1. Safety

It is the policy of the University to promote a positive program to make all employees aware of the need to practice proper health and safety measures. Employees should be conscious of, and concerned with, the health and safety of themselves, their fellow employees, students, and visitors to the campus. They should be alert in performing their duties so as to prevent the unexpected accident. Reasonable care and common sense will eliminate many hazards and potential danger areas.

The University is also committed to compliance with the OSHA Hazard Communication Standard relating to each employee’s “Right-to-Know” regarding actual or potential hazardous substances in the workplace.

It is the mutual responsibility of department heads, supervisors, and employees to keep the University a safe and healthy workplace. Department heads and supervisors are requested to instruct their employees in the safe way to do their particular jobs, to provide “Right-to-Know” information regarding hazardous substances (Hazard Communication), and not to assume that each person is skilled and safety conscious.

Dangerous or potentially hazardous conditions should be reported at once to the person responsible for the department or section, or the Physical Plant office.

2. Fire Drills Under New York State Education Law and the Village Code Enforcement Officer, fire drills will be conducted in every University building used by students.

The Director of Campus Safety will conduct such drills at least three times each year. All students, employees and visitors will vacate the building during such drills.

Failure to comply with this policy is in violation of Article 17, Section 807, Sub Paragraph 3 of New York State Education Law and is a misdemeanor.