



# Section 8: Health, Safety and Emergency Policies

## 8.1 Health and Safety Policy

### Cornell University Health and Safety Policy 2.4 (Excerpt)

At Cornell University, safety is everyone's responsibility. All members of the university community should be thoroughly familiar with their safety responsibilities, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors, and be prepared for emergencies that may occur in the workplace or on campus.

This Health and Safety policy reaffirms the university's commitment to safety and establishes a uniform system and process to help individuals, departments, and units meet their health and safety responsibilities.

#### Reporting

There are three ways to report a health or safety hazard:

1. If you believe there is an immediate danger to the health or safety of yourself or others call 911.
2. If there is no immediate danger to the health or safety of yourself or others, but you believe there is an ongoing or potential hazard that may need attention, contact your supervisor.
3. If the problem cannot be remedied by a supervisor or a supervisor is not available, contact Tatyana Fabrikant (212) 340-2909 or Jean Zilnik (212) 340-2907, in the main office.

#### How to report an injury or accident

1. If any employee under your supervision is injured on university-owned or occupied space, fill out a **Cornell University Accident Report** within 24 hours of the time of the accident. This form, with instructions for its completion, is available online on the Human Resources website. When completed, send the form to the Office of Human Resources. (see Attachment 8.a: Personal Accident Enrollment Form)  
[https://www.hr.cornell.edu/benefits/insurance/pai\\_brochure.pdf](https://www.hr.cornell.edu/benefits/insurance/pai_brochure.pdf)
2. If someone other than an employee is injured on university-owned or occupied space (office space), have that individual immediately complete a **Cornell University Incident Report** and, if assistance is necessary, 911 to report the incident.



## 8.1 Health and Safety Policy (continued)

### Worker's Compensation

Workers' Compensation provides income protection and medical treatment benefits in compliance with New York law while you are disabled from a work related injury, illness or disease. Community Educators are covered by workers compensation as long they are on Cornell paid time and therefore not covered while on their way to work (office/worksite) or to home. (see Attachment 8.b)

#### If you sustain a work related injury or illness:

If you need medical attention, please **do not use your health insurance. Notify the health care professional that you are covered under the New York State Insurance Fund.**

**Policy Number 240960**

Address: **Glendale Technology Park, Bldg 16**

**2001 Perimeter Road East**

**Endicott, New York 13760-7390**

**Contact Person: Sue Sweetland (607) 741-2114**

Please note that it takes 5-10 days to get a carrier case number once the accident report is submitted to campus.

Benefits begin when three Workers' Compensation criteria are met:

- An accident, injury, illness or disease must be reported to Cornell. Use the **Cornell University Injury/Illness Report** to do this. Cornell requires that these reports be completed within 24 hours of the time of injury or illness.  
See link: [http://www.risk.cornell.edu/accident\\_reporting.cfm](http://www.risk.cornell.edu/accident_reporting.cfm)
- Medical certification of injury, illness or disease must be presented to Cornell and the NY Workers' Compensation Board.
- A causal relationship between the injury, illness or disease and your job must be made and documented, and it must have occurred in and of the course of your employment at Cornell.

If either of these conditions are not present, Cornell may not accept the injury, illness or disease as falling under the Cornell Workers' Compensation benefit program. If Cornell decides to not accept it under Workers' Compensation (called a controverted claim), you are placed on Short Term Disability benefits until the Workers' Compensation claim is decided by the NY Workers' Compensation Board.

Visit the Human Resources Division website for more information:

<http://www.hr.cornell.edu/benefits>



## 8.2 Emergency Planning Policy (continued)

### Cornell University Emergency Planning Policy 8.3 (Excerpt)

Cornell University organizes, coordinates, and directs available resources toward an effective response to, and recovery from, any emergency. The effectiveness of this effort is dependent on the development of a comprehensive central plan and individual college/unit plans. The university, therefore, expects colleges, divisions, and individual departments to develop detailed emergency plans. This policy includes a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires that colleges, divisions, and individual departments designate emergency coordinators with the authority to make modifications in emergency procedures and commit resources for emergency preparedness and recovery, as necessary.

The university is committed to protecting its community members, intellectual property, and facilities; minimizing the impacts of emergencies; maintaining commitments to sponsors of research; and maximizing the effectiveness of the campus community in responding to and recovering from emergencies.

#### WEBSITE ADDRESS FOR THIS POLICY

<http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/riskandsafety/emergencyplanning.cfm>

University Policy Office: <http://www.policy.cornell.edu>



## 8.2 Emergency Planning Policy (continued)

### **EMERGENCY PROCEDURES FOR CUCE-NYC OFFICES**

**CUCE-NYC EMERGENCY CLOSING NOTIFICATIONS, CALL THE MAIN OFFICE (212) 340-2910. EMERGENCY AND EVACUATION PLANS ARE IN DEVELOPMENT FOR INDIVIDUAL OFFICES. USE THE FOLLOWING PROCEDURES IN THE INTERIM.**

#### **Fire Emergency**

##### **1. REPORT**

- Alert others in the immediate area and evacuate the room.
- **CALL 911** from a safe location -- Report the location and size of the fire

##### **2. CONFINE THE FIRE BY CLOSING THE DOOR TO THE ROOM.**

##### **3. EXIT VIA THE NEAREST SAFE ESCAPE ROUTE**

- Feel the upper part of the door – do not open it if it is hot.
- Open door slowly if it is cool. Be ready to close it if smoke or heat is present.
- Walk, do not run to exits. Use stairways to exit, do not use elevators.

##### **4. MOVE TO YOUR EMERGENCY MEETING SITE**

- Report any missing or trapped people to the emergency responders
- Move away from the building

**For more information on Fire Prevention:** <http://www.ehs.cornell.edu/fire>

#### **Medical Emergency**

##### **1. PROTECT VICTIM FROM FURTHER INJURY**

- Remove any persistent threat to the victim.
- Do not move the victim unnecessarily.

##### **2. CALL 911 TO OBTAIN EMERGENCY MEDICAL CARE**

- Report the location of the person and the nature and extent of injuries.
- Call from a safe location.

##### **3. PROVIDE FIRST AID IF YOU HAVE APPROPRIATE TRAINING**

#### **Police Emergency**

##### **1. PROTECT YOURSELF FROM HARM**

- Attempt to remove yourself from any danger.

##### **2. CALL 911 TO OBTAIN POLICE ASSISTANCE**

- If possible, call from a safe location.

##### **3. PROVIDE THE FOLLOWING INFORMATION TO THE POLICE:**

- |                           |                                   |                                    |
|---------------------------|-----------------------------------|------------------------------------|
| • Location of Crime       | • Nature of crime & specifics     | • Any injuries                     |
| • Description of suspects | • Direction of travel of suspects | • Description of vehicles involved |

##### **4. DO NOT PURSUE OR ATTEMPT TO DETAIN SUSPECT**

#### **Other Emergencies**

##### **1. EVACUATE IF NEEDED and CALL 911 TO REPORT OTHER EMERGENCIES**