EMPLOYEE INJURY/ACCIDENT PREVENTION TRAINING

Skidmore offers a variety of Injury and Accident Prevention Training, such as:

- Hazardous Communication
- Hazardous Waste Management
- Laboratory Safety
- Back Safety
- Slip, Trip, Fall Prevention
- Forklift/Machine Safety
- Fire Safety
- Asbestos Awareness
- Ladder Safety
- Fall Prevention
- Knife Safety
- Accident Prevention
- Electrical Safety
- Equipment Training

For information about these and other training opportunities, please consult your Supervisor.

ON CAMPUS RESOURCES:

Environmental Health & Safety (EHS).....580-5865 or mdugas@skidmore.edu
EHS for Academic Affairs.....580-5136 or lgreenho@skidmore.edu

SAFETY IN THE WORKPLACE COMMITTEE

Skidmore College's Safety in the Workplace Committee is committed to ensuring the safety of employees and students and is charged with maintaining a comprehensive safety program that supports and encourages a safe work environment and which is compliant with all external laws and regulations. For additional information and safety policies, please visit the Safety Committee's website located at *http://cms.skidmore.edu/safety_committee/index.cfm*.

October 2014

A SAFE CAMPUS DEPENDS ON ALL OF US

SKIDMORE COLLEGE

WORKPLACE SAFETY
AWARENESS AND COOPERATION

LETTER FROM THE PRESIDENT

Our employees and students are our most valuable asset. It is our policy that every person is entitled to a safe and healthful place in which to work and live.

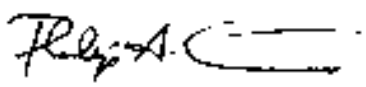
The establishment and maintenance of a safe environment is the shared responsibility between all members of the community. To this end, every reasonable effort will be made in achieving the goal of accident prevention and health preservation.

Our philosophy is oriented toward affirmative control and minimization of risk to the greatest extent possible. We have a basic responsibility to make the safety of employees and students a part of our concern. We will be counting on you to do your part in making our program an effective one.

The success of Skidmore College will depend, in part, on how safely each job is performed. There is no job so important–nor any service so urgent–that we cannot take time to work safely.

Skidmore College will aggressively pursue a plan to minimize pain and suffering of an injured worker, and return him/her to active work duties as soon as possible.

I consider the safety of our campus to be of prime importance, and I expect your full cooperation in making our program effective.



Philip A. Glotzbach
Skidmore College President

What you should know as a Skidmore College employee:

EMPLOYEE HEALTH AND SAFETY RESPONSIBILITIES:

1. Follow all safety rules and standard safety operating procedures
2. Report hazards promptly
3. Use required PPE
4. Report accidents and injuries immediately
5. Attend necessary safety training courses

REPORTING PROCEDURES

- Medical Emergencies
  Report Medical Emergencies, IMMEDIATELY, to Campus Safety at ext. 5566 (24/7/365).
- Workplace Accidents & Injuries
  Report Accident & Injuries, IMMEDIATELY, to your Supervisor.
- Unsafe Workplace Conditions & Acts
  Report any Unsafe Conditions or Acts promptly to your Supervisor.

EMERGENCY PROCEDURES

Evacuation Procedures & Assembly Points, Fire, Tornado/Earthquake or Severe Weather, Power Outage, Lockdown, Shelter in Place, etc.
Emergency Procedure Posters, providing instruction for the emergencies noted above, will be posted within each department and can also be located on Skidmore Emergency Preparedness website at www.skidmore.edu/emergency/includes/2014EmergencyProcedures.pdf

WORKERS' COMPENSATION

Skidmore College is self-insured for its Workers Compensation Program. For any on-the-job injury or illness, employees should IMMEDIATELY notify their Supervisor, and seek medical attention (as needed) at Corporate Health Services/Occupational Medicine, 2388 Rt 9, Malta, NY. Accident Reports, available from your Supervisor, must be completed and submitted to Human Resources within 24 hours. Additional information about the Program is available at www.skidmore.edu/hr/documents/WorkersCompensationFAQ.pdf, or by contacting Human Resources, ext. 5800.

EMERGENCY EQUIPMENT

First Aid Kits, Fire Extinguishers, Automated External Defibrillators & Evacu-Tracs
It is good practice to familiarize yourself with the location of your Departments' Fire Exits, Fire Extinguishers, First Aid Kit, and, where available, Automated External Defibrillators (AED), and Evacu-Trac devises.

HAZARD COMMUNICATION

OSHA's Right-to-know law, Safety Data Sheets
Information on potentially hazardous substances to which you may be exposed to while in the workplace, will be made available by your Supervisor, along with the location of all Safety Data Sheet (SDS). Additionally, Hazard Communication Training is required annually, please consult your Supervisor for a schedule.

BIOHAZARDOUS MATERIALS & BLOODBORNE PATHOGENS

Information and annual training is provided to employees in positions or departments that deal with or may be exposed to Bio Hazardous Materials and Bloodborne Pathogens, please consult your Supervisor for a schedule.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment is provided to employees in positions or departments that have specific hazard(s). Common PPE's include safety glasses, safety shoes, hard hats, etc. For more information about PPE's specific to your department workplace, please consult your Supervisor.

ERGONOMICS PROGRAM

Skidmore's Ergonomics Program is available to assist employees in eliminating or reducing employee injuries associated with repetitive motion and manual material handling work tasks. Additional information about the Program is available at www.skidmore.edu/hr/policies/ergonomics.php

POLICY AGAINST WORKPLACE VIOLENCE

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect Skidmore College, or that occur on College property, or in the conduct of Skidmore College business off campus, will not be tolerated. Additional information about the Policy is available at www.skidmore.edu/hr/documents/PolicyAgainstWorkplaceViolence.pdf

MOTOR VEHICLE POLICY

Employees that are required to drive a College's owned, rented or leased vehicle as part of their employment must apply to become an approved driver and comply with the College's Motor Vehicle Policy. Information about this Policy is available at www.skidmore.edu/safety_committee/motor_vehicle_policy/

DRUG-FREE CAMPUS POLICY

The College recognizes, supports and enforces all Federal and New York State laws related to alcohol, tobacco, and other drugs. Students, faculty, staff and guests are expected to comply with these laws. Skidmore College maintains a comprehensive program to support its policy on drug and alcohol use/abuse, which consists of (1) educational information and programming, (2) a voluntary program of employee assistance, and (3) disciplinary measures.
The College offers no safe haven from applicable laws of personal behavior. Additional information about the Policy is available at www.skidmore.edu/hr/policies/drug-free-campus.php