

Workplace Safety

Awareness and Cooperation



SKIDMORE

What you should know:

A MESSAGE FROM THE PRESIDENT

Keeping our community safe and healthy is a shared endeavor that requires participation from us all. The College will make every reasonable effort to support the community in this mission of accident prevention and health preservation.

Please carefully review the procedures, policies and trainings outlined as part of Skidmore's comprehensive workplace safety program. These resources and guidelines are in place to help minimize risk to our employees and students to the greatest extent possible.

It should always be a top priority to work safely and carefully to complete jobs and tasks, and Skidmore will always strive to foster an environment that supports that conviction. The College will also aggressively seek to minimize the pain and suffering of an injured worker and return them to active work duties as soon as possible.

Thank you for your full cooperation in this critical endeavor to maintain a safe and healthy campus environment for all. The success of this program depends upon all of us doing our part, adhering to these policies and acting responsibly — to protect ourselves and our fellow campus community members.

Marc C. Conner
President

■ **REPORTING PROCEDURES:**

Employees have the responsibility to follow safety procedures, including wearing proper safety equipment and completing appropriate training. Employees must also recognize and correct hazards (when possible) and report the following as indicated:

- **Medical Emergencies**
Report medical emergencies IMMEDIATELY to Campus Safety at 518-580-5566 (24/7/365).
- **Workplace Accidents and Injuries**
Report accidents and injuries IMMEDIATELY to your supervisor.
- **Unsafe Workplace Conditions and Acts**
Report any unsafe conditions or acts promptly to your supervisor.

■ **EMERGENCY PREPAREDNESS**

The College's Comprehensive Emergency Management Plan is available at the emergency preparedness website at: [skidmore.edu/emergency](https://www.skidmore.edu/emergency)

The plan includes responses to a wide variety of scenarios, including fire, bomb threat, suspicious objects, severe weather, power outage, and more. An emergency procedure map, detailing evacuation procedures and assembly points across campus, is also available to view/download.

■ **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). If the injury occurs during normal business hours, your supervisor may make arrangements at medical facilities in Wilton or Malta. If the injury is serious or occurs after normal business hours, you should go to the emergency room.

Accident reports, available from your supervisor, must be completed and submitted to Human Resources within 24 hours. Additional information can be obtained by contacting Human Resources at 518-580-5800.

■ **EMERGENCY EQUIPMENT**

Familiarize yourself with the location of your departments' fire extinguishers, fire exits, first aid kit, and, where available, automated external defibrillators (AED) and bleed control kits.

■ **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal protective equipment is provided to employees in positions or departments that have specific hazard(s). Common PPE include safety glasses, safety shoes, and hard hats. For more information about PPE specific to your department workplace, please consult your supervisor.

■ **HAZARD COMMUNICATION PROGRAM/RIGHT-TO-KNOW:**

Information on potentially hazardous substances to which employees may be exposed while in the workplace

The hazardous properties of the chemicals are communicated with container labels, Safety Data Sheets (SDS's) and training. The Hazard Communication Plan provides detailed safety guidelines and instructions for the receipt, use and storage of chemicals. Please contact your supervisor for training details.

■ **BIOHAZARDOUS WASTE MANAGEMENT POLICY AND EXPOSURE CONTROL PLAN**

This policy and related exposure control plan assist employees with the proper handling and disposal of biohazardous or regulated medical waste, to identify those employees who may be at risk of occupational exposure to human blood-borne pathogens and/or biohazardous or medical waste, and to implement control measures designed to decrease these risks.

■ **WINTER WEATHER AND CAMPUS SNOW CLEARING**

Employees are reminded that additional caution is advised when on campus during the winter season because of the potential for hazardous conditions caused by snow, ice, wind, and freezing temperatures. Following a major snowstorm, prioritized sidewalk routes are cleared based on levels described on the Campus Safety Weather Information website at: [skidmore.edu/campus_safety](https://www.skidmore.edu/campus_safety)

■ **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 is available at: [skidmore.edu/hr](https://www.skidmore.edu/hr)

■ **POLICY AGAINST WORKPLACE VIOLENCE**

This policy is intended to provide a safe work environment. Acts or threats of physical violence, including intimidation, harassment and/or coercion, will not be tolerated. Additional information about the policy is available at: [skidmore.edu/hr](https://www.skidmore.edu/hr)

■ **MOTOR VEHICLE POLICY**

Employees who may be required to drive a College-owned, leased or rented vehicle or golf cart must be an authorized driver and comply with the College's motor vehicle policy. Information about this policy is available at: [skidmore.edu/risk-management](https://www.skidmore.edu/risk-management)

■ **DRUG-FREE CAMPUS POLICY**

The College is committed to maintaining a campus environment free from the effects of alcohol, drugs or other intoxicating substances. To comply with federal and state legislation, orders and regulations associated with the Drug-Free Workplace Act, and the Drug-Free Schools and Communities Act Amendments, the College has developed a comprehensive program to support its policy on drug and alcohol use/abuse. This program consists of educational information and programming, a voluntary program of employee assistance, and disciplinary measures. Additional information is available at: [skidmore.edu/hr](https://www.skidmore.edu/hr)

■ **SAFETY IN THE WORKPLACE COMMITTEE**

The College's safety committee is dedicated to ensuring the safety of the Skidmore community and maintaining a comprehensive safety program that supports and encourages a safe work environment compliant with all federal, state and local laws and regulations. For additional information and safety policies, please visit the safety committee's website at: [skidmore.edu/safety_committee](https://www.skidmore.edu/safety_committee)

■ **OTHER SAFETY TRAINING**

The following are examples of safety training that may be required or suggested based upon an employee's specific job classification or work environment. Please check with your supervisor to determine the appropriate training for you.

- Hazardous Waste Management
- Laboratory Safety
- Respiratory Protection Plan
- Hearing Protection
- Back Safety
- Slip, Trip, Fall Prevention
- Lockout/Tagout
- Forklift/Machine Safety
- Fire Safety
- Asbestos Awareness
- Ladder Safety
- Kitchen Knife Safety
- Accident Prevention
- Electrical Safety
- Specialized Equipment Training
- Fire Extinguisher Training
- First Aid / CPR
- Radiation Safety