Supervisor.
3. True False Work-related Injuries should be reported immediately.

EMPLOYEE RIGHT-TO-KNOW

Please answer the following questions using the Zip-Strip material safety data sheet.

1. What is the name of the manufacturer?
2. If you ingest the product, what first aid measures should you take?
3. What personal protective equipment does the manufacturer recommend?
4. How should this product be stored?

BLOODBORNE PATHOGENS

1. True False Transmission of pathogens is through non-intact skin.
2. True False You are responsible to clean up a blood spill.
3. True False Using Universal Precautions means treating the blood and body fluids of anyone as if they were known to be infected with HIV, HBV or other bloodborne pathogens.
6. True False All exposure to non-intact skin involving blood must be reported immediately.

FIRE & EMERGENCY ACTION PLAN

1. How will you be notified of a fire at HCC?
2. Where are the two muster sites if evacuation would be necessary?
3. What is the acronym for proper use of a fire extinguisher?
4. If you are in the PE building and the tornado siren sounds, where is the tornado shelter area?

Non-Discrimination & Harassment Policy

Using the MN State Colleges & Universities Nondiscrimination Policy (white) found in the folder, please answer the following questions.

1. TRUE FALSE Harassment in the workplace includes only sexual harassment.
2. TRUE FALSE Minnesota State Colleges & Universities (MNSCU) policy applies only to employees.
3. TRUE FALSE Harassment may be verbal or physical.
4. TRUE FALSE Discrimination includes only race, sex and color.
5. TRUE FALSE MNSCU has an investigation and resolution policy pertaining to discrimination and harassment.

Code of Conduct & Ethics

Using the Code of Conduct & Ethics policy (yellow) found in the folder, please answer the following questions.

1. TRUE FALSE This policy applies to all administrators, faculty, staff and student employees.
2. TRUE FALSE I may work at my HCC supervisor's business.
3. TRUE FALSE I may use an HCC phone for a long distance call.
4. TRUE FALSE I may accept a cup of coffee or cappuccino from my supervisor.

Print Name	Signature

HAZARDOUS WASTE

This portion only needs to be completed if you will be working in one of the following areas: Art, Auto, Biology, Chemistry, Dental, Diesel, Law Enforcement, Maintenance, MLT, Pharmacy, Planetarium or Refrigeration.

Using the HCC's hazardous waste management plan and the info that was viewed, please answer the following questions.

1. True False Used oil is considered an exempt hazardous waste.
2. True False Lethal hazardous wastes are based on the flash point.
3. Using HCC's waste management plan, list one waste generated by diesel and what it's collected in.
4. Using HCC's waste management plan, list one waste generated by maintenance and what it is collected in.
5. Using HCC's waste management plan, list one waste generated by biology and how it is disposed.
6. What should you try to do in the event of a small chemical spill?
7. What should you do if you are unsure about proper disposal of a waste?
8. Is there anything related to hazardous waste that you do not understand? If so, please list and these items will be reviewed with you.