

NYS Right-to-Know (RTK) Law

Your Rights to Information
About Hazardous Chemicals
Used in your Place of Work



RTK Enforcement

NYS RTK law is enforced in public schools through the NYS Department of Labor, as part of the Public Employees Safety & Health (PESH) Act of 1980



WHAT IS REQUIRED OF YOUR EMPLOYER?

- ▶ Employer must have a written HAZCOM Program
- ▶ Employer must provide you with annual training & information about hazardous chemicals
- ▶ Employer must maintain a hazardous materials inventory
- ▶ Employer must maintain Material Safety Data Sheets (MSDS) for hazardous chemicals

HAZCOM plan can be found in the Facilities and Operations office

MSDS Sheets can be found in each building in the custodian's office as well as in F&O.

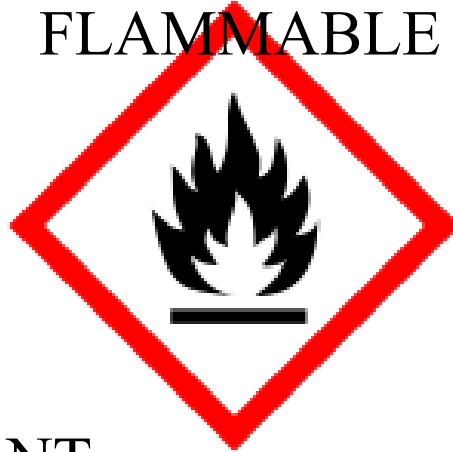


The Globally Harmonized System For Hazardous Communication

EXPLOSIVE



FLAMMABLE



OXIDIZER



IRRITANT



HEALTH HAZARD



COMPRESSED
GAS



CORROSIVE



TOXIC



What hazardous chemicals might be found in a school building?

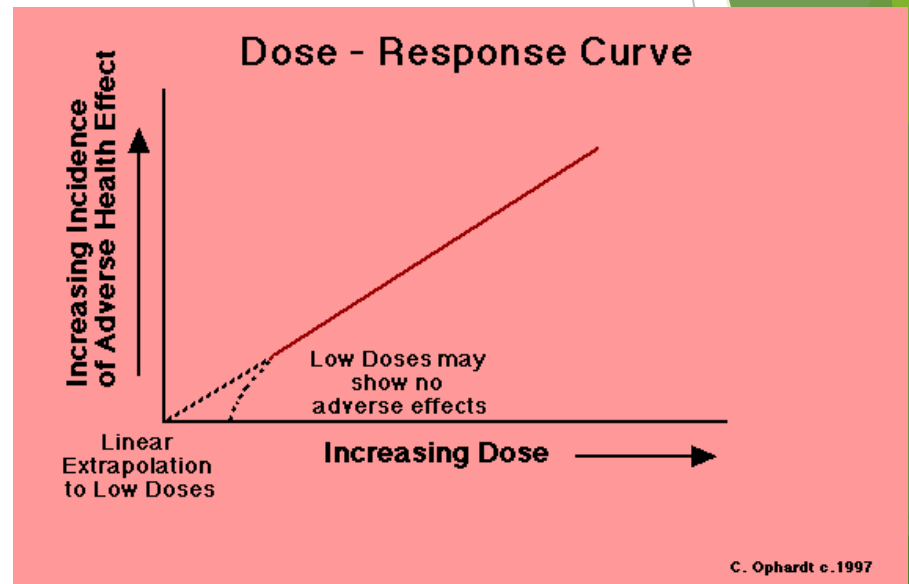


- ▶ Laboratory chemicals & waste
- ▶ Cleaning supplies
- ▶ Office products
- ▶ Construction & maintenance materials

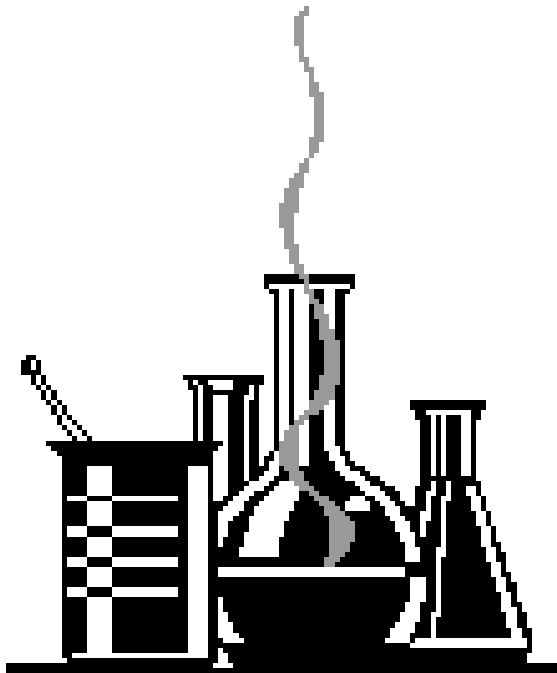


HAZARD vs. TOXICITY

- ▶ **TOXICITY** - The ability of a substance to harm living cells, tissue, or tissue systems
- ▶ **HAZARD** - The likelihood harm will occur under certain conditions (dose, susceptibility)



Routes of Exposure



1. Inhalation
2. Skin Contact
3. Ingestion



HEALTH EFFECTS FROM CHEMICAL EXPOSURE

ACUTE

- Generally occur shortly after exposure
- Usually resolve themselves
 - Headache
 - Nausea/Vomiting
 - CNS disturbances
 - Dead

CHRONIC

- Long latency period
- Generally result from long-term exposure
 - Cancer
 - Heart disease
 - Pulmonary disorders
 - Kidney disease



CHEMICAL HAZARDS 1

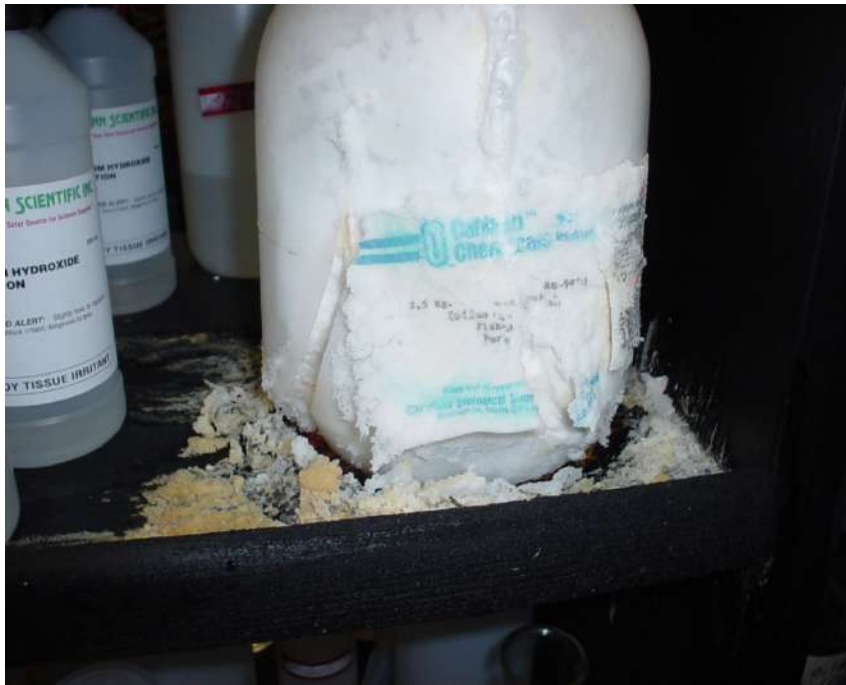
Carcinogens

- ▶ Substances capable of producing cancer (abnormal cell growth). May be genotoxic or epigenetic.
 - ▶ Asbestos (Group 1)
 - ▶ Benzene (Group 1)
 - ▶ Benzo(a)pyrene (Group 2A)
 - ▶ Formaldehyde (Group 1)



CHEMICAL HAZARDS 2

Corrosives/Caustics



Substances capable of causing irreversible alteration to living tissue. Very low or high pH.

- ▶ Hydrochloric Acid
- ▶ Ammonium Hydroxide
- ▶ Sulfuric Acid
- ▶ Sodium



CHEMICAL HAZARDS 3

Irritants

- ▶ Substances capable of causing reversible inflammation of living tissue. Generally affect skin and upper respiratory tract.
 - ▶ Ammonia
 - ▶ Pepper Spray
 - ▶ Volatile Organic Compounds



CHEMICAL HAZARDS 4

Sensitizers

- ▶ Substances capable of causing an enhanced immune system response. Reactions become more serious over time.
 - ▶ Formaldehyde
 - ▶ Isocyanates
 - ▶ Metals
 - ▶ Vinyl Chloride



CHEMICAL HAZARDS 5

Teratogens



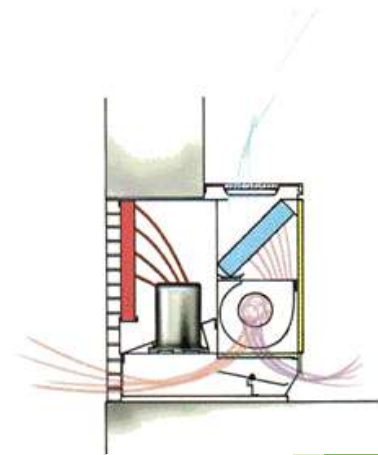
www.trueffel.net

- ▶ Substances capable of perinatal aberrations in an exposed embryo or fetus (i.e. birth defects).
- ▶ Ethanol (beverage alcohol)
- ▶ Lead
- ▶ Thalidomide



Controlling Chemical Hazards in the Workplace

- ▶ Engineering Controls
 - ▶ Ventilation – Dilution and local
- ▶ Administrative Controls
 - ▶ Training & Education
- ▶ Personal Protective Equipment (PPE)
 - ▶ Gloves, respirators, clothing



IF YOU HAVE ANY QUESTIONS ABOUT THIS PRESENTATION

Please contact Michael O'Rourke

Ulster BOCES Risk Management

(845)255-1400

morourke@mhrinc.org



Reading that MSDS/SDS sheet

► Required Information on a MSDS/SDS:

- (A) The Chemical Name
- (B) Any Common Names
- (C) The CAS Number of the "Hazardous Substance"
- (D) The Potential for Explosion
- (F) The Potential for Reactivity
- (G) Acute and Chronic Health Effects
- (H) Potential Routes of Exposure
- (I) Symptoms of Overexposure
- (J) Proper Precautions
- (K) Handling Practices
- (L) Necessary Personal Protective Equipment
- (M) Other Safety Precautions in the Use of or Exposure to the "Hazardous Substance"
- (N) Emergency Procedures for Spills
- (O) Emergency Procedures for Fire
- (P) Disposal Procedures
- (Q) First Aid Procedures Risks Posed by the "Hazardous Substance"
- (R) A Description in Lay Terms of the Specific Potential Health Hazard
- (S) The Month and Year the Information was Compiled
- (T) Name and Address of the Manufactures Responsible for Preparing the Information

DIRECTIONS FOR READING MSDS SHEETS ARE AVAILABLE ON OUR
HEALTH/NURSING WEB PAGE
(this information courtesy of



SAFETY ITEMS YOU NEED TO KNOW



- ▶ **CPR/AED**- Anyone who spends time with students before/after school hours needs to be trained...



❖ Weather Safety Tuck

Our students Pre K-8 know it as “Turtle-ing up”, 9-12 know it as the weather safety tuck. Take students into the hallways away from windows and tuck up....



REVISED EMERGENCY RESPONSE CODES

Lockdown

stop all activity
 Gather students from hallway into classroom
 Lock exterior/classroom/office door(s) immediately.
 If you are the designated individual – disable proximity card readers
 Turn lights out if available while locking door; otherwise leave them as they are.
 Do not allow anyone to enter or leave the room/office (this includes faculty and staff).
 Move to an interior corner(s) of the room
 Leave window blinds as they are, do not cover windows unless you have a window to a courtyard. Close courtyard blinds.
 Take attendance, attend to injuries as necessary
 Keep quiet- do not answer door, classroom phone or pa, do not communicate through door
 Retrieve your cell phone if it does not cause undue exposure. Silence it to vibrate
 Instruct students to silence their cell phones
 Instruct students that texting is not allowed during emergency events
 Do not respond for fire alarm unless smoke/flame is obvious
 Pe/recess and classes outside report to their pre-assigned area out of sight as per building plans
 Do not open door or return to building until released by police

Lockout

All students are to return to the building immediately
 All exterior building doors are to be locked including the single point of entry
 If you are the designated individual – disable proximity card readers
 Allow no one to enter the building
 -only emergency personnel will be allowed to enter after being screened
 -Entry by emergency personnel will be through the single point of entry only
 No student is allowed to leave the building
 Classes will continue as scheduled but with no outside activities
 Be prepared to change modes (I.E may go to lockdown, evacuation etc.)
 You may answer your classroom phone and/or follow pa directions
IT IS STRONGLY RECOMMEND THAT NO ADULT LEAVE THE BUILDING, LEAVING WILL BE DONE AT YOUR OWN RISK (
 as per dialogue with legal counsel 4/11/13)

Evacuation

Perform a cursory check of your area for any unusual packages or items. Report unusual items to authorities
 2) building level response team checks shelter-in-house, or evacuation outside areas as directed,
 3) follow directions for in-house sheltering or evacuation as per administration. Report to assigned area.
 Check attendance and be prepared to report any unaccounted for students both before and after arriving at the prescribed destination.
Supervise your class. Do not let anyone leave or join your class.
 Stand by for additional instructions from administrative officials.
 When the "all clear" is given, resume activities as directed.

Shelter in place

Announcement will be – to shelter in place
 1) scan the room for any unusual objects. Report unusual items to authorities
 2) take attendance.
 3) listen for instructions. Do not move from room until told to do so
 4) supervise your students
 5) when the "all clear" is given, resume activities as directed.

Medical emergency "...in room ____"

Emergency medical response team report to the designated room.
 Bring aed
 Follow pre arranged duties.

- SHOULD BE ONE ON YOUR CLASSROOM WALL BY THE FIRE EXIT SIGN
- ONE WITH YOUR ATTENDANCE
- ONE IN YOUR SUB FOLDER WITH ALL OTHER PERTINENT BUILDING SAFETY INFORMATION



**PLACE THIS CARD
 UNDER YOUR
 TELEPHONE**

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Additional Information on Reverse

**BOMB THREAT
 INSTRUCTIONS**

Number at which
 call was received: _____

Time: _____ Date: _____

CALLER'S VOICE:

- | | |
|--|-----------|
| Loud | Soft |
| High | Deep |
| Intoxicated | Disgusted |
| Calm | Angry |
| Fast | Slow |
| Stutter | Nasal |
| Distorted | Slurred |
| Accent (Type) | |
| Other Characteristics: | |
| If voice is familiar, who did it sound like? | |

BACKGROUND SOUNDS:

- | | |
|------------------|-----------|
| Voices | Airplanes |
| Quiet | Trains |
| Animals | Muscle |
| Street Traffic | Factory |
| Office Machinery | Machinery |
| Other | |

THREAT LANGUAGE:

- | | |
|----------------------|---------------------------------|
| Well spoken/educated | Incoherent |
| Foal | Taped |
| Irrational | Message read by
threat maker |

REMARKS:

Report call immediately to:

Phone Number: _____

Date: _____

Name: _____

Position: _____

Phone Number: _____

**New York State Police
 Bomb Threat Instruction Card**

As a community service, the New York State Police invites you to download, duplicate and distribute this information for educational and safety purposes and non-profit use.

Please do not alter the cards in any way.

The Bomb Threat Instruction Card should be printed double-sided, four across on 11 x 14-inch, card stock with .25-inch border.

**PLACE BY ALL
 PHONES**

911 AND YOU

- ▶ If you see a situation which in your estimation warrants immediate attention by **Police/Fire/Ambulance** -

YOU MAY CALL 911 WITHOUT ASKING PERMISSION FROM YOUR SUPERVISOR.

- ▶ Your second call must then be to your supervisor.



OVER THE COUNTER MEDICATIONS



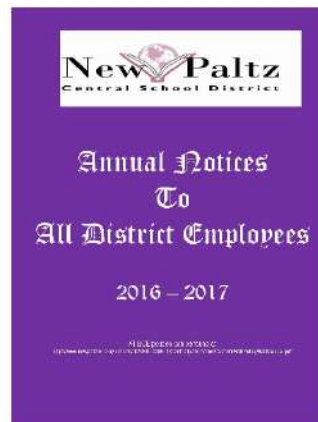
- ▶ Nurses are no longer able to provide you with even simple Over- the- Counter medications such as Tylenol, Advil etc. without written Physician's orders. You need to keep medications of any type in a safe place out of reach of your students. The nurse can hold it for you if it is appropriately labeled and if you have written orders for O-T-C meds. Please make sure your Nurse has a copy of the Doctor's orders.
- ▶ Please plan accordingly.
- ▶ To ask your nurse to bend on this is to compromise her license.



The 2016-2017 Annual Notice to Employees will be e-mailed to all District employees who have District e-mail addresses. Receipt forms will be returned electronically as well. Please follow the directions in the e-mail to return the receipt.

A copy of the **2016-17 District Calendar** will also be e-mailed to you.

Staff who do not have an e-mail address at this time will be receiving a copy during your meeting with your supervisor(s).



Blood-borne Pathogens Training

Occupational Safety & Health Administration (O.S.H.A)

- ▶ **Workplace Blood-borne pathogen standards enacted in 1992 were designed to eliminate or minimize exposure to Blood-borne pathogens**



Workplace Exposure Control

- ▶ All workplaces must have a plan to eliminate or minimize exposure
 - ▶ information
 - ▶ training
 - ▶ retraining if procedures change



Blood-borne Pathogens are

- ▶ **Microorganisms (Bacteria & Viruses) carried in the bloodstream and in other body fluids which can contain blood.**

These microorganisms can cause disease(s)



HIV & AIDS

❖ HIV (human immunodeficiency virus) is the weakening of the body's immune system by one of many blood-borne pathogens.

- ▶ HIV causes AIDS (Acquired Immunodeficiency Syndrome)
 - ▶ AIDS IS FATAL
 - ▶ There are treatments
 - ▶ There are NO cures
- ▶ So please pay attention not to become contaminated at any blood and body fluid incident.



Hepatitis B (HBV)

HBV is a chronic infection which attacks the liver-
Contracted through blood-borne pathogens

- ▶ Extremely infectious!!!! (1:20 will get HBV)
- ▶ Vaccine can prevent, anti-viral medications to fight chronic infection

Hepatitis B Vaccine- PREVENTION !!!!

- ▶ Given in a series of 3 doses, over a period of 6 months
- ▶ Check with your personal physician first
- ▶ Will be provided by the District at no cost to the following staff members at high risk for exposure- (check with your supervisor to see if you qualify)
 - ▶ Nurses, Health Staff, PE Teachers, Coaches
 - ▶ Custodians, Cleaners, Maintenance workers
 - ▶ Mechanical Arts Teachers,
 - ▶ Teachers, Aides, Therapists of physically/developmentally disabled students
 - ▶ CPR/AED trained staff members
 - ▶ Playground monitors



FLU/other illnesses

THOUGH THE FLU VIRUS IS AIRBORNE IN DROPLET FORM PROTECTING YOURSELF FROM THE FLU & OTHER ILLNESSES IS VERY SIMILAR TO PREVENTING HIV/AIDS & HEP B.

WASH YOUR HANDS OFTEN.

WHEN POSSIBLE KEEP A WINDOW OPEN

DO NOT PUT THAT PENCIL IN YOUR MOUTH

HAND CREAM, LIP BALM ET. AL. ALSO CARRY GERMS...
TRY NOT TO WEAR THESE TO WORK IF POSSIBLE

FOOD NEEDS TO BE IN CLOSED CONTAINERS



IF YOU GET SICK- STAY HOME !!!! UNTIL YOU ARE FEVER FREE FOR AT LEAST 24 HOURS WITHOUT MEDICATION.



What is an Exposure

▶ OSHA defines an exposure as:

“A specific, eye, mouth, other mucous membrane, non-intact skin, parenteral (piercing mucous membranes or the skin barrier through such events as needle-sticks, human bites, cuts, and abrasions) contact with blood (DRIED OR WET) or other potentially infectious materials that result from the performance or an employee’s duties.”



TRANSLATION ... An exposure is

- ▶ DIRECT CONTACT WITH BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS (OPIMs) through an
 - ▶ Open SKIN wound (**contact**)
 - ▶ MUCOUS MEMBRANE(s) includes eyes and swallowing (**ingestion/inhalation**)
 - ▶ PUNCTURE WOUND(s) (**injection**)



O.P.I.Ms. (other potentially infectious materials)

- ▶ Human body tissues, animal tissues
 - ▶ living or dead
- ▶ Blood/Body Fluid
 - ▶ Wet- HBV up to 7 days
 - ▶ Dry—up to 72 hours out of body
- ▶ Cultures, Containers, Sharps, etc



Protecting yourself from exposure

- ▶ If you are not trained, don't touch, keep away, isolate/cover if necessary to keep from spreading.
- ▶ Use Personal Protective Equipment (PPE)
- ▶ For clean up use an approved solution
- ▶ Follow workplace plan
 - ▶ Copies in Nurses' offices, F&O, Athletic Office
- ▶ Get vaccinated if applicable



Personal Protection

- ▶ Gloves, goggles, face shield, mask, aprons or jumpsuits (playground kits)
- ▶ Cover all cuts, scrapes, sores

- ▶ Keep work area clean & sanitized
- ▶ Handle sharp objects by mechanical means
- ▶ Do not handle any food, cigarettes, make-up including hand cream when around infectious fluids
- ▶ Clean up body fluids, PPE and any potentially infectious materials and place in an appropriately labeled bag or container. If you are unsure what to do with the materials ask your supervisor for final determination.
- ▶ Wash hands and any exposed area immediately after providing care, cleaning or the removal of PPE.



If You Are Contaminated

- ▶ Stop - whatever you are doing as soon as possible
- ▶ Wash - the exposed area with soap and water
 - ▶ attempt to save any contaminated materials for testing
- ▶ Report - the incident to your immediate supervisor
- ▶ Get post exposure vaccinated



SUMMARY

- ▶ **AN OUNCE OF PREVENTION IS WORTH.....**
- ▶ **IF YOU'RE NOT TRAINED, DON'T TOUCH**
- ▶ **IF YOU DON'T KNOW, ASK...**



NEW PALTZ CSD

Right to Know Training & Blood Borne Pathogen Training

**I HAVE RECEIVED THE
Right to Know Training
PLEASE SIGN AND RETURN THIS FORM ON THE DATE
OF RECEIPT**

NAME (Please Print)

DATE _____

SIGNATURE _____