

**INSIDE THIS
ISSUE:**

Safety and Health Zone at Freehold	1
SLE: Your Questions Answered	1
Governor's Occupational Health and Safety Award	3
Your School's Safety and Health Plan	4
Hazardous Occup Order 12	4
Spring 2008 Free Workshops Registration Form	5
Free Workshop Descriptions	6
Required SLE Trainings	6
Teens Seeking Summer Employment	7
Free PEOSH Safety and Health Consultation	8

Prepared by the Center for School and Community Health Education, UMDNJ-School of Public Health and the Environmental and Occupational Health Sciences Institute through a grant from the New Jersey Department of Education, Office of Career and Technical Education.



The Safety and Health Zone at Freehold Regional School District

Freehold Regional School District is home to six high schools and vocational programs, including an Automotive Youth Education System (AYES) Certified high school. Eight towns, including Manalapan, Howell, Freehold Township, Colts Neck and Marlboro, feed into the district which provides education to about 11,000 students. Led by Dr. James Wasser,

Superintendent of Schools, and Joseph "Jay" Robinson, Administrative Supervisor of Curriculum and Instruction, the district has created a culture of safety and health among its students, faculty, and staff who were once unaware of how environmental factors and exposure to various hazards could affect their health. With the help of about 1,500 dedicated and highly motivated faculty

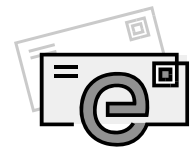
and staff, the program started out as an initiative about two and half years ago, and since then has turned into a way of life.

In the Beginning:

The catalyst was the restructuring of the chemistry labs within the district, mainly the evaluation of the toxicity of the chemicals used in the labs. Wasser and Robinson decided to do more than just clean up

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Structured Learning Experience: Your Questions Answered



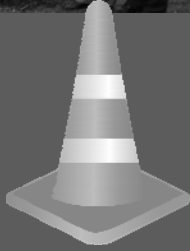
Do you have questions about SLE? Sign up for the NJ Department of Education (NJDOE) SLE Listserv by submitting your email address on www.nj.gov/njded/voc/sle. The following are recent questions and answers from the listserv. Answers were supplied by Anne Freeman, NJDOE.

QUESTION #1: Who determines what employment experience in a hazardous occupation qualifies for a cooperative education-hazardous occupations certificate?

ANSWER #1: NJDOE uses federal and NJ Child Labor Laws and Regulations when

determining which employment experiences qualify as a "hazardous occupation." Eligible employment experience must be within 10 years of the date of application for a cooperative education coordinator (CEC) certificate. For a list of eligible hazardous employment experiences

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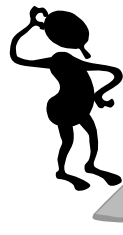


“Promoting a culture of safety and health was difficult at first but people saw the value in the change.”

Freehold Culture of Safety and Health *continued*

(Continued from page 1)

the chemistry labs; they evaluated their current science curriculum and made relevant changes. They disposed of many potentially volatile chemicals and switched to less harmful options. The district saved money because less expensive chemicals were used and they only ordered as much as was needed to implement the new chemistry curriculum. Wasser and Robinson soon realized teachers and other staff needed to get on board or else the new safety and health culture would fail before it began. Therefore, in-service trainings were conducted for all faculty and staff. Wasser and Robinson were determined to “wake-up the staff to safety and health;” this awakening initiated the renaissance of a new culture in the district. As this new culture spread across the district, there was an elevated awareness about one’s own health and safety, and the district began looking at areas without a safety mandate and worked to improve these areas.

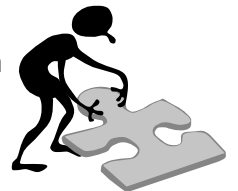


Structure & Organization

In the past, there were many key contributors and different people were handling different aspects of safety and health. “The information became fragmented,” noted Wasser who heads the program today. Robinson, a safety expert, serves as the single point of contact, which allows for the distribution of uniform information. Robinson also performs the necessary checks and balances to keep the safety and health culture alive.

The Important Pieces for Creating a Culture of Safety and Health

- ◆ Making education the top priority. The district has an innovative pandemic flu (or other event) preparedness plan, which enables the district to sustain education if there is an emergency. The plan includes a web-based initiative which would allow classes to be conducted online.
- ◆ Building school competence. The district adopted train-the-trainer approaches so personnel are able to perform and respond to a variety of situations, allowing the district to save money in the long-term. The only tasks that are contracted to outside companies are those that the district cannot do themselves.
- ◆ Involving the Board of Education. The coordination and the cooperation of the Board of Education, as well as the staff, faculty and students have made the initiative flourish into a culture.



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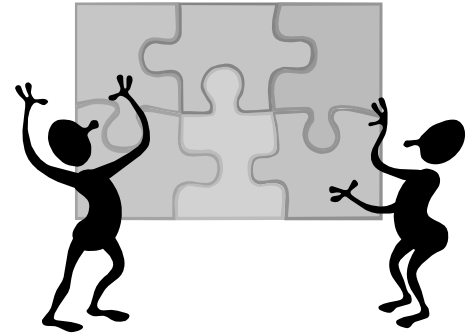
Freehold Culture of Safety and Health *continued*



- ◆ Developing partnerships. The District collaborates with many agencies, including the NJ Department of Education, the United States Environmental Protection Agency, Region II, PEOSHA, HAZCOM Health and Safety, Western Monmouth Chamber of Commerce and Center State Hospital just to name a few.
- ◆ Maintenance is the key. The initiative has survived because of continued operations and maintenance, including aggressive compliance.
- ◆ Communicating with the school community. The district website (www.frhsd.com) serves as an important tool for parents, teachers, administrators and the whole community to keep in contact with each other. The website includes streaming videos, allowing guest speakers to talk to students about special activities occurring within the district.
- ◆ Overcoming obstacles. The most challenging obstacle that Wasser, Robinson and the rest of the team had to overcome was changing the mindsets of the people who needed to be involved. "This was difficult at first but people saw the value in the change," noted Robinson.

Successes of the Culture of Safety and Health

The district has the 3rd lowest cost per student at the high school level in New Jersey and the quality of education, based on standardized test score performance and other metrics, is increasing noticeably. More than 87% of the students go on to college. SAT scores consistently exceed state and national averages and proficiency scores for the High School Proficiency Assessment (HSPA) range from mid- to high-90s.



Final Thoughts

Wasser noted "If something needs to be done let the right people know and make sure that it gets done. Select the right people and follow through with your plan. Talk is cheap, actions get results!"

Governor's Occupational Health and Safety Awards Program

- Is your school's occupational health and safety program preventing workplace injuries and illnesses? Submit your district, school and/or individual departments with outstanding performance in the prevention of workplace injuries and illnesses to the 80th Annual Governor's Occupational Safety and Health Awards Program. This awards program promotes safer and healthier workplaces by stimulating and maintaining occupational safety and health awareness. Submission is simple, just complete a short entry form outlining the number of consecutive hours worked for employees without experiencing any injuries or illnesses in a specific district, school or department

Entry Form: Go to lwd.state.nj.us, click on Annual Governor's Occupational Safety and Health Awards Program. **Deadline for entry is June 15, 2008.**

Entry Fee: **Free!** NJ Department of Labor and Workforce Development has waived the entry fee for all public agencies in New Jersey.

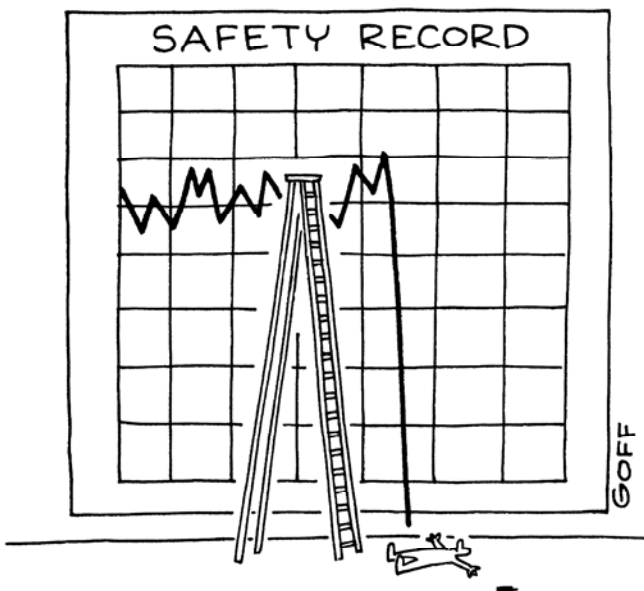
Awards

Your School's Safety and Health Plan: Does It Meet NJDOE Regulations?

NJDOE requires all school districts and other institutions and agencies operating career and technical education programs or courses to organize, adopt and implement a written career and technical education safety and health plan (N.J.A.C. 6A:19-6.5). Your school's Safety and Health Plan should describe the methods and means to protect students and staff from safety and health risks for both onsite and offsite programs, courses and structured learning experiences. The district or other institution and agency operating career and technical education programs or courses must also designate a person(s) who is responsible for overseeing the updating and implementation of the school's Safety and Health Plan. The New Jersey Safe Schools Program has developed a workshop to help schools and other institutions and agencies operating career and technical education programs or courses to develop or revise their existing Safety and Health Plan to meet the current regulations (revised September 1, 2000). This workshop covers the applicable regulations, plan organization, general policy statements, plan objectives, role of responsible parties, how to use the Safe Schools Manual to conduct a hazard analysis and a critique of a sample plan using the newly developed audit sheet used by NJDOE to evaluate school plans. To register, use the Registration Form on the next page or visit the Safe Schools website at www.njsafeschools.org and click on the "training" link.

Hazardous Occupations Order 12: Balers and Compactors

The United States Department of Labor (USDOL) has an annual initiative to promote safety in a particular area. This year, USDOL is focusing on Hazardous Occupational Order 12 (HO12): Employing Youth and the Loading of Power-Driven Balers and Compactors. HO12 prohibits minors under the age of 18 from loading, operating, and unloading certain power-driven paper processing machines, including scrap paper balers, paper box compactors, guillotine paper cutters or shears, platen printing presses and envelope die-cutting presses. These prohibitions extend to equipment that process materials in addition to paper, such as trash, foam rubber, metal, food waster, plastic and fabric. The focus of the initiative is to ensure that minors are not using compactors against these recommendations and policies. For more information, go to www.dol.gov/esa/regs/compliance/whd/whdfs57.pdf.



Safe Schools Newsletter

The Safe Schools Newsletter is published by the University of Medicine and Dentistry of New Jersey-School of Public Health (UMDNJ-SPH) and the Environmental and Occupational Health Sciences Institute (EOHSI). Contributions and comments are welcomed. Please address correspondences to:

Safe Schools Program
c/o UMDNJ-SPH
Liberty Plaza, 335 George Street, Suite 2200
PO Box 2688, New Brunswick, NJ 08903-2688
(732) 235-4988, fax (732) 235-4988
email sph-csche@listsumdnj.edu

UMDNJ-SPH is sponsored by UMDNJ in cooperation with Rutgers, The State University of NJ and the NJ Institute of Technology. EOHSI is jointly sponsored by UMDNJ-Robert Wood Johnson Medical School and Rutgers, The State University of New Jersey.



These Safe Schools training opportunities are offered FREE of charge for NJ school personnel, but advanced registration is required. All registrations must be confirmed. Register online (www.njsafeschools.org) or mail or fax your completed registration form to:

Fran Colditz
Safe Schools Registrar
UMDNJ-SPH
335 George Street
Liberty Plaza, Suite 2200
P.O. Box 2688
New Brunswick, NJ 08903
PHONE: (732) 235-4988
FAX: (732) 235-4960

Only one person per registration form; make additional copies, if necessary. If you have any questions about your REGISTRATION, please contact Fran Colditz. If you have questions about the TRAINING WORKSHOPS, please contact Laura Hemminger at (732) 235-4988.

REGISTRATION FORM

Please put an "X" in the box by the training(s) you would like to attend.

NEW Developing a School Safety and Health Plan

(9:00am-3:30pm — 1 day)

April 15, 2008, PSE&G Training and Development Center, Edison

May 8, 2008, Gloucester County Office of Education, Sewell

Please bring your Safe Schools Manual to this course.

Introduction to Accident Investigation (OSHA 7505)

(8:30am-4:00pm — 1 day)

May 2, 2008, Gloucester County Office of Education, Sewell

Youth@Work - Talking Safety - Teaching Teens About Workplace Safety and Health

(9:00am-12:30pm — 1/2 day)

May 6, 2008, Bergen County Community College, Technology Education Building, Paramus

Health Hazard Awareness (OSHA 7205) (9:00am-3:30pm — 1 day)

May 29, 2008, PSE&G Training and Development Center, Edison

Violence in the Workplace (9:00am-12:30pm — 1/2 day)

October 24, 2008, PSE&G Training and Development Center, Edison

Name: _____

Job Title: _____

School District: _____ County: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Register Online at
www.njsafeschools.org

Free Safe Schools Workshop Descriptions

***NEW* Developing a School Safety and Health Plan:** The New Jersey Department of Education requires all schools with vocational-technical education programs to have a written occupational safety and health plan that addresses both onsite programs and offsite structured learning experiences (N.J.A.C. 6A:19-6.5). These regulations were revised in December 2006. This workshop will guide participants through the steps involved in developing or revising a school's plan to meet the new requirements including applicable regulations, plan organization, general policy statements, plan objectives, role of responsible parties, how to use the Safe Schools Manual for conducting hazard analysis and a critique of a sample plan using the newly developed audit sheet used by NJDOE to evaluate school plans. Please bring your SAFE SCHOOLS MANUAL (Big Red Book) to the training. This new workshop combines two previous ½ day workshops: "Writing a Health & Safety Plan" and "Safe Schools: A Health and Safety Check."

Introduction to Accident Investigation (OSHA 7505): This course provides an introduction to basic accident investigation procedures, documentation and accident analysis techniques. Topics will include the NJDOE's Office of Career and Technical Education reporting form, requirements for reporting accidents and corrective action. Sponsored by the Region II Atlantic OSHA Training Center.

Youth@Work - Talking Safety: Teaching Teens About Workplace Safety and Health: Participants will receive a free copy of the curriculum and work through each lesson in preparation to use the curriculum in the classroom. The curriculum includes alternative lessons that have been developed for students with learning disabilities and has also been modified specifically to address New Jersey child labor laws. It contains interactive games and activities as well as a 10-minute video. For teachers who want to teach their students safety and health in preparation for work.

Health Hazard Awareness (OSHA 7205): This course focuses on recognizing potential health hazards in the workplace, and avoiding, minimizing, controlling or eliminating them whenever possible. Exposure to health hazards continues to be common in spite of advances in control measures and techniques. This course will provide information on health hazards and discuss ways to recognize, evaluate, and control them in the workplace. Sponsored by the Region II Atlantic OSHA Training Center.

Violence in the Workplace: One of the leading causes of fatalities for teens on the job is violence such as assaults and robberies. This workshop will look at the violence threats of workplaces, how to identify the threats and how to prevent their occurrence. For teachers who place students at worksites.

In-Service by Special Arrangement: Contact the Safe Schools Program at sph-csche@lists.umdnj.edu or 732-235-4988 if you would like to arrange an in-service training for teachers on a topic above or other safety and health topic of interest to your school district.

Required Structured Learning Experience (SLE) Trainings

The five courses required for supervising SLEs include:

- New Jersey Wage and Hour and Wage Payment Course (1 day)
- New Jersey Child Labor Laws, Regulations, and Hazardous Orders Course (1 day)
- Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders Course (1 day)
- OSHA 10 Plus Course (2 days)
- Designing and Implementing Student Training Plans Course (3 days)

Go to the Safe Schools website for the schedule and to register: www.njsafeschools.org. All courses have a registration fee of \$80 dollars per day to cover expenses.

Structured Learning Experience: Your Questions Answered

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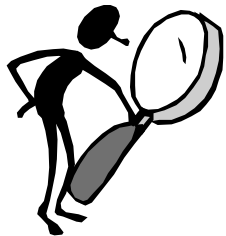
that satisfy the hazardous employment experience for the CEC-hazardous occupations certificate, see NJDOE's Office of Career and Technical Education's SLE Common Hazardous Occupations webpage: www.nj.gov/education/voc/sle/hazards.htm. Additional employment experiences may be submitted but NJDOE does not guarantee that such employment experiences will be accepted.

QUESTION #2: Can a student who is a minor drive as part of his or her school-sponsored structured learning experience?

ANSWER #2: Career and technical education students who are at least 17 years of age and who are enrolled in a cooperative education experience supervised by an appropriately certified teacher may, as part of their cooperative education experience, drive a motor vehicle, if all of the conditions of Hazardous Order 2, "Youth Employment Provision and Driving Automobiles and Trucks under the Fair Labor Standards Act (FLSA)" are met. See the U.S. Department of Labor's Fact Sheet #34 for more information: www.dol.gov/esa/regs/compliance/whd/whdfs34.pdf.

Students who are NOT enrolled in a cooperative education experience as defined by N.J.A.C. 6A:19-4.2, may NOT drive as part of a school-sponsored structured learning experience. For the definition of a cooperative education experience and more definitions, go to www.nj.gov/education/code/current/title6a/chap19.pdf.

Teens Seeking Summer Employment: Analyze Jobs for Safety



The National Consumers League (NCL) warns teenagers, parents and teachers about some of the dangers of summer employment. According to the National Institute for Occupational Safety and Health (NIOSH), teenage employees are injured every two minutes; one teen dies from a workplace injury every five days. The US Department of Labor prohibits teenagers from operating forklifts, working on roofs, and applying or handling pesticides on farms. Other potentially hazardous jobs, not yet prohibited by law

despite being the cause of many injuries among minors, include poultry catching and processing, driving tractors and ATVs, and operating chainsaws except on wood. Be aware of the dangers of teens' potential summer jobs. NCL's top five hazardous areas of summer employment for 2007 were:

- ◆ Agriculture: Fieldwork and Processing;
- ◆ Construction and Work at Heights;
- ◆ Outside Helper: Landscaping, Grounds Keeping and Lawn Service;
- ◆ Driver/Operator: Forklifts, Tractors, and All Terrain Vehicles (ATVs); and
- ◆ Traveling Youth Crews.

The Occupational Safety and Health Administration (OSHA) will launch the 2008 Teen Summer Job Safety Campaign on April 21, 2008 in conjunction with NBC's "The Today Show" on Rockefeller Plaza in New York, NY. This year's Campaign will again focus on construction, with an emphasis on residential building. In addition to this nationally televised event, there will be concurrent regional/locally televised events coordinated by OSHA regional offices. OSHA will highlight information and resources on safety and health in the construction industry for teen workers at their Teen Workers Safety Campaigns website: www.osha.gov/SLTC/teenworkers/safetycampaigns.html.

Center for School and Community Health Education,
UMDNJ-School of Public Health
and Public Education and Risk Communication Division,
Environmental and Occupational Health Sciences Institute
Liberty Plaza, 335 George Street, Suite 2200
PO Box 2688
New Brunswick, NJ 08903-2688
(732) 235-4988, Fax (732) 235-4960

Safe Schools Newsletter April 2008

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New Jersey Department of Education, Office of Career and Technical Education.*

Request a Free PEOSH Safety & Health Consultation

The Public Employees and Occupational Safety and Health (PEOSH) program administers and enforces laws providing employees with safe and equitable working conditions. Both NJ Departments of Labor and Workforce Development, and Health and Senior Services offer *free* occupational safety and health consultations to identify, evaluate, and prevent hazardous workplace conditions and work practices that may cause injury and illness in the workplace.

The goal of the free consultation is to enable employers to take a more proactive role in the health

and safety of their employees. The employer determines the scope of the survey, but the employer must allow the highest ranking union official to participate in the visit and allow the consultant to privately interview individual employees. The employer may terminate the visit at any time.

The consultation is a completely confidential service that is separate from the PEOSH enforcement. Fines and penalties are not assessed through the consultation, but employers are obligated to rectify hazardous conditions in a reasonable amount of time agreed upon by the PEOSH

consultant and the employer. PEOSH enforcement officers cannot and do not have the right to view workplace information obtained through the consultation.

PEOSH also provides free on-site occupational safety and health training that is customized to meet your school district's needs.

To schedule a **safety** consultation or training, call 609-633-2587 or visit: wd.dol.state.nj.us/labor/lse/employer/peosh_consultation.html.

To schedule a **health** consultation or training, call 609-984-1863 or visit www.nj.gov/health/eoh/peoshweb.