

## ***Standard Operating Procedure***

### ***Employee Injuries and Accidents***

The Institute is committed to providing a safe and healthy working environment for all employees. All employees are encouraged to follow safe work practices and to report any unsafe conditions to their immediate Supervisor or to the Human Resources Department.

Where necessary, the Institute will provide employees with personal protective equipment to be used on the job.

#### **Procedure:**

1. If you incur an on-the-job injury or illness while on the premises, or if you witness an incident on the premises resulting in illness or injury, you should report it to your Supervisor, the Institute Administrator and/or Human Resources.
2. First Aid and Decontamination:
  - a. Remove all contaminated clothing, jewelry and shoes  
**Chemical Exposure:** Flush with eyewash or safety shower for 15 minutes  
**Inhalation and Ingestion:** Seek medical assistance immediately  
**Biological or Radiological:**  
**-Skin Exposure:** Wash with soap and water for 5 minutes  
**-Eye Exposure:** Flush with eyewash for 15 minutes
3. For serious injuries and exposures:
  - a. Call 911 and request an ambulance
  - b. If possible, call Burke Security (914-597-2318) and inform them of the ambulance request. Notify your Supervisor and WCM Employee Health Services (646-962-7233).
4. For minor injuries and exposures:
  - a. As soon as possible, go to a nearby Emergency Room
  - b. Bring the Safety Data Sheet(s) for all contaminating agents when obtaining medical assistance for chemical exposure
5. Complete the Incident/Accident Report Form and submit to Human Resources.

If you require medical attention for your injury or exposure, inform the treating physician that it was a workplace incident. The facility should **NOT** bill your insurance. All bills can be sent to:

**NYSIF  
Claims Department  
PO Box 66699  
Albany, NY 12206**

If needed, please call our insurance carrier or Human Resources for clarification or information:

**Aebly & Associates  
3638 Seneca St  
West Seneca, NY 14224  
Policy # W 1077 160-8  
Direct: (716) 675-2100 x230**