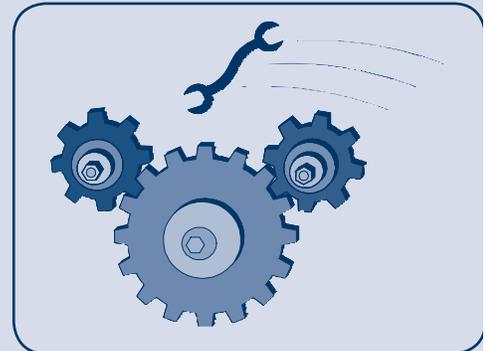
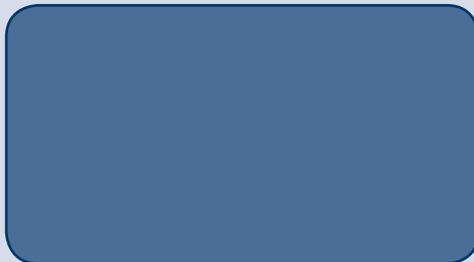


Keeping Our Members Safe



A Safety and Health Guide for Teamsters Local 237



Safety & Health

Keeping Our Members Safe



A Safety and Health Guide for Teamsters Local 237



Keeping Our Members Safe
A Safety and Health Guide for Teamsters, Local 237
July 2009

Produced by:
Local 237, International Brotherhood of Teamsters

Gregory Floyd, *President*
Richard Hendershot, *Vice President*
Ruben Torres, *Secretary-Treasurer*
Patricia Stryker, *Recording Secretary*
Noreen Hollingsworth, *Trustee*
Edmund Kane, *Trustee*
Steve Gordon, *Trustee*

Donald Arnold, *Citywide Division Director and
Safety & Health Director*
Remilda Ferguson, *Housing Division Director*
John Burns, *Long Island Division Director*
Diane Stein, *Safety and Health Coordinator*



Special thanks for providing valuable guidance and input:
Sharee Bunch, *NYCHA Caretaker*
Larry Cummings, *School Safety Agent*
Antwaun Hedgemond, *NYCHA Caretaker P*
Cheryl Knight, *DEP Water Use Inspector*



Denise Shavers, *Designer*
Gold Standard Graphics, Inc., *Printing*

This Safety and Health Guide was produced through a grant
from the New York State Department of Labor Occupational
Safety and Health Training and Education Program,
Contract Number C013165.





CITY EMPLOYEES UNION LOCAL 237

AFFILIATED WITH THE

INTERNATIONAL BROTHERHOOD OF TEAMSTERS, AFL-CIO

217 West 14th Street New York, NY 10011-7296
212-0294-2000 • www.local237.org



GREGORY FLOYD

President

RICHARD HENDERSHOT
Vice President

RUBEN TORRES
Secretary-Treasurer

PATRICIA STRYKER
Recording Secretary

STEVEN GORDON
NOREEN HOLLINGSWORTH
EDMUND KANE
Trustees

July 2009

Dear Local 237 Shop Steward/Safety and Health Activist:

We are happy to bring you this manual, *Keeping Our Members Safe: A Safety and Health Guide for Teamsters, Local 237* as one more step in our efforts to make sure every member of our union has a safe and healthy workplace.

This reference guide includes fact sheets on topics from Assessing Your Workplace to Violence on the Job. It includes contract language to use in safety grievances and information on when there are state regulations that can help.

But this edition is just the beginning. We know that there are many other topics that we need to cover, but we did not want to delay getting you the first installment of this resource. Over the next year we will publish additional fact sheets for you to add to this resource binder. Some of the topics we want to include as soon as possible are: sewerage hazards, insect infestations (like fleas and roaches) and electrical hazards.

In addition, we want your input. Please contact us and tell us what topics you would like to see included in your safety and health reference manual.

Safety and health on the job is everyone's concern. The best way to protect ourselves and our co-workers is for everyone to be the eyes and ears of safety.

If there is a hazard on your job that you need help with, call your business agent or the union's safety and health coordinator. Together we can work to make all of our workplaces safer so that everyone can go home their families just as healthy as when they went in to work.

In solidarity,



Gregory Floyd
President
Teamsters Local 237

■ Table of Contents

Your Right to a Safe and Health Workplace.....	1
Identifying and Assessing Hazards on the Job.....	3
Chemical Hazards on the Job	5
Noise.....	7
Working in a Hot Environment	9
Working in a Cold Environment.....	11
Slips, Trips and Falls	13
Bloodborne Diseases, Flu and Infection Control at Work.....	15
Rats, Clean Up.....	17
Exposure to Bed Bugs on the Job.....	19
Mold.....	21
Indoor Air Quality.....	23
Driving/Vehicles	25
Workplace Violence	27
Personal Protective Equipment.....	29
Respirators.....	33

Appendices

Sample Indoor Air Quality Survey.....	A
Risk Map.....	B
Local 237 Contract Language.....	C
Local 237 Safety and Health Complaint Form.....	D



This Safety and Health Guide was produced through a grant from the New York State Department of Labor Occupational Safety and Health Training and Education Program, Contract Number C013165

Safety & Health

■ Your Right to a Safe and Healthy Workplace

EVERYONE SHOULD HAVE the right to work in a safe, healthy workplace. Unfortunately, many people work in hazardous conditions.

Over the past forty years, labor unions have fought hard for laws and contract language that will protect your safety and health. While there is still more protection needed, there has been some success in winning rights to a safe and healthy workplace.

New York State PESH (Public Employee Safety and Health)

Many workers have heard of OSHA. OSHA is the federal agency that is charged with protecting workers' health and safety on the job. OSHA, however, only covers people who work in private companies.

Public sector workers in New York State, which includes members of Local 237, are covered by a similar agency. PESH is the New York State Public Employee Safety and Health division. It works the same way that OSHA does, only it is a New York State agency (instead of a federal agency).

It is every Local 237 member's right to call in PESH if you have a safety and health hazard on the job. However, we urge you to work through the union to resolve safety and health concerns.

PESH is only able to enforce "standards". Standards are the regulations PESH has that govern what the legally allowable limit is for certain exposures or unsafe conditions. Unfortunately, in many cases, the standards are not strong enough. Many of the problems in locations where Local 237 members work do not have a standard at all. For example, indoor air quality, temperature extremes, stress and ergonomics (the conditions that cause chronic back, knee, shoulder and other aches and pains) do not have any PESH standards at all! In other cases, chemicals that you work with may be irritating and making you feel sick, but the levels of chemicals in the air are often not illegal under PESH.

PESH does workplace inspections based on complaints, which can be filed either by an



employee or by the union. They also do "programmed inspections" which are not based on complaints. Complaint forms are available from PESH or from the union.

Inspections are unannounced, so you won't know PESH is coming until they get there. As soon as they get there, the PESH inspector introduces him or herself to management and tells them why they are there. The inspector then asks for a union representative. PESH may call the union office. The shop steward should also be informed of the visit and should accompany the PESH inspector.

Each inspection has three parts:

1. It begins with an opening conference where the issues are discussed. The PESH inspector should also look at the employer's recordkeeping for safety and health compliance.
2. The inspection itself is the second part. During the inspection, union representatives (shop steward, business agent, safety and health coordinator) have the right to accompany the inspector. The union representative should keep good notes on what was looked at and what hazardous conditions were found. The inspector can take individual workers aside to speak to

them privately to try to find out about any safety and health issues.

3. Once the PESH inspector has collected the information he or she needs, there is a closing conference with both management and the union. At this conference the inspector reviews what he or she has found and discusses the dates when the hazards must be corrected.

It is illegal for your employer to discriminate against you because you have filed a PESH complaint. It is very important to note, though, that any discrimination complaints must be filed within 30 days of the action.

PESH regulations are all found in Volume 29 of the Code of Federal Regulations, Section 1910. Each of the fact sheets in this guide includes the PESH standard that applies to that particular hazard, where there is a standard. It is written as 1910.XXX. The numbers after the 1910. refer to the section in the regulations where you can find that standard.

■ using the union for safety and health

If you work through the union, we can use the contract, and we can bargain with your employer to try to improve your working conditions. Also, if you go to PESH with the union behind you, PESH will be aware that there are many eyes watching how they conduct the inspection. We can be involved in the opening and closing conferences, where all of the issues are discussed.

If there is a safety and health concern on the job, we urge all members to first speak to their shop steward. If the shop steward needs additional help, he or she can contact the business agent or go directly to the union's safety and health director or safety and health coordinator.

Your union contract provides some safety and health protection. We can use that language to pressure your employer, and if necessary, file a grievance about the unsafe conditions. Contract language is found in Appendix C of this guide.

By working through the union on safety and health issues, workers are likely to get a better result from both management and from PESH. Also, it is important to keep the union leadership informed so that we can continue to correct similar hazards at other locations.

The following is a list of telephone numbers to keep handy in the event of a safety and health complaint:

City-Wide Division

Director, Donald Arnold
212-924-2000

Housing Division

Director, Remilda Ferguson
212-924-2000

Long Island

Director, John Burns
631-851-9800

Safety and Health Director

Donald Arnold
212-924-2000

Safety and Health Coordinator

Diane Stein
212-924-2000



■ Identifying and Assessing Hazards on the Job



MANY WORKPLACES have something that can make you sick or hurt you. We need to make sure that the chances of your getting hurt or sick are reduced as much as possible. In order to do this, it is important to first identify and assess the hazards on the job. Figuring out what hazards are there and then determining which are the most dangerous will provide a roadmap for you, your union and management to get the hazards fixed and clear the path for you to have a safe and healthy workplace. Remember, the goal of any safety and health program is to make sure that you go home at the end of your shift just as healthy as when you clocked in at the beginning of your shift.

- Some hazards on the job are obvious. Broken ladders and icy walkways are plain to see.
- Other hazards are not as obvious.
- Some things *seem* to be dangerous but are not.
- Some things *seem* to be safe but can hurt you.

There are many different ways to identify the hazards on your job. We will give some ideas here for you to use. Feel free to talk to your co-workers to think of additional ways to identify and document the hazards on your job.

■ basic questions to ask to identify hazards on the job

A good place to start in identifying hazards is to ask both yourself and your co-workers some basic questions (the 5 Ws):

WHO has gotten injured or sick? (You don't necessarily need to know by name, but it is important to note what job title, work location, and shift is suffering more injuries and illnesses than others.)

WHAT concerns do you have about your safety and health on the job? **WHAT** injuries or illnesses do you or your co-workers have?

WHERE are these injuries and illnesses occurring? (Which work locations?)

WHY are these injuries and illnesses happening?



WHEN are workers getting sick or injured? (It is important to note the shift, time of day, day of week, even time of month. Knowing when an injury or illness happened can help identify what the problem is.)

■ survey

Getting the “5 Ws” listed above can happen in several ways. You can interview co-workers. You can hold a meeting and ask everyone these questions. You can also do a survey. Doing a survey gives everyone a chance to give input, and they can remain anonymous if they wish.

Surveys should contain mostly yes/no questions (with space for when and where). They should be no more than few pages long. They should have space for comments. They should have a place for people to give their name if they choose, or to remain anonymous. It is helpful, however, to have a place for job title, work location, and shift.

Once you get the surveys back, it is important to tabulate the results and to make sure that you give feedback to the participants. You don't have to give the answers to every question. You should, however, give information on the highlights of what you learned, and a plan for what you will do with the information. This can be done by holding a meeting and giving the results, or you can make

up a simple, one page leaflet with the results. Often just giving “bullet points” of what you found is helpful to your co-workers.

inspection

In addition to asking questions about what everyone’s concerns are, it is important to take a look at the workplace AND the work. It may seem like the workplace and the work are the same thing, but that is not always true. The workplace is the location. The work is the tasks being done. For example, a warehouse may look fine at first glance, but when you watch the stock workers lifting, bending and twisting to move the boxes around, you realize that there are hazards in the set-up that can hurt their backs. (Almost every workplace has an example like this one. When you inspect your workplace and workers, see how many you can find.)

When you are conducting an inspection, it is important to use the following tools:

- ★Notepad
- ★Sketch of workplace
- ★Protective Equipment that is required for the area you are inspecting

And most important:

- ★Eyes
- ★Ears
- ★Nose
- ★Hands
- ★Brain

Optional tools Camera (if your employer allows pictures to be taken)

If you are observing either a PESH Inspector or if your employer is conducting “monitoring,” those inspectors may use additional tools including air monitors, noise level meters or other equipment. (See the fact sheet “Your Right to a Safe and Healthy Workplace” for an explanation of PESH.)

That equipment is useful to determine the *level* of exposure, but you do not need it for your inspection. Your inspection is to determine *what possible exposures* are present in the worksite.

If PESH or your agency is conducting a monitoring inspection, call the union for advice on how to best evaluate the job they are doing.

risk map

Risk mapping is an excellent tool to use when you are both surveying and meeting with your members and when you are conducting an inspection of the worksite. Risk mapping is simply taking a “map” or drawing of the workplace, and drawing in the hazards that you find. It is often useful to color code the hazards. For example, everywhere there is a possible back injury hazard, circle or color in the area with red. If there are chemical fumes, color in that area in green, etc. Once you have the map, it will provide lots of useful details about who is at risk (by job title) and will help the union figure out how to proceed with the problem.

A fact sheet on how to do a risk map is found in Appendix B of this booklet.





ALMOST EVERY JOB involves some exposure to chemicals. Chemicals in the workplace come in many products: cleaners, pesticides, and many other products that are used every day.

If you are concerned about the chemicals you work with, there are several things to do to make sure your health is protected.

■ GETTING INFORMATION

The first thing to do is to get information about the chemicals you work with. It's important to find out a few key pieces of information:

- What chemicals are in the products?
- What health effects can these chemicals cause?
- How much of this stuff am I exposed to?
- What is the best way to avoid exposure to these chemicals?
- What is my employer doing to make sure I don't get overexposed?

■ WHAT CHEMICALS ARE IN THE PRODUCTS?

It is your employer's legal responsibility to know what chemicals you work with and to give you information about those chemicals.

New York State Right to Know Law requires that your employer has information available to you if you request it about the chemicals you work with. In addition, under this law, your employer must give you training every year about the chemicals on your job.

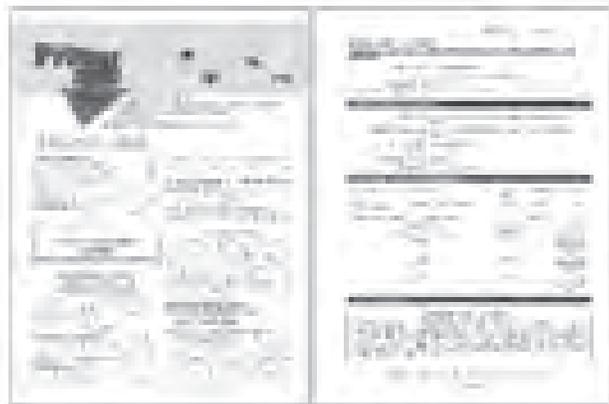
The Hazard Communication Standard is a second law that requires your employer to give you information and training about the chemicals used on your job.

The three main ways of getting this information are:

Labels: Each product must have a label for you to read. The label must include information on what the product is and what company makes that product. The label must also include warnings about what health problems the chemicals can cause.

Material Safety Data Sheets (MSDSs) are fact sheets that the chemical company produces with a lot of information on the health effects of the product. Your employer must have these available for you to read. The bad part about MSDSs is that they are often confusing to read and hard to understand. If you have questions about an MSDS, call your union for help in figuring out what the technical language means.

Training: For public sector workers in New York State, your employer is required to give you training once per year on the health effects of any chemicals that you use. If they buy a new product for you to use, they must train you how to properly use the product and about any hazards there may be associated with the product.



■ HOW CAN I BE PROTECTED FROM DANGEROUS CHEMICALS?

Once you have answers about how dangerous a chemical is, and how much you're exposed to, you need to evaluate whether you are being properly protected from exposure. **There are several common ways to reduce exposure to chemicals.**

SUBSTITUTION: The best way to protect yourself from a dangerous chemical is to stop using that chemical. Often it is possible to find a safer substitute for the dangerous chemical. For example, some cleaning products contain very dangerous chemicals. It may be possible to find cleaning products that are safer.

Enclose or Isolate the Job: If you can't find a safer substitute, another way to protect yourself and others from the chemical is to isolate or enclose the process. An example of this is a "spray booth" for painting. Many locations have a special room or booth for painting. By keeping the painting process isolated in its own booth, you can prevent exposure to others in the area.

Ventilation: If you can't get rid of the chemical or isolate it, the next best thing is to use good ventilation. Some chemicals require "general dilution ventilation." General dilution ventilation is when you have lots of air going through the workplace. Some chemicals require "local exhaust ventilation." Local exhaust ventilation is when you have a hood and duct work over the chemical. It sucks up the chemical and gets it out of your breathing zone before you can breathe it in.



Work Rules: There are some work rules that can help keep chemical exposures low. Housekeeping rules (such as storing chemicals properly, cleaning up spills right away, and throwing chemicals away properly) can all help reduce the risk of getting sick.

Often there are supplies that you need in order to keep chemicals off of you. Some of these are soap and water to wash with; a separate room for eating and food storage; a work uniform; a place to change and store street clothes; and a place to wash contaminated clothes without bringing them home to your family.

Personal Protective Equipment (PPE): Personal Protective Equipment (PPE) is the last line of

defense and should only be used when other measures are not providing enough protection. PPE to protect yourself from chemical exposure includes:

- ★Respirators/face masks
- ★Gloves
- ★Aprons
- ★Face shield
- ★Goggles
- ★Boots



PESH

WHAT THE LAW REQUIRES

According to the PESH law, employers must use Personal Protective Equipment as a last resort — only after other methods have been tried and more protection is still needed.

Many chemicals are regulated by the Public Employees Safety and Health (PESH) law, but many are not. To find out about whether a specific chemical you are concerned about has a "legal limit", call the union. The PESH standard regulating specific chemicals is 1910 Subpart Z and 1910.1001 – 1910.1052.

Personal Protective Equipment (PPE) is regulated by PESH. The PPE standards are: 1910.132 – 1910.138.

Other PESH standards may apply in particular situations.





TOO MUCH NOISE can affect your hearing. It can also cause other health problems.

The three main areas of concern are:

- Temporary Hearing Loss
- Permanent Hearing Loss
- Other Effects

Temporary Hearing Loss can last for minutes, hours or days. Fortunately, with this type of hearing loss, normal hearing will come back. Temporary Hearing Loss should, however, be a warning sign that the work environment may be too noisy.



Permanent Hearing Loss is usually a gradual process that occurs from being in a noisy environment over a long period of time. Unfortunately, this type of hearing loss is usually not reversible.

Other Effects of overexposure to noise include fatigue, nervousness and increased blood pressure. These symptoms can lead to more serious problems like heart disease. Also, working in a noisy environment can be a safety hazard. If it is too noisy to hear warnings from co-workers, it is more likely that injuries can occur.

■ how noisy is it?

There are a number of instruments that can be used to measure noise in the workplace. Sound

NOISE LEVELS	
Noise Source	Noise level in decibels
Jet Engine	140
Cutting machine; hardened tools	120
Pneumatic drill	100
Shouting—to be heard a few feet away	70–90
Normal conversation	40–60
Soft whisper	10 – 30

level meters and noise dosimeters are two devices that can be used to find out how much noise is in the workplace. These tools are useful if you want to figure out exactly what type of hearing protection (earplugs or ear muffs) to use. They measure noise in *decibel level (dB)*. On the decibel scale, each time the number of decibels goes up by three, the level of noise is doubled. For example, if a work environment goes from 90 dBs to 93 dBs, it is *twice as loud*.

PESH regulations are based on decibel level, so you may see someone taking measurements in your workplace to see if the level of noise is above the legal limit.

As a practical matter, common sense can tell you if a place is too noisy. Some clues are:

- ★If it is too noisy to hear co-workers who are nearby
- ★You have to turn up the volume on the TV or iPod
- ★When you get in your car in the morning, the radio is cranked up from the drive home the day before

- ★ You get a ringing in your ears after working in a noisy area
- ★ Your friends and family notice that you have trouble hearing

Keep equipment in good working order to reduce noise.

Personal Protective Equipment: (Last resort) Under the PESH law, giving workers Personal Protective Equipment (PPE) like ear muffs or ear plugs should be a last resort after the other measures have failed.

The type of ear muffs and ear plugs should be selected based on how noisy the environment is. Ear plugs fit inside the person's ear and should only be used in healthy ears. (If you have an ear infection, do not insert the ear plugs into your ear.) Ear muffs are worn over the whole ear. They should have a good seal to be effective

NOISE EXPOSURE LIMITS BY PESH REGULATION 1910.95	
Hours of Exposure	Sound Level dB(A)-decibels
8	90
6	92
4	95
3	97
2	100
1½	102
1	105
½	110
Fifteen minutes or less	115

prevention

Substitution: (Eliminate the problem) as is true for other workplace hazards, the best solution for a noisy work environment is to reduce the noise. This can be done by replacing noisy equipment with equipment that is quieter.

Engineering Controls: (Addresses the problem at its source) enclose, isolate or muffle noisy machines. Sometimes something as simple as a vibration absorbent mat on the floor can help reduce noise. In other cases, building a sound proof enclosure for a noisy machine will work to reduce noise.

Work Practices: (Reduce exposure to the problem) rotate jobs so that workers are in the noisy area for less time.

Move workers who do not need to be in the area away from the noise.

PESH

WHAT THE LAW REQUIRES

The PESH noise standard is 1910.95. It limits noise to 90 dB over an eight-hour day. That means that you can be in a very noisy work environment for a shorter period of time, but the law may not have been broken. Bear in mind that "legal" is not the same thing as safe. Hearing loss can occur at levels lower than the law allows.

■ Working in a Hot Environment



WORKING IN A PLACE that is too hot can be more than uncomfortable. Working in extreme heat can make you sick.

There are four direct health problems that are caused by heat:

- Heat Rash
- Heat Cramps
- Heat Exhaustion
- Heat Stroke



Heat Rash (sometimes called Prickly Heat) is skin irritation caused by excessive sweating in hot, humid weather. It is irritating, but it is not a serious condition.

Heat rash can be treated by cooling down and by keeping the rash dry. Powders can be used to make the skin more comfortable, but do not use creams on heat rash.

Heat Cramps are muscle pain or spasms that can be experienced by people who are sweating a lot while doing strenuous activity in the heat and humidity. The cramps are usually in the belly, arms or legs.

Medical attention is usually not necessary. The cramps should go away by resting in a cool place and drinking a sports drink or clear juice.

If you have heat cramps, seek medical attention if:

- ★you have a heart condition
- ★you are on a low sodium diet
- ★the cramps do not go away after about an hour

Heat Exhaustion. Even though it is called “exhaustion,” heat exhaustion is not just about being tired. Symptoms of heat exhaustion are heavy sweating, paleness, muscle cramps, tiredness, weakness, dizziness, headache, nausea or vomiting, and fainting. Heat exhaustion can occur after several days of extreme heat without adequate replacement of fluid.

The skin may be cool and moist. Breathing will be fast and shallow.

Similar to heat cramps, someone suffering from heat exhaustion should rest in a cool place and drink fluids. A cool shower or sponge bath will also help.

Heat Stroke is a serious medical condition. It is caused by overexertion in hot environments. Heat stroke is not just the discomfort of feeling too hot. It is a medical emergency that occurs when the body's internal temperature is not cooled enough by sweating. (Sweating is the body's way of getting rid of excess heat.)

Symptoms of heat stroke include:

- ★ABSENCE of sweating; hot, red or flushed DRY skin
- ★Trouble breathing
- ★Confusion, agitation or strange behavior
- ★Seizure
- ★Coma

The symptoms of heat stroke can look like the symptoms of a heart attack. Some people go through heat exhaustion first, but other people get heat stroke very suddenly.

In the event of heat stroke, call 911. While you are waiting for medical help to arrive, move the

person to a cool, shady area. Spray them with cool water or place ice packs under their armpits or on their groin. Remember, heat stroke can be a life-threatening illness.

☞ **prevention**

Heat-related illnesses are common among people who work outdoors. There are several things you can do to prevent heat-related illnesses:

- ★ Drink lots of fluids, like water or sports drinks. Avoid alcohol and caffeine, which can dehydrate you.
- ★ Take frequent breaks to drink fluids. Ideally, if you work in a hot area, you should drink one cup of water every 20 minutes.
- ★ Schedule the hottest work during the early morning or on cooler days.

- ★ Take breaks in a cooler place (air conditioning, if possible. Shade is also good.)
- ★ Wear light-colored, loose fitting clothing.
- ★ Wear a hat with a big brim for protection from the sun.
- ★ Get used to the heat gradually. Time spent in the hottest areas should increase gradually over time to give your body a chance to get used to the heat.
- ★ Put on sunscreen 30 minutes before going outside. Reapply it throughout the day.

There are no laws that protect workers from hot environments. Your contract may give you some protection. See Appendix D for contract language for your job title.



■ Working in a Cold Environment



WORKING IN A PLACE that is too cold can be more than uncomfortable. Working in extreme cold can make you sick.

There are two direct health problems that are caused by cold:

→ Frostbite

→ Hypothermia

Frostbite is when the skin and the underlying tissue is damaged by extreme cold. Hands, nose and feet are most likely to get frostbite. Diabetes and other circulatory illnesses can increase your risk of getting frostbite.

Symptoms of frostbite are skin that is hard and cold after being in the cold for too long. The area can be numb, but it also might have an aching pain. When the skin warms up and thaws, it becomes red and can tingle, burn or be very painful.

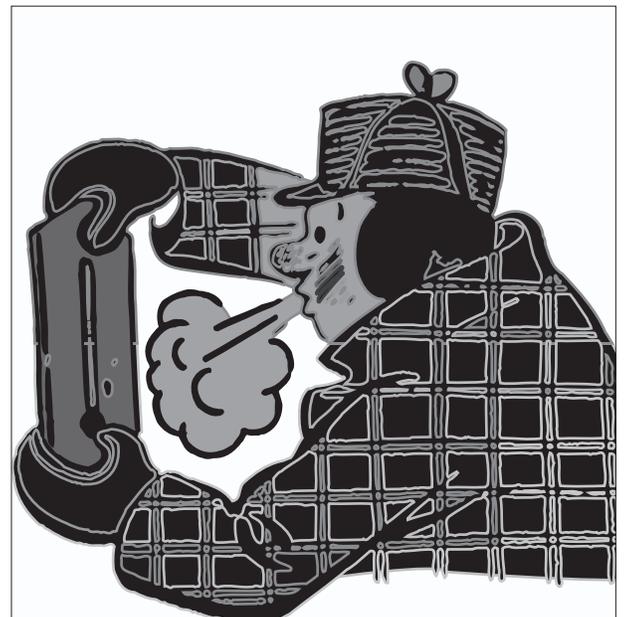
■ what to do

If frostbite occurs, DO:

- ★Get the person to a warmer place. Remove wet clothing.
- ★Soak or apply warm cloths to the affected area in WARM (never HOT) water. Water temperature should be 104-108 degrees F. Severe burning pain and swelling may occur in the warming process. Warming is complete when the skin is soft and numbness goes away.
- ★Put gauze between frostbitten fingers or toes to keep them separate.
- ★Prevent refreezing of the area by wrapping the thawed areas and keeping the person warm. Refreezing can cause more serious damage.
- ★Replace lost fluids with warm, non-alcoholic and non-caffeinated drinks.

If Frostbite occurs, DO NOT:

- ★Do NOT allow the area to get refrozen. That will make the damage worse.
- ★Do NOT use direct dry heat (like a radiator or hair dryer) to warm the frostbitten areas. This can burn the tissue more.
- ★Do NOT rub the frostbitten area.
- ★Do NOT touch blisters on frostbitten skin.



Hypothermia is a condition you get when your body temperature becomes dangerously low.

Symptoms of hypothermia include:

- ★Drowsiness
- ★Weakness and loss of coordination
- ★Pale and cold skin
- ★Confusion
- ★Uncontrollable shivering (although at extremely low body temperatures, shivering may stop)
- ★Cardiac arrest, shock, and coma can set in without prompt treatment. Hypothermia can be fatal.

■ what to do

If Hypothermia occurs:

- ★ Call 911 if the person is confused or disoriented.
- ★ Take the person inside and warm him or her with blankets. Cover the head and neck to help keep them warm.
- ★ Remove any wet clothing.
- ★ Apply warm cloths to the neck, chest and groin. If he or she is awake and can swallow, give him or her warm, non-caffeinated, non-alcoholic drinks.



If Hypothermia occurs, do NOT:

- ★ Do NOT use direct heat (such as hot water or a heat lamp) to warm the person.
- ★ Do NOT give him or her alcoholic drinks.

■ prevention

- ★ Take breaks in warm areas.
- ★ Wear layered, vented clothing to keep cold out and warmth in. Gloves and footwear should be insulated.
- ★ In windy areas, try to build barriers to block the wind.
- ★ Drink warm beverages that do not have alcohol or caffeine.

There are no laws that protect workers from cold environments. Your contract may give you some protection. See Appendix C for contract language for your job title.



■ Slips, Trips and Falls



ALMOST EVERY WEEK someone in our union gets hurt because of a slip, trip or fall. The outcome can range from a bruised ego to a broken bone.

Too often the response to one of these incidents is to tell the victim they should have been more careful. While it is true that everyone needs to remain aware of their surroundings in order to avoid getting hurt, there are some workplace conditions that need to be addressed also.



- ★Inadequate footwear for a particular task.
- ★Lack of handrails.
- ★Poor lighting.

■ prevention

Slips, trips and falls can often be easily prevented by taking care to eliminate the hazards listed above. None of these hazards is difficult to prevent with a little bit of thought.

The chart on the next page is based on a similar chart produced by the Australian government. It is a very common sense approach to injury prevention.



PESH WHAT THE LAW REQUIRES

PESH has several standards or rules that will help prevent slips trips and falls.

Walking/working surfaces 1910.21
– 1910.30

Sanitation/Housekeeping 1910.141

PPE for footwear 1910.136

■ causes of some slips, trips and falls

The following conditions can all contribute to slips, trips and falls:

- ★Spills (whether wet or dry substances).
- ★Obstacles in walkways. Cables, wires, boxes, and other items placed in walkways create a hazard.
- ★Floor mats and rugs. Many injuries are caused by tripping on the edge of a rug or mat.
- ★Slippery floors.
- ★Changing from a wet to a dry surface.
- ★Uneven floors; changes in levels of floors and sloping floors.

HAZARD	SUGGESTED ACTION
Spills (wet and dry)	Clean up spills immediately. If a liquid is greasy, make sure that the proper cleaning product is used.
Cables and cords in the walkway	Position equipment to avoid cables and cords in the walkway. Look at using overhead drop down or retractable cords.
Housekeeping	Keep work areas free of garbage and debris.
Floor rugs and mats	Make sure rugs and mats are secured and do not have loose or curled edges.
Change from wet to dry floors	Provide suitable footwear where appropriate. Provide warnings of risk. Provide doormats and non-slip mats where needed.
Changes of floor levels	Improve lighting. Add signs and treads or floor markings.
Sloped floors	Improve lighting. Provide hand rails. Use floor markings.
Inadequate footwear for a particular task	Make sure work shoes have proper soles for the work areas.
Poor lighting	Improve lighting levels and place the lights to make sure even more lighting is there for all floor levels.



■ Bloodborne Diseases, Flu and Infection Control at Work

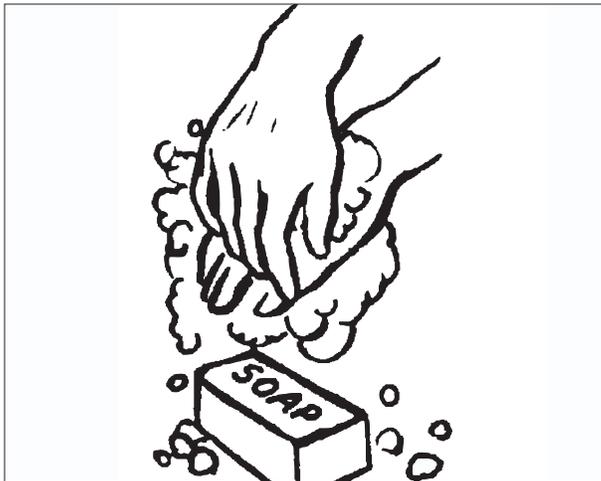


INFECTIOUS DISEASES can be spread several different ways. Some are spread through contact with blood or other body fluids; others are airborne and are spread by breathing them in.

In either case, there are some practices that employers must do to protect their workers from getting sick.

■ identify workers at risk of exposure

Many Local 237 members work in high-risk workplaces, but not every job carries the same level of risk. Employers must assess their workplaces and ensure that each job title and task is evaluated to identify whether those workers are at risk.



■ identify and put into place methods to reduce exposure

In situations where workers are at risk, the employer must come up with a plan to reduce the level of risk. Some examples are making sure workers do not go into areas where there is a known risk or providing the proper protective gear if work is being done in a high risk area.

■ provide vaccines, where appropriate

Some infectious diseases, like Hepatitis B, have vaccines available to protect workers. If a worker is in a high risk job, and a vaccine is available, it should be made available to the workers.

■ provide hand washing facilities

Simple methods like hand washing can help stop the spread of certain diseases. Employers must make hand washing facilities available to workers.

■ train workers on identifying high-risk situations and what steps to take

- ★Develop written procedures for cleaning and decontamination.
- ★Provide personal protective equipment (gloves, masks, etc) where needed.
- ★Maintain recordkeeping.



PESH WHAT THE LAW REQUIRES

Several PESH standards (safety and health laws) are in place regarding infectious diseases. Bloodborne pathogens: 1910.1030

Respiratory protection: 1910.134
Sanitation/Housekeeping: 1910.141

In addition, PESH has several guidance documents available on pandemic flu, anthrax and other biological threats.



Notes:



■ Rat Clean-Up



RATS. NEW YORK CITY is overrun by them. And, unfortunately, rats are found in far too many of the locations where Local 237 members work.

■ how can rats and other rodents and pests make me sick?

Rats and other rodents and pests can make you sick in several ways. *They make you sick from direct contact with them, such as:*

- Bites
- Scratches

They can also make you sick from indirect contact with them, such as:

- Exposure to feces or urine
- from fleas that feed off them and become infected

Many agencies have exterminators whose job is to kill the rats and other rodents. Cleaning up the dead rats may be someone else's job. If cleaning up rodents is one of your job tasks, it is important to make sure that you are protected from any health or safety risks.

■ what illnesses can i get from rats, rodents and other pests?

- Allergies
 - ★ Watery and itchy eyes
 - ★ Sneezing
 - ★ Stuffy nose
 - ★ Skin rash
- Viruses and infections

You are at higher risk for diseases if you are:

- ★ HIV positive or
- ★ Take steroids or certain cancer drugs or
- ★ Have had your spleen removed

■ how can i protect myself during clean-up?

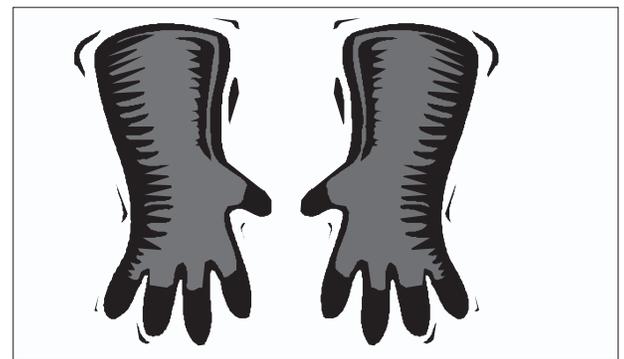
The following guidelines are from the US Centers for Disease Control (CDC):

After the extermination has been completed, a

clean-up should be done. Before the clean-up, air out the space for at least 30 minutes.

Step 1: Clean up urine and droppings

Because the urine or droppings themselves can spread disease, it is very important to be protected when you are cleaning up. Do not sweep or vacuum these materials. Sweeping or vacuuming can stir up the dust and make it easier to breathe in the materials.



When cleaning up urine and droppings:

- ★ Wear rubber or vinyl gloves.
- ★ Spray the urine and droppings with a mixture of 1 part of bleach and 10 parts of water (or other disinfectant). Let the disinfectant soak for 5 minutes before you pick up the waste.
- ★ Use a paper towel to pick up the waste and put it in plastic bags.
- ★ Disinfect any items that might have been contaminated.
- ★ Mop or clean the general area that had been contaminated.

Step 2: Clean up dead rats and other rodents

Precautions must be taken when cleaning up rats and rodents.

- ★ Spray the rats and the surrounding area with a mixture of 1 part of bleach and 10 parts of water (or other disinfectant). Let the disinfectant soak for five minutes before you pick up the rodent or wipe up the area.

- ★Put the rodent and the paper towels or other rags in a plastic bag and seal it tightly. Place that bag into a second bag and seal it tightly.
- ★Make sure the sealed plastic bags are placed in covered containers and that they are disposed of quickly.

Step 3: Clean up areas with heavy infestation

When the rat population has gotten out of control and there has been a major extermination job, there are special precautions to take when cleaning up afterward.

Often, the best course of action is for your employer to call in specialists to clean up these jobs. Whoever cleans up, though, should take the following precautions:

- Wear the right protective clothing.
 - ★coveralls
 - ★rubber boots or shoe covers
 - ★rubber or vinyl gloves
 - ★goggles

Where possible, disposable clothing should be used. If disposable clothing is not used, all gear should be decontaminated at the end of the day. Clothing or other material that is covered with waste that is not washed off should be doubled-bagged in plastic bags and labeled as infectious waste. That waste must be disposed of according to all regulations for transporting and throwing it away.

Wear the right respirator. A dust mask does not provide enough protection. Everyone working in these conditions should have at least a half-face respirator with HEPA (bright pink) filters. Before assigning you to use this respirator, your employer must have a full respirator program. The respirator program must include:

- ★assessment of hazards
- ★selection of proper respirator
- ★medical clearance
- ★fit testing
- ★training

- ★maintenance and care of respirators
- ★recordkeeping and evaluation of program

■ what should my employer do to protect me?

Your employer must protect you from exposure to the diseases that rats and other pests can cause. They must:

- ★Train you to identify risky exposures.
- ★Give you the proper gloves, coveralls, goggles and other clothing you need to protect yourself.
- ★Give you a respirator, when necessary. When they give you a respirator, they must follow all of the rules (listed above).
- ★Provide medical evaluation and care, when necessary, if you are exposed to animal waste.



PESH

WHAT THE LAW REQUIRES

PESH has several standards that apply during rodent clean up:

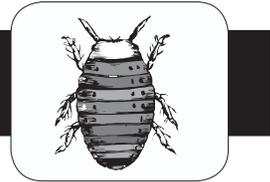
Housekeeping/Sanitation: 1910.141

Personal Protective Equipment:
1910.132 – 1910.138

Respiratory Protection: 1910.134



■ Exposure to Bed Bugs on the Job



BED BUGS HAVE BECOME a much larger problem in the past five years. Due in part to increased travel and in changes in the use of pesticides, there is a huge increase in reports of bed bugs. In the first six months of 2008, nearly 9,000 bed bug complaints were registered with the New York City Housing Preservation and Development (HPD).

■ what are bed bugs?

Bed bugs are small insects that are about the size of an apple seed. They are flat and are usually rust-colored. After they have fed on human blood, they become brighter red and look a bit swollen. (Bed bugs like to eat every few days, but they can live up to 18 months without another meal!)

Bed bug bites are annoying, but they have not been found to carry disease.



■ how can local 237 members be exposed to bed bugs on the job?

Many Local 237 members come into close contact with the general public, both in residential sites like NYCHA developments and during the course of the day at schools, hospitals, shelters and other public locations. Bed bugs can be anywhere. They are not a sign of being dirty.

Bed bugs keep still most of the time. They are most active at night and do not like light. But, if there are bed bugs in your workplace, they can get onto your clothes, purse or other items you bring to work. You can easily bring them home without knowing it.

■ what are the signs that bed bugs are around?

You may see the bed bugs themselves. Even though they are small (about the size of an apple seed), they are visible. You may also see small blood stains from crushed bugs or dark spots from their waste. But bed bugs are often hard to see because they hide in furniture and in cracks.

■ are bed bugs harmful?

Bed bugs are annoying, but they are not known to carry disease. If you get bitten, the bites may become large and itchy. Try not to scratch the bites. Using calamine lotion can help keep the itching under control.

■ how can i protect myself from bringing bed bugs home?

At the work location:

- ★ Hang your bag and coat from a door knob or hook; keep your personal items off of the floor.
- ★ Keep a change of clothing at work if you believe you may be exposed to bed bugs. Try not to wear work clothing home, in your car, or on the train if you believe you may have been exposed to bed bugs.
- ★ When you change your clothing, put your work clothes in a plastic bag.
- ★ Avoid wearing pants with cuffs.
- ★ Cover your skin (no open toe shoes or shorts) and tuck your pant legs into your socks.
- ★ If you must go into an apartment you

believe has bed bugs, try to schedule the visit for the end of the day. This will allow you to immediately decontaminate and change your clothes. It will also help you prevent the spread of bugs from one location to the next.



4. Vacuum (with HEPA filters) areas where there has been evidence of bed bugs.
5. Seal cracks and crevices with silicone-based sealant in areas suspected of having a bed bug problem.
6. Hot laundering of clothes that have been exposed to bed bugs.

If bed bugs have invaded a workplace, professional exterminators should be called in to apply insecticides. The area should be re-inspected approximately 2-3 weeks after the pesticides have been used.

If you suspect bed bugs are in your workplace and management is not taking the steps they should, call the union for assistance.

Once you are home:

- ★Remove your clothing immediately and put in a separate tied bag and keep it separate from the general laundry.
- ★Wash your clothing in hot water and then dry it for 20 minutes in on a hot setting.

How can we get rid of bedbugs on the job?

Your employer has an obligation to maintain “as far as reasonably practicable” a program to “prevent the entrance or harborage of insects.” PESH 29 CFR 1910.141(a)(5)

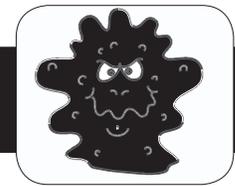
That means that the law says your employer must have a good clean-up and extermination program if you have bedbugs in your workplace. According to PESH, employers should:

1. Educate workers on what they can do to prevent bedbugs or get rid of bed bugs.
2. Monitor and inspect areas where bed bugs may be hiding.
3. Remove clutter.



PESH
WHAT THE LAW REQUIRES

The housekeeping/sanitation standard:
1910.141



MANY BUILDINGS have problems with mold growth. Mold is fungus that grows in wet or water-damaged areas. Mold and other fungus are very common both in indoor and outdoor environments. Often you can detect mold by its distinctive odor.

■ how can mold make me sick?

Breathing in mold can cause health problems for some people. Workers whose jobs include cleaning up or removing mold from heavily contaminated areas are at a higher risk for breathing in harmful mold spores.

Mold exposure can come from breathing in the mold or from accidentally eating it when it gets on your hands and gets passed on to food or cigarettes.



■ what diseases can i get from mold?

Most people do NOT get sick from breathing in mold or other common fungi. Some people, however, develop allergies or respiratory (breathing) problems from mold.

People at the greatest risk of getting sick from mold include:

- Workers cleaning large areas that are heavily contaminated with mold
- Farm workers with heavy exposure to moldy grain and peanut products

Mold can cause many symptoms including:

- ★runny nose
- ★cough and congestion
- ★worsening of asthma
- ★worsening of allergies
- ★shortness of breath
- ★eye irritation

■ what can i do to protect myself from mold?

Conduct your own visual assessment of the moldy area before you begin work. Different levels of protection are needed for different size jobs.

If recommended, wear personal protective gear including a respirator (mask), gloves, and eye protection (goggles).

■ what should my employer do to protect me from mold?

The most important thing for your employer to do to protect you from exposure to mold is to make sure that all moldy areas are cleaned or removed in a timely manner. Also, the source of the mold (usually either water or humidity) must be corrected so that the mold does not come back.

In order to properly protect workers who clean or remove the mold, employers must properly assess how big the area of mold is. The rules for how to protect workers doing the clean-up are based on how large an area of mold is being cleaned or removed.

The following rules are from the New York City Department of Health Guidelines on Assessment and Remediation of Fungi in Indoor Environments For all clean-up or removal of moldy areas:

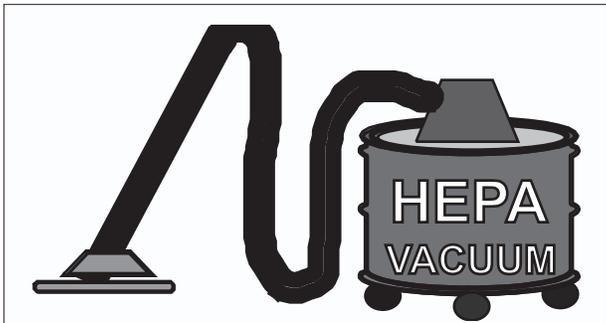
- ★Proper respirators, gloves and eye goggles should be worn.
- ★Anyone not involved in the clean-up or removal of the moldy area should be removed from the immediate area. (Areas next to the work area do not need to be vacated unless the people there are at risk because

they already have lung disease. Babies under 12 months old should also be moved out of the area.)

For work areas less than 10 square feet (for example, ceiling tiles or small areas on walls):

- ★The work area should be misted to keep the dust down.
- ★Materials being removed should be placed in a sealed plastic bag.
- ★The work area should be cleaned with soap and water .
- ★The work area should be left clean and dry.

For these small work areas, work may be done by regular building maintenance staff. Staff should be trained on proper clean-up methods and they should be trained in how to protect themselves from the possible health hazards.



For work areas from 10–30 square feet (for example, individual wall panels):

In addition to the rules for small jobs (less than 10 square feet), jobs from 10–30 square feet have additional recommendations:

- ★The work area should be covered with plastic sheets and sealed with tape to contain the dust.
- ★The work area should be vacuumed with a special HEPA filter and cleaned with soap and water.

For these medium-sized work areas, work may be done by regular building maintenance staff. Staff should be trained on proper clean-up methods and they should be trained in how to protect themselves from the possible health hazards

For work areas more than 30 square feet:

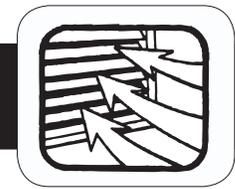
Large jobs should be planned by a safety and health professional experienced in planning mold-removal projects. Any recommendations on how to do these jobs, and who should do the removal and clean-up work should be reviewed by the union before the jobs begin.

PESH
WHAT THE LAW REQUIRES

There is no specific PESH standard on mold. The housekeeping/sanitation standard may apply: 1910.141



■ Indoor Air Quality



FOR PEOPLE WHO WORK in offices, schools, shelters, hospitals and similar locations, the quality of the air is often the most obvious problem they face day after day.

Most of the buildings we find ourselves in depend on mechanical ventilation systems to supply the air that we breathe. Poor indoor air quality (IAQ) can cause a number of symptoms:

- Tiredness and fatigue
- Headaches
- Irritated eyes, nose or throat
- Nausea
- Bacterial infection

In addition, a common problem in buildings is uneven distribution of temperature: in simple words, some parts of the building are too hot and some parts of the building are too cold.

These problems can be caused by a number of problems in the ventilation system. The more information you can gather about what the problems are and where in the building they are, the easier it will be to figure out the problem and work to get it fixed.

■ collecting information

A good place to start is by surveying your co-workers to find out how many people are experiencing symptoms or discomfort; where in the building they are located; how often they have the discomfort or symptoms; and when it occurs. (In some cases we have found that the ventilation system has been shut down for the day at 4:00 even though workers are still in the building for many hours after that.) A sample survey is attached in Appendix A of this booklet for you to use at your worksite.

The second step is to talk to the building maintenance staff. They usually have the most “hands on” information about what is going on in the building. They can tell you about the ventilation system, but they also usually know things like when pesticides are applied, whether any

renovations are going on, and other activities that could affect the air quality.

Inspect the building. You can look for some signs of where the problem may be coming from.

Some common problems are:

- ★Moisture or water stains on walls, ceilings or floors.
- ★Any visible mold growth.
- ★Covered air vents.
- ★Dirty ventilation filters.
- ★Odors from food, garbage or chemicals.
- ★Note any areas that are too cold, too hot, or just stuffy.



■ solutions

The solutions will obviously be dependent on what specific problems were found, so not every solution listed here will apply to all situations.

Some common solutions used to improve air quality are:

- ★Increase the ventilation rate. Sometimes there is simply not enough air coming through the system.
- ★Move some office machinery to an area that is isolated from everyday work.
- ★Make sure cleaning happens on a regular schedule to avoid accumulated food and other garbage.

*Maintain a humidity rate between 30 and 60 percent. If the humidity is too low, dry and irritated eyes, nose and throat are common. If the humidity is too high, it makes it easier for mold to grow.

*“Balance” the ventilation system to make sure that the temperature and air flow is even throughout the work areas.

*Clean and maintain the ventilation system on a regular basis.



PESH WHAT THE LAW REQUIRES

Unfortunately, there are no PESH standards that require your employer to address indoor air quality problems. It is best to work through the union to address these issues.



■ Driving/Vehicles



DRIVING IS A PART of many jobs that Local 237 members hold. Auto accidents are the leading cause of injury and death in the United States

Many of these accidents happen while at work.

Some of the causes of automobile accidents are:

- Driving while drowsy.
- Driving while distracted (talking on cell phone, reading maps, etc.).
- Driving an unsafe vehicle.

For Local 237 members who are driving New

or obvious safety problem.” If you have concerns about the safety of your vehicle, notify your supervisor immediately.

Cargo weight limits: Many Local 237 members have expressed concern about the use of hybrid vehicles and whether they are heavy enough for the tools and other cargo they must carry. The City manual addresses this issue and states that vehicles must not exceed the manufacturers’ gross vehicle weight (GVW) recommendations. If you have concerns about whether your vehicle is exceeding its GVW, notify your supervisor immediately.



York City vehicles, the Department of Citywide Administrative Services (DCAS) issued a City Vehicle Driver Handbook in February 2009. The Handbook offers guidance on which City employees may use cars and it gives background on some basic rules for use.

There are several parts of the handbook that can be especially useful for workers who have concerns about the safety of their City vehicles.

Inspections: The City manual requires that workers assigned a vehicle must “regularly” inspect the vehicle for basic safety fitness. It also states that drivers will be notified when regular preventive maintenance is scheduled. The manual prohibits a driver from operating a vehicle that has “a known



PESH **WHAT THE LAW REQUIRES**

There are no specific workplace safety and health (PESH) laws that cover vehicles.



Notes:



■ Workplace Violence



NEW YORK STATE has taken action to prevent workers from becoming victims of violence on the job. There are new regulations that require public employers in New York State to develop and implement a plan to prevent workplace violence.



Examples of workers who New York State has deemed most at risk of a violent situation are workers whose jobs include:

- ★ Duties that involve the exchange of money.
- ★ Delivery of passengers, goods or services.
- ★ Duties that involve mobile work assignments (working “in the field”).
- ★ Working with unstable patients or clients in health care, social service, or criminal justice settings.
- ★ Working alone or in small numbers.
- ★ Working late at night or during the early morning.
- ★ Working in high crime areas.
- ★ Duties that involve guarding valuable property or possessions.
- ★ Working in community-based settings.

Thousands of Local 237 members fit into one or more of these categories. All public employers must institute a program that includes the following:

- ★ Risk evaluation of the workplace. The risk evaluation can include the following:
 - ★ Review past incidents of violence to look for patterns and other useful information.
 - ★ Survey the physical layout, review assignment of duties and other factors that could affect whether workers are protected from violence at work.
 - ★ Survey workers to get their input on what conditions create the potential for violence at work.
 - ★ Written plan on how they will reduce the risk of workers being hurt by violence at work.

The written plan (and related training) should include:

- ★ Definition of Workplace Violence
- ★ Techniques on recognizing and avoiding Workplace Violence situations
- ★ How to report an incident.
- ★ Where workers can go for assistance.

■ how to report an incident

- ★ How incidents will be investigated by the employer
- ★ Where workers can go for assistance



PESH **WHAT THE LAW REQUIRES**

The PESH Workplace Violence Standard went into affect in 2009. Some of the details of how it will be enforced are still being developed.

■ **union involvement**

The union has a right to be involved in developing the written plan and conducting the risk assessment. Every member with a Workplace

Violence concern should bring it to the attention of their shop steward or business agent.

The PESH Workplace Violence Standard went into affect in the summer of 2009. Some of the details of how it will be enforced are still being developed.





TEAMSTERS Safety & Health FACTS

Safety and Health Department, International Brotherhood of Teamsters
25 Louisiana Avenue, NW, Washington, DC 20001 • 202/624-6960 • ibtsafety@teamster.org

PROTECT YOURSELF WITH PERSONAL PROTECTIVE EQUIPMENT

29 CFR 1910.132 - .138

Hard hats, goggles, face shields, earplugs, steel-toed shoes, respirators. What do all these items have in common? They are all various forms of personal protective equipment, designed to protect workers from injury and illness.

Yet, data from the Bureau of Labor Statistics show:

- Hard hats were worn by only 16% of those workers who sustained head injuries, although two-fifths were required to wear them for certain tasks at specific locations;
- Only 1% of approximately 770 workers suffering face injuries were wearing face protection;
- Only 23% of the workers with foot injuries wore safety shoes or boots; and
- About 40% of the workers with eye injuries wore eye protective equipment.

A majority of these workers were injured while performing their normal jobs at regular worksites.

OSHA standards require employers to furnish, and require employees to use, suitable protective equipment where there is a “reasonable probability” that injury can be prevented by such equipment. The standards also set provisions for specific equipment.

While use of personal protective equipment is important, it is only a supplementary form of protection, necessary where all hazards have not been controlled through other means such as engineering controls. Engineering controls are especially important in hearing and respiratory protection, which have specific standards calling for employers to take all feasible steps to control the hazards.

Recently, OSHA has adopted new standards that address the various types of personal protective equipment:

General Requirements: 1910.132

Every employer is required to perform a hazard assessment of the workplace to

determine if there are any hazards present, or if there is the possibility for a hazard to be present which would necessitate the use of personal protective equipment. The employer must keep a written record of the hazard assessment to verify that it was conducted. This record must include the identity of the workplace evaluated, the person certifying the evaluation, and the date of the evaluation.

If hazards are present, the employer must:

- Select and require the use of the necessary personal protective equipment that will protect the affected employees from the hazards;
- Explain to each affected employee the selection decision for the personal protective equipment; and,
- Select equipment that properly fits each affected employee.

If equipment is necessary, the employer must provide training to ensure that each affected employee knows the following:

- When personal protective equipment is necessary;
- What personal protective equipment is necessary;
- How to properly put on, take off, adjust and wear the necessary equipment;
- The limitations of the personal protective equipment; and,
- The proper care, maintenance, useful life and disposal of the equipment.

Employees must be retrained if the workplace changes such that different equipment is needed or old equipment is no longer needed, and if the employer believes that an employee does not have the necessary understanding of the above requirements. The employer must keep a record of all training of affected employees to verify that the training was conducted. This record must contain the name of each employee trained, the date(s) of the training and the subject of the training.

All personal protective equipment must be of safe design and construction for the work that will be performed. Any damaged or defective equipment must not be used. If the employees own their own equipment, the employer must assure that it is adequate, properly maintained and sanitary.

Eye and Face Protection: 1910.133

Injured workers surveyed indicated that eye and face protection normally was not used or



practiced in their work areas, or it was not required for the type of work performed at the time of the accident.

Almost one third of face injuries were caused by metal objects, most often blunt and weighing one pound or more. Accidents resulted in cuts, lacerations, or punctures in 48% of the total, and fractures (including broken or lost teeth) in 27%.

Protection should be based on the kind and degree of hazard present and should be: 1) reasonably comfortable, 2) of proper fit, 3) durable, 4) cleanable, 5) sanitary, and 6) in good condition.

Eye and face protection should comply with ANSI “USA Standard for Occupational and Educational Eye and Face Protection”, Z87.1-1968, if the equipment was purchased before July 5, 1994. If the equipment was purchased after July 5, 1994, it must comply with ANSI Z87.1-1989, “American National Standard Practice for Occupational and Educational Eye and Face Protection”. To determine if the equipment complies with either of these standards look for the appropriate Z-number stamped on the equipment or printed on the box.

Respiratory Protection: 1910.134

Information on the requirements for respirators to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors is available in 29 CFR 1910.134. Proper selection of respirators is crucial.

Head Protection: 1910.135

Cuts or bruises to the scalp and forehead occurred in 85% of the cases, concussions in 26%. Over a third of the cases resulted from falling objects striking the head.

Employees working in areas where there is a potential for injury from falling objects should wear protective helmets. Protective helmets for head protection against impact blows must be able to withstand penetration and absorb the shock of a blow. In some cases hats should also protect against electric shock.

Head protection should comply with ANSI “American National Standard Safety Requirements for Industrial Head Protection”, Z89.1-1969, if the equipment was purchased before July 5, 1994. If the equipment was purchased after July 5, 1994, it must comply with ANSI Z89.1-1986, “American National Standard for Personnel Assurance Protection – Protective Headwear for Industrial Workers-Requirements”. To determine if the equipment complies with either of these standards look for the appropriate Z-number stamped on the equipment or printed on the box.

Foot Protection: 1910.136

Sixty-six percent of injured workers were wearing safety shoes, protective footwear, heavy-duty shoes or boots, and 33% were wearing regular street shoes. Of those wearing safety shoes, 85% were injured because the object hit an unprotected part of the shoe or boot.

For protection against falling or rolling objects, sharp objects, molten metal, hot surfaces, electrical hazards, and wet, slippery surfaces, workers should use appropriate footguards, safety

shoes or boots and leggings. Safety shoes should be sturdy and have an impact resistant toe.

Foot protection should comply with ANSI “USA Standard for Men’s Safety-Toe Footwear”, Z41.1-1967, if the equipment was purchased before July 5, 1994. If the equipment was purchased after July 5, 1994, it must comply with ANSI Z41.1-1991, “American National Standard for Personnel Protection – Protective Footwear”. To determine if the equipment complies with either of these standards look for the appropriate Z-number stamped on the equipment or printed on the box.

Hand Protection: 1910.138

Burns, cuts, electrical shock, amputation and absorption of chemicals are examples of hazards associated with arm and hand injuries. A wide assortment of gloves, hand pads, sleeves and wristlets is available for protection from these hazards.

The personal protective equipment should be selected to fit the specific task. Decisions should be based upon the evaluation of the equipment’s performance characteristics relative to the task(s) to be performed, conditions present, duration of use, and the hazards or potential hazards identified during the assessment.

Ear Protection: 1910.95

Exposure to high noise levels can cause irreversible hearing loss or impairment. It can also create physical and psychological stress.

Preformed or molded earplugs should be individually fitted by a professional. Waxed cotton, foam or fiberglass wool earplugs are self-forming. Disposable earplugs should be used once and thrown away; non-disposable ones should be cleaned after each use for proper maintenance.

OSHA has a standard detailing the requirements for a hearing conservation program. Information on the program is available from the IBT Safety and Health Department and the OSHA office nearest you.

REMEMBER!!!!

Using personal protective equipment requires hazard awareness and training on the part of the user. Employees must be aware that the equipment alone does not eliminate the hazard. *If the equipment fails, exposure will occur.*





RESPIRATORY PROTECTION

29 CFR 1910.134

OSHA law requires that engineering controls rather than respirators be used to solve most air contamination problems. Respirators are too often used as a permanent solution. The more you know about respirators and their regulations, the more you can improve this type of situation.

Respirators

Respirators are just about the most unpleasant and least effective type of personal protective equipment you can be asked to wear. They furnish protection against contaminants in the air, but they are a last resort when the toxic substance can't be removed by substituting different materials or by implementing engineering controls (ventilation and/or enclosure). Another use for respirators is as a key component of personal protective equipment to be used during emergency situations, such as chemical spills.

In general, workers should accept the use of respirators if:

- They are a short-term, temporary measure while a plan for engineering controls is carried out on a definite timetable;
- They are needed for rarely performed procedures for which other precautions have failed;
- They are correctly maintained for use in emergencies, such as chemical spills; and,
- They are a last resort for a problem that can't be solved otherwise

Legal Responsibility

If respiratory protection is needed, the employer is required to provide the equipment and make sure that it is worn. However, when the situation permits, the employer should develop a schedule for completing engineering controls. Providing respirators does not exempt the employer from a citation for failure to provide feasible engineering controls.

Supervisors, as well as workers, should be required to comply with the company respirator program and the OSHA standard.

OSHA's Respiratory Protection Standard also requires employers to carry out other procedures to ensure the health and safety of workers.

Minimum Requirements for an Acceptable Respiratory Protection Program

Legal requirements for a respirator program are found in the General Industry Standards (29 CFR 1910.134). These requirements also apply to the construction industry. The highlights of the rules are as follows:

Written Program

Where respirators are necessary to protect the health of the employee or wherever respirators are required by the employer, the employer should establish and implement a written respiratory protection program with worksite-specific procedures.

- Make sure the employer goes through this step with the Union safety representative and/or health and safety committee.

Respirator Selection

The employer should select and provide an appropriate respirator based on the respiratory hazard(s) a worker is exposed to and other factors that may affect respirator performance and reliability.

- Respirators work either for particles (dusts, mists, fumes) or gases and vapors. A filtering facepiece (dust mask) usually provides no protection against vapors or gases.
- Somewhere on the respirator, in the package insert, or in the instruction manual, there must be a “National Institute for Occupational Safety and Health (NIOSH)” approval number (for example TC-21C-132) and a description of the general class of contaminants the respirator protects against. Ask the employer for a copy of the manufacturer’s written description of the respirator.
- If an employer provides respirators at the request of employees or allows employees to use their own respirators, the employer will be responsible for ensuring that the respirator is the correct type for the hazard and that its use will not create a hazard. The voluntary user should also be provided with certain information in the OSHA Respiratory Protection Standard, commonly known as Appendix D.
- If air sampling has been performed, you may request information about the type and level of the air contaminants measured. If dust levels are very high, for example, the disposable dust mask may not work.

Medical Evaluation

Workers should not be assigned to tasks that require the use of respirators unless it has been determined that they are physically able to use a respirator. A physician or other licensed health care professional should perform medical evaluations using an OSHA-required medical questionnaire or an initial medical examination. The respirator user’s medical status should be reviewed periodically depending on medical symptoms, changes in workplace conditions, and evaluation of the respiratory protection program.



- A worker who has breathing/lung problems or heart trouble, for example, may not be able to tolerate the extra work required to breathe through a respirator.
- In most cases, the technology for controlling hazards through proper ventilation does exist and can reduce the need to wear respirators. The union should push the company to find and use this technology wherever appropriate.

Fit-testing

All employees who wear respirators must be fit-tested before first using a tight-fitting facepiece respirator, whenever a different respirator facepiece (size, style, model or make) is used, and at least annually. The employer should select respirators from a sufficient number of models and sizes to ensure a good mask-to-face seal, and so that the respirator is acceptable to, and correctly fits, the user.

Fit testing should be conducted by a trained professional and can be performed in two ways. First, in quantitative fit testing, the amount of leakage into a respirator is measured using instruments. In qualitative fit testing, the subjective sensation (taste, irritation, smell) of the wearer toward a particular test agent is relied upon.

Respirator Use

The employer should establish and implement procedures for the proper use of respirators. In addition, the employer should evaluate the work area conditions to ensure the continued effectiveness of the respirator and should establish procedures to protect employees in all atmospheres considered immediately dangerous to life or health (IDLH).

The employer should not permit respirators with tight-fitting facepieces to be worn by employees who:

- have facial hair that comes between the sealing surface of the facepiece and the face; or
- wear corrective glasses or goggles or other personal protective equipment in a manner that would interfere with the seal of the facepiece to the face of the user.

Many studies have shown that bearded persons cannot achieve a satisfactory seal in the area of contact between the face and the respirator facepiece. Several types of respirators such as loose-fitting hoods or helmets can, however, accommodate bearded individuals and are available for routine or emergency use.

Maintenance and care

The employer is required to provide for the cleaning and disinfecting, storage, inspection, and repair of respirators used by employees.

- Respirators should be cleaned and disinfected as often as necessary. Those used by more than one worker should be thoroughly cleaned and disinfected before being worn by a different worker.
- All respirators should be stored in ways that would protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals.
- All respirators used in routine situations should be inspected before each use and during cleaning. Respirators for emergency use, such as self-contained devices, should be thoroughly inspected at least monthly and checked before and after each use.
- Respirators that fail an inspection or are found to be defective should be removed

from service by the employer, and either discarded or repaired by appropriately trained persons.

Training and Information

The employer should provide effective training to employees prior to requiring the employee to use a respirator. The training must be comprehensive, understandable, and occur annually, or more often if necessary.

Workers should demonstrate knowledge of:

- why the respirator is necessary;
- its limitations and capabilities;
- its use during routine and emergency conditions;
- procedures for maintenance and storage;
- how to recognize medical symptoms that may interfere with respirator use; and
- the requirements of this standard.

Ideally, training should be carried out by a trained safety professional or jointly with the Union safety representative or committee. All supervisors should receive this training as well.

Program Evaluation

The employer should conduct evaluations of the workplace, including air contaminant monitoring, as necessary to ensure that the written respiratory protection program is being properly implemented and remains effective.

The employer should also regularly consult with employees who are required to use respirators to hear their views on program effectiveness and to identify any problems.

- The employer should regularly review all aspects of the respiratory protection program, including air contaminant measurements and progress on engineering controls with the safety representative or committee.

Recordkeeping

The employer should establish and keep written records of required medical evaluations (as required by 29 CFR 1910.1020), qualitative and quantitative fit tests, and a written copy of the current respiratory program.



INDOOR AIR QUALITY SURVEY

Name: _____

Date: _____

Location in Building: _____

Phone number: _____

1. When did you begin working in this building? _____

2. When did you begin working at your present office location? _____

3. Are any of these a problem in the building?

(circle all that apply)

_____ **Temperature too hot** _____ **Smoky air**

_____ **Temperature too cold** _____ **Stale air**

_____ **Peculiar odors** _____ **Soot by air vents**

_____ **Stuffy air** _____ **Drafts**

**When are these a problem? Please describe where and when they are found.
For example, is the problem seasonal, or only on Mondays, etc.**

4. Do you have any of the following health complaints?

(This is a list of symptoms that can be caused in buildings with air quality problems. Not all of these may be present in your building.)

_____ **Aching joints** _____ **Nausea**

_____ **Back pain** _____ **Skin irritation/itching**

_____ **Muscle twitching** _____ **Sneezing or coughing**

_____ **Dizziness** _____ **Chest tightness**

Hearing disturbances **Eye or nose irritation**

Dry cough **Headache**

Heartburn **Fatigue/drowsiness**

Dry skin **Sore or dry throat**

Shortness of breath **Nasal irritation or nosebleeds**

Sinus congestion or runny nose **Skin rash**

Chills or fever **Menstrual irregularities**

Other _____

5. When do these symptoms occur?

Mornings **Afternoons**

All day long **No noticeable pattern**

6. Are these symptoms worse on some days than others?

(examples: Tuesdays are bad, Thursdays are not). Specify which days during the week:

7. Where in the building do these symptoms occur? (check all that apply)

At my desk **In the lavatory**

In the lounge **Other: specify**

No particular place _____

8. When did you first notice these symptoms?

9. Do you suffer from allergies (hay fever)?

Yes **No**

10. If yes, what time of year are you most affected?

11. Do you have any medical conditions?

_____ **Yes** _____ **No**

If yes, please explain

12. Do you experience these symptoms?

_____ **Only at work** _____ **At work and at home**

13. Have you had to leave work early or miss work because of these symptoms?

_____ **No** _____ **Yes** _____ **How many times in the past month?**

_____ **How long were you out from work? (# of days)**

14. When do you experience relief from these symptoms?

15. Have you seen a physician about these ailments:

_____ **Yes** _____ **No**

If yes, when, and what did the doctor say?

16. Has a doctor told you that you have any of the following health problems? (check all that apply)

_____ **Hay fever, pollen allergies** _____ **Asthma**

_____ **Chronic bronchitis** _____ **Chronic sinus problems**

_____ **Skin allergies, dermatitis**

17. Have any of these gotten worse lately?

_____ **Yes** _____ **No** _____ **Which ones?**

18. Do you smoke tobacco?

_____ **Yes** _____ **No** Amount per day _____

19. Do you seem to be getting more colds or flu than you normally might?

_____ **Yes** _____ **No**

20. Has anything happened recently at your workplace that could affect the air quality?

21. What do you think is the cause of your symptoms or illness?

Other comments about the situation:

* **other people smoking**

* **cleaning and maintenance**

* **temperature/ventilation**

* **renovations/construction**

* **presence of toxic chemicals**

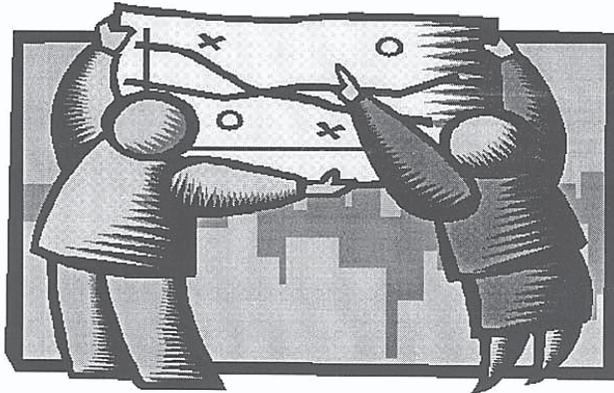
This survey was provided courtesy of the New York Committee for Occupational Safety and Health (NYCOSH).

Worksite Mapping

UCLA Labor Occupational
Safety & Health Program
(LOSH)
(310) 794-5964



Purpose: To identify, describe and analyze problems on the job.



Objectives:

- Identify health and safety hazards
- Identify work organization and problems

Materials:

- ✍ Large paper
- ✍ Markers
- ✂ Scissors or tape

Activity

1. Break into groups of workers from the same worksite or same department and give them materials to draw their site.
2. Have each group draw a floor plan of where they work, putting in machinery, storage, and indicating the flow of work.

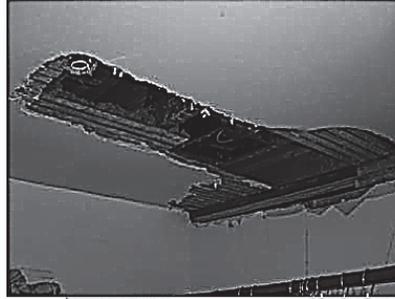


Produced by the University of California, Los Angeles, Labor Occupational Safety and Health (LOSH) Program. Revised in January, 2004.

Worksite Mapping

3. Using a green marker, indicate physical hazards, such as:

- Holes in ceiling or floor
- Poor lighting
- Spills and puddles
- Too hot or too cold
- Too noisy
- Unsanitary facilities
- Lack of drinking water
- Other

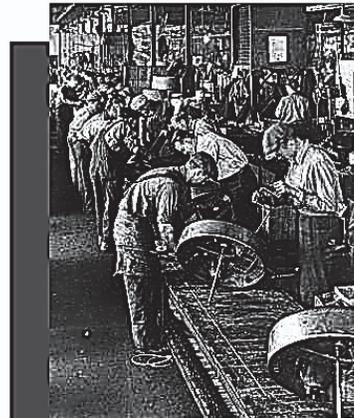


4. Using a red marker, indicate where there is exposure to toxic substances:

- Fume or smoke
- Vapor or gas
- Mist
- Chemical odor
- Contact with liquid
- Dust or fibers
- Other

5. Using a blue marker, indicate where there are hazards due to repetitive motion:

- Assembly line
- Repetitive lifting
- Using a lot of force with arms or hands
- Working in awkward postures
- Hard to hold tools
- Vibration
- Incorrect handling of heavy objects
- Excessive workload
- Other



Worksite Mapping

6. Using a purple marker, indicate safety hazards:

- Unguarded machinery
- Electrical hazards
- Blocked aisles
- Tripping hazards
- Falling objects
- Slippery floors
- No lockout or blockout procedure
- Other



7. Using an orange marker, indicate where workers are under stress:

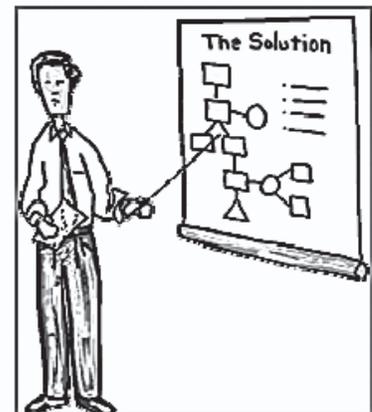
- Rapid pace
- Understaffed
- Poor supervision
- Fear of reprisal
- Isolation
- Boredom or monotony
- Other

8. Have each group put dots on the map representing the workers:

- Red for leaders
- Blue for workers who have suffered injuries

9. Have each group present their map to the whole class. After they have explained their map, ask them:

- What are the primary health and safety concerns?
- Where are people mostly injured or in pain?
- Where have there been changes in production?
- What are the concerns that affect the most people in the worksite?
- Where are hazards or problems that could easily be corrected?



Notes:

Citywide Division
Article XIV – Occupational Safety and Health

Section 1.

The Employer shall establish a Citywide Occupational Safety and Health Committee, the members of which shall be appointed by the Mayor and shall include union representation. The Director of the Citywide Office on Safety and Health shall serve, *ex officio*, as Chairperson of this Committee.

The Citywide Occupational Safety and Health Committee shall recommend citywide employee safety and health policy to the Mayor and shall assume the duties and responsibilities of the Occupational Safety and Health Planning Task Force created by Mayor's Executive Order No. 109, dated August 28, 1969. In addition, this Committee shall act as the City's liaison with Federal and State Agencies, in efforts to obtain grants to finance City employee safety and health programs and shall perform any additional tasks assigned by the Mayor.

Section 2.

- a. Adequate, clean, structurally safe and sanitary working facilities shall be provided for all employees.
- b. Motor vehicles and power equipment which are in compliance with minimum standards of applicable law shall be provided to employees who are required to use such devices.
- c. Where necessary, first aid chests, adequately marked and stocked, shall be provided by the Employer in sufficient quantity for the number of employees likely to need them and such chests shall be reasonably accessible to the employees.
- d. A Labor Management Health and Safety Committee shall be established in each agency. Each committee shall be composed of not less than three nor more than five labor representatives designated by the Union and not more than an equivalent number of management representatives designated by the agency. The appropriate number of representatives shall be determined jointly. If agreement on the number cannot be reached such number shall be determined by the Commissioner of Labor Relations.
- e. The sole remedy for alleged violations of this Section shall be a grievance pursuant to Article XV of this Agreement. Any employee who withholds services as a means of redressing or otherwise protesting alleged violations of this Section shall be docked pay for any unauthorized non-performance of work and may be subject to any appropriate disciplinary action.
- f. In construing this Section, an arbitrator shall initially have the power only to decide whether the subject facilities meet the standards of subsection (a) of this Section 2 but may not affirmatively direct how the Employer shall comply with this Section. If the arbitrator determines that the Employer is in violation of this Section, the Employer shall take appropriate steps to remedy the violation. If

in the opinion of the Union the Employer does not achieve compliance within a reasonable period of time, the Union may reassert its claim to the arbitrator. Upon such second submission, if the arbitrator finds that the Employer has had a reasonable time to comply with the terms of this Section and has failed to do so, then and only then, the arbitrator may order the Employer to follow a particular course of action which will effectuate compliance with the terms of this Section. However, such remedy shall not exceed appropriations available in the current budget allocation for the involved agency for such purposes.

- g.** In any enclosed facility where employees are assigned to work, the Employer shall make reasonable efforts to provide for the personal security of employees while they are working.
- h.** When the Employer becomes aware of a safety hazard which the Employer considers an imminent physical danger to employees at a worksite, the Employer shall remove the employees from the affected area.
- i.** The Employer shall provide to the Municipal Labor Committee a copy of the results of environmental testing by the City of a City worksite and statistics resulting from special medical testing of employees.

**Custodial, Stores-Stock and Security
Employees of the Classified Service of
The City University of New York
BLUE COLLAR CONTRACT**

ARTICLE VXI – OCCUPATIONAL SAFETY AND HEALTH

Section 1.

The Labor-Management Committee established pursuant to Article XIX shall sit, from time to time, as an Occupational Safety and Health Committee.

Section 2.

- (a) All employees shall be provided with adequate, clean, structurally safe, and sanitary working facilities.
- (b) Employees who are required to use motor vehicles and power equipment shall be provided with equipment which is in compliance with minimum standards of applicable law.
- (c) The University shall provide, where necessary, first-aid chests, adequately marked and stocked and in sufficient quantity for the number of employees likely to need them. Such chests shall be reasonably accessible to the employees.
- (d) Except as otherwise provided by law, the sole remedy for alleged violations of this Section shall be a grievance pursuant to Article XXVI of this Agreement. Any employee who withholds services under circumstances not authorized by law, as a means of redressing or otherwise protesting alleged violations of this Section, shall be docked pay for any unauthorized non-performance of work and may be subject to any appropriate disciplinary action.
- (e) In construing this Section, an arbitrator shall initially have the power only to decide whether the subject facilities meet the standards of subsection (a) of this Section. If the arbitrator determines that the University is in violation of this Section, the University shall take appropriate steps to remedy the violation. If in the opinion of the Union the University does not achieve compliance within a reasonable period of submission, if the arbitrator finds that the University has had a reasonable time to comply with the terms of this Section and has failed to do so, then and only then, the arbitrator may order the University to follow a particular course of action which will effectuate compliance with the terms of this Section. However, such remedy shall not exceed appropriations available in the current budget allocation for the University for such purposes.
- (f) The University shall make reasonable efforts to provide for the personal security of employees who work in buildings operated by the University, during such hours as said buildings are open to students, staff, University community and to the public.

Long Island Contracts

If you work under a Long Island contract, please contact the Long Island Office at 631-851-9800 for your specific contract language.

NEW YORK CITY HOUSING AUTHORITY

42. WORK (SAFETY) SHOE REIMBURSEMENT

This subparagraph shall apply to employees in the following titles:

(All Section 220 employees)
Caretaker (HA)/Housing Caretaker
Heating Plant Technician (HA)
Supervisor of Housing Caretakers
Supervising Housing Groundskeeper
Housing Exterminator
Supervisor of Housing Exterminators
Housing Stock Worker
Emergency Service Aide (HA)

Employees in the above titles who require safety or heavy-leather work shoes, shall be reimbursed the purchase price of safety or work shoes to a maximum of \$65. Such reimbursement shall apply to the purchase by such employee of one (1) pair of such shoes in a calendar year. Such safety shoes must meet the requirements of American National Standards Institute (ANSI) Code Z-41, as such Code, as adopted by the New York State Department of Labor, may be revised and superseded from time to time. Said employees shall be required to wear said safety shoes at all times while on duty.

