1. Scope / Purpose:

Establishment and maintenance of a safe work environment is the shared responsibility of all employees. BTI will take reasonable steps to help ensure a safe environment and compliance with federal, state, and local safety regulations. Additional policies associated with safety at the Institute are presented in the BTI Safety Web Site (http://www.bti.cornell.edu/Safety).

2. Policy

- It is the responsibility of the employee to complete necessary safety training, as determined during the new hire orientation or by the Human Resources Department.
- All persons who work in laboratories must complete the required safety trainings before they are allowed to begin working in the laboratory.
- Greenhouse training is required before any employee is allowed to work in the greenhouses.
- Employees must immediately report any unsafe conditions to their supervisor or a member of the safety committee.
- It is expected that a supervisor or member of the safety committee will ensure that unsafe conditions will be corrected as promptly as possible.
- It is required that all safety procedures, as determined by Standard Operating Procedures (SOPs), required safety training, and BTI policy are observed at all times. Failure to do so can result in disciplinary action, up to and including termination of employment.
- All accidents or injuries must be reported to the appropriate supervisor and an accident form must be completed with the Human Resources Department.

Accidents and Injuries:

All accidents that result in injury must be reported to the appropriate supervisor and the Human Resources Department, regardless of how insignificant the injury may appear. This allows the supervisor and the Human Resources Department to determine whether an unsafe condition poses a risk to other employees. As soon as practical, if deemed necessary by the Human Resources Department, an Accident Form must be completed and returned to the Human Resources Department, and an accident report must be filed with New York State Workman’s Compensation within 24 hours. The Safety Committee will review accident reports, recommend remedial action, and monitor the correction of safety concerns. Supervisors, the Human Resources Department, and the employee will receive a copy of the Safety Committee’s report and recommendations.
When accidents or injuries result from a failure to abide by proper safety procedures, a letter of warning may be issued to the employee. According to New York State Workers’ Compensation Board, subsequent accidents or injuries that result from the same failure to follow safety procedures may result in a denial of Workers’ Compensation for the accident. In addition, the employee may be subject to disciplinary action, up to and including termination of employment.

**Role of the Safety Committee:**

To assist in the effort to provide a safe work environment for employees and visitors, BTI has established a Safety Committee comprised of representatives from throughout the organization. The committee exists to help communicate and execute an effective safety program and may be consulted by any employee. The Safety Committee conducts yearly safety inspections of all Institute work areas, produces a written report, and monitors correction of unsafe practices and conditions.

3. **References:**
   - CFR 29 1910-140 Occupational exposure to hazardous chemicals in laboratories - Lab Standard.

4. **Definitions:**
   Most commonly used terms are defined [Hawley's Chemical Dictionary](#).

5. **Disclaimer:**
   See [Disclaim.txt](#)

6. **Revisions:**
   1. 9/10/2010 Original Issue
   2. 7/2/2013 Change format to BTI template.
   3. 7/20/2015 Change format to new BTI template Change BTI logo. Add references, revisions, etc.
   4. 3/8/2016 Change to new BTI logo.