

THE HAZARD REMIEDIATOR



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Office of Safety and Risk Management

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REMINDER: THE SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES MUST BE COMPLETED AND POSTED BY FEBRUARY 1ST

Part 801 of §27-a of New York State Labor Law sets forth that a Log and Summary of Occupational Injuries and Illnesses is a recordkeeping requirement of the New York State Public Employees Safety and Health Act.

Log:

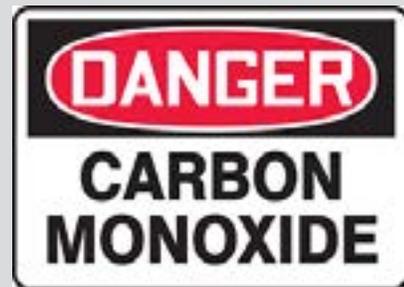
Throughout the calendar year, all OSHA-recordable employee injuries and occupational illnesses must be entered on the Log of Work-Related Injuries and Illnesses (Form SH-900).

Annual Summary:

At the end of each calendar year, employers must fill out the Summary of Work-Related Injuries and Illnesses (Form SH-900.1). A copy of the 2015 Summary must be posted in each school facility from February 1 through April 30 in a conspicuous place where employee notices are posted. The Summary, using the average number of employees and total hours employees worked for the previous year, includes calculated rates of injury, illness and lost time. These rates can be compared to rates from similar facilities and to national data.

Failure to comply with the above requirements is a violation of New York State labor law and may result in appropriate enforcement action by the New York State Department of Labor.

NYS forms SH-900 and SH-900.1 are available from the BOCES Safety and Risk Management Office or the NYS Department of Labor website at: labor.ny.gov/workerprotection/safetyhealth/DOSH_PESH.shtm



Carbon Monoxide Presentation Now Available Online

Carl Thurnau, New York State Education Department's Coordinator of Facilities Planning, delivered an online presentation on the new Carbon Monoxide Detector Installation mandates on January 20, 2016. The presentation is now available on the NYS School Facilities Association website at: www.sbga.org/docman/website/110-carbon-monoxide-detector-installation-webinar-powerpoint/file

School districts must be in full compliance with these regulations by June 27, 2016. We will continue to keep you apprised of any forthcoming information on this new mandate. If you have any questions, or would like assistance with locating carbon monoxide detectors in your facilities, contact the BOCES Safety & Risk Management Office.

Shovel Out For Fire Safety



Winter snow has finally made its appearance in our area. Maintenance and grounds staff should be reminded to keep all exits clear of ice and snow to provide adequate means for escape during emergencies. Any doors designated as exits should be kept clear at all times while buildings are occupied. A continuous path from the exit to a parking lot, street, or sidewalk should be maintained as well.

Make sure that staff members pay special attention to fire lanes, fire hydrants, and sprinkler connections too. Ensuring that all of these areas are clear of snow and ice will enhance fire safety and property protection for school districts.



Seasonal Flu Information for Schools

Flu season is upon us, and this year's flu strain is particularly virulent. Encourage your students, parents, and school staff to take the following preventative actions:

- Encourage students, parents, and staff to get a yearly flu vaccine.
- Stay home when you are sick. If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness. Avoid close contact with people who are sick.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue away after use and wash your hands. If a tissue is not available, cover your mouth and nose with your sleeve, not your hand.
- Wash your hands often with soap and water, especially after you cough or sneeze. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Clean and disinfect surfaces or objects. Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill.

** Provided by the U.S. Centers for Disease Control and Prevention*

Internet Resources

Seasonal Flu Information for Schools & Childcare Providers

Guidance documents and educational resources for schools from the Centers for Disease Control & Prevention www.cdc.gov/flu/school/index.htm

Seasonal Influenza Information for Childcare Providers, Schools and Colleges

Guidance documents & educational resources for schools from the New York State Health Dept. www.health.ny.gov/diseases/communicable/influenza/seasonal/child_care_and_schools/

How to Clean and Disinfect Schools to Help Slow the Spread of Flu

Recommended cleaning protocols from the Centers for Disease Control and Prevention www.cdc.gov/flu/pdf/freeresources/updated/cleaning_disinfecting_schools.pdf



TIER II Reporting Requirements

Facilities covered by the Emergency Planning and Community Right to Know Act (EPCRA) must submit an emergency and hazardous chemical inventory form annually to the Local Emergency Planning Committee (LEPC), the New York State Emergency Response Commission (SERC) and the local fire department. New York State requests that each facility submit a Tier II form. Tier II forms require basic facility identification information, employee contact information for both emergencies and non-emergencies, and the following information about chemicals stored or used at the facility:

- The chemical name, CAS number or the common name as indicated on the Material Safety Data Sheet (MSDS)
- An estimate of the maximum amount of the chemical present at any time during the preceding calendar year and the average daily amount
- A brief description of the manner of storage of the chemical
- The location of the chemical at the facility
- An indication of whether the owner of the facility elects to withhold location information from disclosure to the public

* Information provided by NYS Emergency Management Office Website <http://www.dh-ses.ny.gov/oem/disaster-prep/documents/Tier-II-Reporting-FAQ.pdf>

Additional information on Tier II reporting can be accessed at the EPA's website at: <http://www.epa.gov/emergencies/content/epcra/tier2.htm>

School districts with on-site bulk petroleum storage will likely trigger the threshold for reporting requirements. ***Tier II Reports are required to be filed by March 1st each year.***

Please contact the BOCES Safety and Risk Management Office for additional information or assistance with reporting.

Visit the New York School Facility Association Workshop and Trade Show February 19th



The 20th Annual Director of Facilities Workshop and Trade Show will be held at Auburn High School, 250 Lake Ave, on Friday, February 19, 2016. There will be at least 20 workshops covering a wide range of maintenance, custodial and safety related topics. Over 90 vendors will participate in the trade show displays.

The event is provided FREE, courtesy of the NYS Mid-State Chapter of the New York School Facility Association. Lunch will be provided.

Please contact Larry Garuccio at the Auburn Enlarged City School District at 315-255-8818 or Lawrence_garuccio@auburn.cnyric.org to confirm your attendance.

Office Depot Recalls Executive Chairs Due to Fall Hazard

Consumers should stop using this product unless otherwise instructed. It is illegal to resell or attempt to resell a recalled consumer product.

Name of product: Crawley II Executive Chairs

Hazard: The seat plate weld can break, posing a fall hazard to consumers.

Units: About 300,000

Incidents/Injuries: Office Depot has received eight reports of the seat plate weld cracking or breaking. No injuries have been reported.

Description: This recall involves Crawley II executive chairs. The black, high-back, adjustable chairs have a black base with five wheels.



The affected chairs have Office Depot SKU number 493822 or OfficeMax item number 23324118 and "US REG. No. PA 25917(CN)" printed on a label located on the underside of the seat cushion.

Remedy: Consumers should immediately stop using the recalled chair and contact Office Depot to receive a free replacement seat plate that consumers can install at home.

Sold at: Office Depot and OfficeMax retail stores nationwide and online from October 2012 through September 2015 for about \$140.

Importer(s): Office Depot Inc., of Boca Raton, Fla.

Manufactured in: China

Consumer Contact: Office Depot toll-free at 855-743-7701 from 8 a.m. to 8 p.m. ET Monday through Friday, or visit the firm's website at www.officedepot.com then click on "Customer Service" for more information.



COMPLIANCE DEADLINES

FEBRUARY 1, 2016

Pesticide Applicator Annual Reports to DEC

FEBRUARY 1, 2016

NYS Department of Labor 2015 Injury and Illness Summary must be posted

MARCH 1, 2016

EPA Tier II Reports Filed

MARCH 1, 2016

Fire Inspections in Cayuga and Onondaga School Districts Completed

NOTICE OF NON-DISCRIMINATION

The Cayuga-Onondaga BOCES does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York state and/or federal non-discrimination laws in employment or its programs and activities. The BOCES provides equal access to community and youth organizations.

Inquiries regarding the District's non-discrimination policies should be directed to:

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February Health Observances

**February 5
National Wear Red Day 2016**

National Heart, Lung, and Blood Institute Health Information Center
Bethesda, MD
media@hearttruth.org

**February 1 - 28
American Heart Month**
American Heart Association
Dallas, TX

www.heart.org

**February 1 - 28
National Children's Dental Health Month**

American Dental Association
Chicago, IL
ncdhm@ada.org