

RESOURCES

Your NJEA UniServ Office

Region 1 Vineland
856 696 2670 *Cape May, & Cumberland counties*

Region 2 Woodbury
856 628 8650 *Gloucester & Salem counties*

Region 3 Voorhees
856 782 1225 *Camden County East*

Region 4 Camden
856 964 2800 *Camden County West*

Region 5 Moorestown
856 234 2485 *Burlington County*

Region 6 Galloway Twp.
609 652 9200 *Atlantic County*

Region 7 Toms River
732 349 0280 *Ocean County*

Region 8 Lawrenceville
609 896 3422 *Mercer County*

Region 9 West Long Branch
732 403 8000 *Monmouth County*

Region 11 Edison
732 287 4700 *Middlesex County North*

Region 12 Monroe Twp.
609 860 0771 *Middlesex County South*

Region 13 Flemington
908 782 2168 *Somerset & Hunterdon counties*

Region 15 Cranford
908 709 9440 *Union County*

Region 17 Parsippany
973 515 0101 *Morris County*

Region 19 West NY
201 861 1266 *Hudson County North*

Region 20 Jersey City
201 653 6634 *Hudson County South*

Region 21 South Orange
973 762 6866 *Essex County*

Region 23 Emerson
201 265 6200 *Bergen County East*

Region 25 Hasbrouck Heights
201 292 8093 *Bergen County West*

Region 27 Wayne
973 694 0154 *Passaic County*

Region 28 Stanhope
973 347 5717 *Sussex & Warren counties*

Region 29 Hamilton Square
609 689 9580 *Higher Education*

New Jersey Healthy School Facility Environments

www.state.nj.us/health/healthyschools
Access to the online resources of seven New Jersey state agencies and two federal agencies on such issues as indoor air quality, mold, hazardous substances, and construction dust and noise.

EPA Healthy School Environment Resources

<http://cfpub.epa.gov/schools/index.cfm>
Healthy School Environment is a gateway to online resources to help facility managers, school administrators, architects, design engineers, school nurses, parents, teachers, and other staff to address environmental health issues in schools.

New Jersey Education Association (NJEA)

180 West State Street, PO Box 1211
Trenton, New Jersey 08607-1211
609 599 4561
www.njea.org For Healthy & Safety, click on Issues

National Education Association (NEA)

1201 16th Street, NW
Washington, DC 20036-3290
202 833 4000
www.nea.org
<http://www.neahin.org/> click on Health & Safety

PEOSH

NJ Dept of Health and Senior Services

(Health hazards complaints)
PO Box 360
Trenton, NJ 08625-0360
609-984-1863
www.state.nj.us/health/eoh/peoshweb/

PEOSH

NJ Dept. of Labor and Workforce

Development
(Safety hazards and discrimination complaints)
PO Box 386
Trenton, NJ 08625-0386
609-633-3896/800-624-1644
http://lwd.dol.state.nj.us/lsse/employer/Public_Employees_osh.html

New Jersey Work Environment Council (WEC)

(Labor, community, environment coalition)
142 West State Street, Third Floor
Trenton, NJ 08608
609-695-7100
E-mail - info@njwec.org
www.njwec.org



New Jersey Education Association 

HEALTH & SAFETY

For Security Officers

VIOLENCE

Security officers are the community's first line of defense in ensuring a safe and calm atmosphere in a school. Security officers have a variety of problems in this area: physical attacks by students on the officer; family members or people from outside the school seeking admission to the school; and dealing with student fights.

The following steps, through your local association, should be taken to minimize the chances of your getting hurt on the job:

- Form a school safety committee with a cross section of school employees, administrators, family members, and students.
- Develop a school safety plan that has an action plan to deal with the day-to-day running of the school and a crisis or emergency plan.
 - The plan should be updated, reviewed and distributed to the school community each year.
 - There are five components to a school safety plan:
 - **Risk Assessment** - Review records including violence and vandalism reports, workers' compensation claims, and the annual PEOSH log. In addition, interview employees.
 - **Hazard Prevention** - Control of entry and exit doors - general building layout and design; security hardware - locking doors, walkie talkies; policies and procedures.
 - **Employee Training** - developed jointly by the association and the district.
 - Training should be conducted:
 - Annually
 - Before a new job assignment
 - When laws or procedures change
- Additional areas of training are:
 - Gang presence and activity (Contact N.J. State Police Street Gang Unit, 609 882 2000)
 - Hate motivated behavior (ethnic, racial, religious, homophobia and gender)
 - Drug activity
 - How to diffuse situations
 - Mediation strategies
 - How to minimize the danger if you end up in a fight
- **Reporting and Evaluation of Incidents**
 - A Vandalism, Violence, and Substance Abuse Incident Report must be completed.
 - A district Incident Report should accurately and completely describe an incident.
 - An annual analysis should be made of all incidents.
 - The analysis should focus on the causes of the incidents and how they could have been prevented.
 - Security officers should be involved in the analysis.
- **Record Keeping** - The district should keep and maintain records of abuse, verbal attack, and aggressive actions which are threatening to the employee, even if it does not result in an injury.

WHAT YOUR ASSOCIATION CAN DO

BLOODBORNE PATHOGENS

Security officers often risk on-the-job contact with blood and other body fluids in their work with students. These materials may contain pathogens, organisms that can cause serious disease. The Bloodborne Pathogen Standard was created to protect employees with anticipated occupational exposure to these organisms.

What is the PEOSH Bloodborne Pathogen Standard?

In 1991, the federal OSHA adopted the Bloodborne Pathogen Standard that protects workers in the private sector who come in contact with blood or other body fluids that may cause serious disease.

The following are of major concern:

- Hepatitis B virus (HBV)
- Hepatitis C virus (HCV)
- Human immunodeficiency virus (HIV), the cause of Acquired Immunodeficiency Syndrome (AIDS)

In 1993, the federal OSHA Standard was adopted under the New Jersey Public Employees Occupational Safety and Health (PEOSH) Act to protect public employees in New Jersey.

What are the major requirements?

- The employer must provide an exposure control plan that includes:
 - Job classifications of those responsible for clean-ups.
 - Job classification task and procedures in which employees have occupational exposure.
 - Schedule and methods for implementing the requirements of the standard.
 - Procedures for documenting the circumstances surrounding an employee's exposure.
 - Accessibility to employees and updated at least annually.
- Methods to prevent exposure:
 - Universal precautions require the handling of all potentially infectious materials as if they were contaminated.
 - Engineering controls used to contain or remove hazardous materials such as puncture resistant containers or splash guards.
 - Work practice procedures and the equipment to implement them.
- Hepatitis B vaccinations for all employees who have anticipated exposure to blood or other bodily fluids.
- Medical evaluation and follow-up for all employees who are exposed.
- Employee training for all employees with the potential for exposure.
- Confidential records about employee exposures must be kept for the length of employment plus 30 years.

What is the PEOSH Bloodborne Pathogen Standard?

- Form a health and safety committee to monitor conditions in the workplace.
- Negotiate health and safety contract language.
- File grievances regarding unsafe conditions using existing contract language.
- See that training is provided through inservice days.
- In cases involving violence – insist that administration contact the police immediately.
- Assist you in filing the Vandalism, Violence and Substance Abuse reports, ensuring that the district accurately reports incidents to the Department of Education.
- File and keep accurate copies of incident reports. Review them annually and analyze how each incident was handled by the administration.
- Review the PEOSH annual log of reported injuries and illnesses.
- Ensure that all employees with potential exposure:
 - Are offered Hepatitis B vaccinations.
 - Are provided with medical evaluation and follow-up.
 - Receive training.
- Work with parent and community groups to eliminate and/or prevent hazardous conditions.

IF YOU ARE INJURED

- Contact your association representative immediately. Your local or the NJEA UniServ office can help you with workers' compensation. You are entitled under state law (N.J.S.A.18A:30-2.1) "...to full salary without loss of sick days for up to one year..." and all medical treatment.
- Record the time of the incident and document the facts.
- Report all injuries to the school nurse and complete an accident report.
- Ask for medical diagnosis and treatment.
- Fill out an incident report, if appropriate.