

Facts for Security Officers

GUIDELINES FOR LOCAL LEADERS

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.

HEALTH & SAFETY RESOURCES

Your NJEA UniServ Office

Region 1 – Galloway Twp.	Atlantic/Cape May
609 652 9200	
Region 2 – Mullica Hill	Cumberland/Gloucester/Salem
856 628 8650	
Region 3 – Voorhees	BurlingtonCamden
856 234 2485	
Region 7 – Toms River	Ocean
732 349 0280	
Region 8 – Trenton	Mercer
609 896 3422	
Region 9 – Wall Twp.	Monmouth
732 403 8000	
Region 11/12 – Edison	Middlesex
732 287 4700	
Region 13 – Flemington	Hunterdon/Somerset/Warren
908 782 2168	
Region 15 – Cranford	Union
908 709 9440	
Region 17 – Parsippany	Morris/Sussex
973 515 0101	
Region 19 – West NY	Hudson – North
201 861 1266	
Region 20 – Jersey City	Hudson – South
201 653 6634	
Region 21 – Livingston	Essex
973 762 6866	
Region 23/25 – Hasbrouck Heights	Bergen
201 292 8093	
Region 27 – Wayne	Passaic
973 694 0154	
Region 29 – Trenton	Higher Education
609 689 9580	

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.

For more information

New Jersey Healthy School Facility Environments

<https://www.nj.gov/dep/school>
Access to the online resources of seven New Jersey state agencies and federal agencies on issues such as indoor air quality, mold, hazardous substances, and construction dust and noise.

EPA Healthy Schools, Healthy Kids

<https://www.epa.gov/schools>
EPA Healthy Schools, Healthy Kids 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
<https://www.njea.org/health-safety-publications/>

National Education Association (NEA)

1201 16th Street, NW
Washington, DC 20036-3290
202 833 4000
<https://www.nea.org/healthy-schools>

PEOSH – NJ Dept. of Health (Health hazards complaints)

PO Box 360
Trenton, NJ 08625-0360
609 984 1863
<https://www.nj.gov/health/workplace/healthandsafety/peosh/index.shtml>

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
<https://www.nj.gov/health/workplace/healthandsafety/peosh/compform.shtml>

New Jersey Work Environment Council (WEC)

(Labor, community, environment coalition)
E-mail: info@njwec.org
www.njwec.org

The New Jersey Work Environment Council (WEC) prepared this factsheet under the direction of the NJEA. Based in Trenton, WEC provides NJEA and other organizations with technical assistance and training about workplace and environmental hazards

What your association can do:

- Form a health and safety committee to monitor conditions in the workplace.
- Negotiate health and safety language.
- File grievances regarding unsafe conditions using existing contract language.
- See that training is provided through inservice days.
- Assure that the district complies with the N.J. Public Employee Occupational Safety and Health Act (PEOSH).
- Work with parent and community groups to eliminate and/or prevent hazardous conditions.

For Assistance:

- 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.