

Travel Policy

We know that Alaska's Laborers are located all over the state and need to obtain training. AKLTS is proud that we are able to supply travel assistance to those who need it to remain highly trained for the construction workforce. In order to provide this much needed service, it is requested that all students register for training classes at least 2 weeks prior to class beginning. All student travel requests must be approved prior to any arrangements being made. Students should fill out their own travel request unless they are out of town and unable to access the forms then the student is encouraged to contact AKLTS directly. Students who travel are asked to plan their training to maximize efficiency (in other words, try to get as much training per travel trip as possible).

1. Students should fill out a travel request form at the same time they apply for training classes. A travel request form should accompany each class application.
2. All student travel must be approved prior to any travel or arrangements being made.
3. If a student who is being assisted with their travel is absent or leaves training for any reason, immediate notification is required. Absences may impact travel assistance.
4. Most travel reimbursements will be done by mail. Specific arrangements must be made with accounting for hand delivered reimbursement checks.
5. All direct reimbursement requests must be accompanied by receipts.



If you can't make it to class...

Not going to be able to make it to class? Give us a call and let us know! We'll give you the dates of when that class will be given again in the future and let you know how to apply. By contacting us about your change of plans gives another Union Member the opportunity to learn a new skill or update their certification. **No Call No Shows** affect everyone! Communication is everything. Here are four easy ways to communicate with the training school:

1. **Call the training school** – you can call in the middle of the night even. There is an answering machine!
2. **Call the instructor directly** – most instructors give out their phone numbers to the classes
3. **Email the training school**
Anchorage School: training@aklts.org
Fairbanks School: info@aklts.org
4. **Facebook** – send a private message... we will pass it on to the instructor

Did you know? OSHA has a new Silica Standard

Silica is one of the most common, naturally occurring elements on the planet. Materials that contain crystalline silica are not hazardous unless they are disturbed, generating small-sized particles that can get into your lungs ("respirable crystalline silica"). For example, blasting, cutting, chipping, drilling and grinding materials that contain silica can result in silica dust that is hazardous for construction workers and others to breathe.



Are you at risk of being exposed to silica?

Tasks	Materials
Abrasive Blasting	Asphalt (for paving)
Bushhammering	Brick
Cutting / sawing	Cement
Demolishing / disturbing	Concrete block
Drilling	Drywall
Earthmoving	Fiber Cement products
Grinding	Grout
Jackhammering	Gunite /shotcrete
Milling	Mortar
Mixing	Paints containing silica
Polishing	Plaster
Roofing	Refractory Mortar / Castables
Sacking/patching	Rock
Sanding	Roofing tiles & pavers
Scabbling	Sand
Sweeping / cleaning up	Soils (fill dirt & top soils), Stone (granite, limestone, quartzite, sandstone, shale, slate, etc.) Stucco / EIFS / Tile

The new rule is a comprehensive health standard for construction that minimizes the need for air sampling and focuses on controlling the hazard. AKLTS will be offering training about the new OSHA Silica standard throughout the coming year. Information will be embedded into existing training, such as concrete-related classes and as stand-alone classes. Learn what you need to know to work safer.



Want to stay updated on the latest Health & Safety info? Check out www.lhsfna.org