

Suffolk County Community College

College

Employee Safety Handbook



May 2012

Employee Safety Handbook

At Suffolk County Community College, our most valued resources are our employees and students. We are dedicated to providing a safe and healthy environment for employees and the public alike. Injuries generally can be prevented. In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out College wide.

All employees will follow this program

Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to make this program work. You are a valued member of the team, and we care about your safety.

Health and Safety Requirements

All employees will comply with the provisions of the Occupational Safety and Health Act. Therefore, any employee who knowingly commits an unsafe act, creates an unsafe condition or disregards the safety policy is subject to disciplinary action, as per established procedures. Some (but not all) violations are listed below:

- Drinking alcohol, and/or drug abuse prior to or during working hours
- Fighting
- Theft
- Willful damage to property
- Failure to wear proper Personal Protective Equipment (PPE).
- Willful or negligent destruction of safety equipment/machinery guards
- Failure to follow proper safety procedures
- Failure to follow recognized industry practices
- Engaging in dangerous horseplay
- Failure to notify the College of a hazardous situation

Notify your supervisor immediately if/of

- Any/all injuries
- Should you become ill while on the job
- You have a disability or physical handicap that will prevent you from safely performing an assigned task
- You do not have the proper safety equipment
- Any safety violations you observe
- Any dangerous conditions you observe

Accident and Incident Reporting

It is important that you report all accidents and incidents that result in injury, illness, or damage (however slight), to your supervisor immediately. It is Suffolk County Community College's responsibility to investigate each incident, and your responsibility to report them when they occur.

First Aid and Medical Treatment

Suffolk County Community College provides a First Aid Kit in many departments. It is there for your use for the treatment of minor injuries. Ask your supervisor to show you its location. Let your supervisor know if you need to use the First Aid Kit.

If you have a work-related injury or illnesses that requires professional medical assistance, notify your supervisor and let him/her know before you receive this assistance. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation benefits to pay for doctor's bills, and/or lost wages.

First Aid Training

The Suffolk County Community College, with limited exceptions, does not provide first aid training to its employees. Any first aid rendered by one employee to another is done so voluntarily (as a "Good Samaritan").

Your Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to request information on Health and Safety hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts you or someone else in unnecessary danger of serious injury, or requires you to perform a task which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.

Your Safety Responsibilities

You also have some important responsibilities concerning safety. These are:

- The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.
- The responsibility of always following the safety rules for every task you perform,
- The responsibility of reporting any hazards you see.
- The responsibility of helping your co-workers recognize unsafe actions or conditions they cause.
- The responsibility of asking about the safety rules you are not sure about.

Employee Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety rules and /or safe practices may result in disciplinary action in accordance with established procedures.

GENERAL SAFETY RULES

- Read and follow the safety notices and other information that is posted.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help your fellow employees when they ask for assistance or when needed for their safety.
- Never participate in “horseplay.”
- Clean up spills immediately.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, etc., as necessary.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Never use intoxicating beverages or controlled drugs before or during work. Prescription medication should only be used at work with your Doctor’s approval.

FIRE SAFETY

- Report all fire hazards to your supervisor immediately.
- Fire fighting equipment shall be used only for fire fighting purposes by those who are trained to do so.
- Do not block off access to fire fighting equipment.
- Keep doors, aisles, fire escapes and stairways unobstructed at all times.
- In the case of a fire, your first consideration must be the safety of all persons.
- Change clothes immediately if they are soaked with oil, gasoline, paint thinner or any other flammable liquid.

- Know how to report a fire and how to sound the fire alarm.
- Know the location of all fire extinguishers, and how to use them.
- Know the fire exits to be used in an emergency.

HAND TOOL SAFETY

- Wear protective equipment necessary for the job you are performing. Discuss any required safety equipment with your supervisor as changes occur.
- Do not use defective tools.
- Check all wiring on electric hand tools for proper insulation and 3-prong plug grounding.
- **Hammers:** Use eye protection at all times!
- **Screwdrivers:** Use the right size and type of screwdriver for the job. Do not use a screwdriver as a chisel.
- **Wrenches:** In using any wrench, it is better to pull than to push. If you have to push, use your open palm. Use the proper wrench for the job.
- **Handsaws:** Saws that are sharp and rust free are less likely to bind or jump. Insure the object being cut is secured tightly to a flat surface.

PROTECTIVE EQUIPMENT

Make sure you wear the proper safety equipment when working! Make sure it is the proper type and in good condition!

MATERIAL HANDLING SAFETY RULES

- When lifting, lift properly. Keep the back straight, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.
- When lifting heavy objects, utilize a two-wheeled dolly, or ask for assistance from another employee.
- Inspect the object you are going to lift for sharp corners, nails or other things that may cause injury.
- Use gloves when handling rough or sharp materials.

HOUSEKEEPING

- Do not place materials in aisles, stairways, or any designated path of travel.
- Stack material at a safe height so that material will not fall if bumped. Insure heavy loads have proper support, and make sure there is no overhanging or irregular stacking of material.
- Place all trash or scrap in places provided. Clean up all spills immediately.
- Report worn or broken flooring, stair treads, handrails, furniture, or other office equipment.
- Smoking is permitted only in designated areas. Use ashtrays for disposing of butts. Do not throw butts on the ground.