

Bard College Guidelines for Student Employee Safety

Bard College's Safety Responsibilities

All students employed with Bard's Building and Grounds Department will be given instruction in basic safety procedures before they are allowed to work with equipment or other potentially hazardous items and materials. All students should be made aware of where First Aid kits and Eye Wash stations are located.

Student's Safety Responsibilities

1. Every employee is responsible for safety and health.
2. Use of illegal drugs and alcohol is prohibited on the property and during working hours.
3. Employees shall take every reasonable precaution to prevent accidents and injury to themselves, other employees and the public.
4. Employees have the responsibility to report unsafe conditions or practices to their immediate supervisors.
5. Employees shall report all injuries and accidents to their immediate supervisor as within 72 hours.
6. Employees shall also report to supervisors all "near-miss" accidents, which could have resulted in injury, death and/or property damage.
7. All employees shall be aware of all hazards in their work locations and practice safe habits on all occasions. Hazards such as: heavy equipment noise, impact and penetration, back strain, harmful dust and other eye hazards, ticks, poison ivy, etc.
8. Ticks are commonly found in natural or landscaped areas. When working in these areas wear light colored clothing with tight cuffs at ankles and wrists. Use insect repellent with DEET on clothing, not on skin. Inspect skin frequently. Pull out tick immediately with tweezers. If rash or other symptoms develop notify your doctor immediately.
9. Poison ivy is active all year long; although contact it is more likely to occur in spring and summer. The best prevention is to avoid contact. Wear clothes that cover arms and legs. Wash skin thoroughly as soon as possible after exposure.
10. The employee's immediate supervisor must approve any use of equipment. Employees under the age of 18 cannot use power equipment or ladders.
11. Tools and equipment shall not be used for any purpose other than their intended use.
12. Personal protective clothing and/or equipment (safety glasses, ear protection, gloves, head protection, sun block, bug protection, etc.) required by Bard shall be furnished by the Department and its use strictly enforced.
13. Employees are required to furnish their own: hard shoes and weather-appropriate clothing and outerwear. No loose clothing or jewelry should be worn that might interfere with a job.
14. Reasonable effort should be made to minimize or eliminate exposure to blood borne pathogens. For example: use shovels, latex gloves, forks or tongs to handle roadside debris. Carry trash bags away from the body to avoid skin punctures. Practice good hygiene, such as washing hands thoroughly after contact with potentially infectious material. Disinfect tools and equipment. Use containers to collect "sharps" (needles, razors, knives, broken glass, etc.)
15. Employees who believe they have been exposed to potentially infectious materials must report exposure immediately to the supervisor. The safety officer must be immediately notified and the employee directed to a hospital for treatment. The safety officer will help the employee complete an exposure incident report and direct the employee to a physician.

I, _____ (print name) have read and understand the above safety guidelines. I agree to comply with the safety guidelines during the time I am employed with the Building and Grounds Department.

_____ Student Signature _____ Date