

Allegheny College PERSONNEL POLICIES & BENEFITS HANDBOOK	800 POLICY NUMBER
	9/01/02 EFFECTIVE DATE
Subject: EMPLOYEE SAFETY	

800 Employee Safety

800.1 On-Campus Emergencies

The Security Office, the unit responsible for safety, security and coordination of emergency services at the College, is located in the Newton Observatory. Security may be reached twenty-four hours a day by dialing ext. 3357 from any on-campus phone or by dialing 332-3357 from a private phone. A switchboard operator will relay your request to a Security Officer. Officers are available to respond to service calls and patrol the campus seven days per week, 24 hours per day.

In the event of a life-threatening situation, call 911 directly, and then notify Security afterward. There are four emergency Call Boxes located on campus for emergency use. The locations of the four Call Boxes are as follows:

- Sidewalk on the West side of Reis Hall
- Brooks Walk East, behind the Campus Center
- Ravine Parking Lot #1, base of stairs from Edwards
- Robertson Field, Tennis Court parking lot on building

In addition, there are public call boxes with one-button emergency access to security on the front doors of all residence halls.

800.2 Accident Reporting

Any employee injured in the course of employment is required to report the accident to his/her supervisor immediately, and to complete and deliver to the Human Resources Office an Accident Report within 24 hours, if possible. Accident reports should be completed even if there is no injury in the event complications arise at a later date. Timely reports of workplace accidents are necessary to ensure eligibility for workers compensation benefits. Accident report forms are available from the Office of Human Resources. If you witness an accident or an injury, please report it to the Campus Security Office.

800.3 Substance Abuse Policy

Allegheny College is committed to providing a drug-free, healthful, safe, and secure work environment. Use or abuse of alcohol or any other drug in a manner that affects or impairs an individual's ability to carry out his or her job responsibilities is prohibited. In addition, the Drug-Free Workplace Act of 1988 requires that federal grant recipients take several very specific steps to ensure a drug-free workplace. Allegheny's Drug-Free Workplace Policy is attached as Appendix D.

800.4 Smoke-Free Workplace

Allegheny College is a smoke-free workplace. In consideration for others, and consistent with the College's commitment to providing a healthy working, living, and learning environment, smoking is prohibited in all College buildings, College vehicles, and at all formal outdoor assemblies where people are in close proximity, including athletic events, commencement, and concerts. There are no designated smoking areas within campus buildings.

800.5 Children in the Workplace – (Revised 3/12/10)

Allegheny College values family life and has worked to develop employment policies and benefits that are supportive of families. The College recognizes that from time-to-time and especially in cases of emergency, children are brought into the workplace. This practice, however, should be the exception to the rule and, in these exceptional cases, children should be under adult supervision at all times when present on campus. This policy is not intended to prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit.

There are safety, health, and environmental concerns for children in the workplace. Children should not be allowed in areas where dangerous equipment is operated and/or chemicals are stored or used. There are also potential workplace atmosphere issues when children are at work. Common sense should be used and if questions arise, either from the parents or from their colleagues who may have concerns, they should be addressed to the department chair or Associate Dean of the College for faculty, or to the immediate supervisor or AEC officer for staff.

800.6 Pets on Campus – (Revised 12/1/2011)

To maintain an environment that shows respect and courtesy for the entire community, and reduces the potential of health risk and facility damage, pets are not allowed in campus buildings with the exception of service animals that have been individually trained and certified to do work or perform tasks for the benefit of an individual with a disability. Owners of service animals are responsible for the safe conduct of their pets regarding members of the college community and for cleaning up after their pets. For the safety of the college community, the service animal must be under the handler's control at all times.