

Suffolk County Community College

Employee Safety Handbook



May 2012
Revision 1.1 (March 2018)

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

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.

