

Policy: 5.61

Safety

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor and/or the College nurse (Campus Police substitutes for the College Nurse when he/she is not available). Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.