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

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