Environmental Health and Safety Joint Committee

1. The Union and the Board shall establish a joint committee which shall meet on a regular basis to discuss and consider appropriate means of resolving health and safety issues. The School Construction Authority will be invited to participate on issues raised by school capital modernization projects.

2. The joint committee or joint designees, and any experts the Union and/or the Board may designate, will have access to all schools and other Board workplaces in which staff represented by the UFT are assigned for the purpose of investigating and assessing allegedly hazardous working conditions. Such visits will be made upon reasonable notice to the Board’s office of occupational safety and health and in a manner that minimizes disruption to the school or other workplace.
Paraprofessionals

Contract Article Twenty One - Safety

School Safety Plan

The principal is charged with the responsibility of maintaining security, safety and discipline in the school. To meet this responsibility, he/she shall develop in collaboration with the Union chapter committee and the parents association of the school, a comprehensive safety plan, subject to the approval of the Chief Executive of School Safety and Planning. **The safety plan shall be updated every year using the same collaborative process, and reports of any incidents shall be shared with the Chapter Leader.**

A complaint by a paraprofessional, or the Chapter Leader that there has been a violation of the safety plan, may be made to the principal as promptly as possible.

He/she will attempt to resolve the complaint within 24 hours after receiving the complaint.

If the paraprofessional or chapter is not satisfied an appeal may be made to the Chief Executive of School Safety and Planning who will arrange for a mediation session within 48 hours.

If the paraprofessional/chapter is not satisfied with the results of the mediation, an appeal may be made by an expedited arbitration process, to be developed by the parties.
Safety and Discipline

The New York City Department of Education is committed to ensuring that our schools provide a safe and orderly environment in which teaching and learning take place each day. Safe, supportive school environments depend on students, staff and parents demonstrating mutual respect.

Office of Safety and Youth Development

The Office of Safety and Youth Development works directly with schools and support staff to provide a range of supports to establish and maintain safe and orderly schools and to promote positive school climate and culture.

The Citywide Standards of Intervention and Discipline Measures

All members of the school community - students, staff and parents - must know and understand the standards of behavior which all students are expected to live up to and the consequences if these standards are not met.

The Citywide Standards of Intervention and Discipline Measures (the Discipline Code) provides a description of conduct that does not meet the standards of behavior expected of students in the New York City public schools. It includes a range of guidance interventions and a range of permissible disciplinary and intervention measures which schools may use to address misbehavior. Also included is the Bill of Students Rights and Responsibilities. The Standards apply to all students, including those with disabilities.

School Safety and Emergency Readiness

The maintenance of order and security in and around public schools is essential to creating learning environments to which students can meet high academic standards, educators can teach towards those standards, and parents can be assured that their children are learning in a safe and positive school setting. Learn more about Emergency Readiness.

1. District-Wide School Safety Plan

The board of education of every school district must develop a comprehensive safety plan to include: Policies and procedures for:

- Responding to threats
- Responding to acts of violence
- Appropriate prevention/intervention strategies, such as:
  - Training for security personnel (for example: de-escalate potentially violent situations)
  - Conflict resolution
  - Peer mediation
  - Youth courts
  - Extended day programs
- Contacting law enforcement
- Contacting parents and/or guardians
- School building security
- Dissemination of informative materials regarding early detection of potentially violent behaviors
- Annual school safety training for staff and students
- Protocol for responding to bomb threats, hostage taking, intruders and kidnappers
- Developing strategies to improve communication among students and between students and staff
- Description of duties of hall monitors and other school safety personnel
School Safety Plan Menu

• **Section 1 – school safety agent information**
  School Safety Post Instructions, Official Radio Codes, School Safety Agent Post Assignment Form

• **Section 2 – building information** –
  For each building: □ General Building Information □ Accessibility □ Elevators □ Escalators □ Electromagnetic Locks □ Stairwells □ Vaults □ Pools □ Control Panel □ School Yard □ Intrusion Alarm □ CCTV/Video Surveillance

• **Section 3 – other facilities information** – Transportable; Cafeterias

• **Section 4 – critical security notification & offices**

• **Section 5 – school/program/academy information** – for each school/program:
  Principal; Operations Information; Staff & Offices; # Students per Grade; School Personnel & Liaisons; Chain of Command; Class Schedules; Lunch Schedule; Yard Duty Assignments; Hall Duty Assignments; Dismissal Schedules & Information; Additional School Activities/Community Based Organizations (CBOs); Pool Use

• **Section 6 – non-instructional offices & organizations**
  Administrative Offices; LYFE Center □ LYFE Center Students

• **Section 7 – Emergency Assignments, Egresses, and Evacuation Locations**
  Building Response Team; Emergency Egresses; Relocation Sites; Floor Wardens; Shelter-In; Emergency Communications/Command Post

• **Section 8 – Safety Evacuation Procedures for Special Needs Students/Staff**
  Evacuation Staging for Students and Staff with Special Needs – Guidelines - Special Needs Coordinator; Special Needs Students Program Schedules and Attendance; Special Needs Staff Members; Summary of Staging Areas for Students / Staff with Special Needs Holding Rooms; Areas of Fire Rescue; Areas of Rescue Assistance; Evacuation Locations

• **Section 9 – Medical Emergency Response Information**
  Health Protocols; AED Procedures; Location and Status; AED Contact Information; Health Resources – Personnel and Supplies

• **Section 10 – Procedures and Assignments**
  Site Entry Information/Scanning Procedures/Internal Communications/Visitor Control Procedures & Visitor Log – Emergency Situations and Procedures: 911 Procedures; Medical Emergencies; General Response Protocols (GRP); GRP Summary of Student and Staff Response; Shooting/Hostage Situation; Bomb Threat; Bomb Threat Checklist; Building Collapse/Explosion; Chemical Spill/Natural & Propane Gas Leak; Fire Emergency; Fire Safety & Fire Drills; Shelter-in; Lockdown; Closing Procedures
  • **Section 11 – Supplemental Documents**
  • **Section 12 – Committee Members & Meetings/School Safety Plan Endorsement Page**
SUMMARY OF CHANGES

This regulation supersedes Chancellor’s Regulation A-414 dated September 5, 2000.

Changes:

- The members of the school safety committee have been expanded to include community members and local ambulance and other emergency response agencies (p. 1, Section I.C).

- The role and responsibilities of the Safety Committee are set forth in more detail (p. 1, Sections I.A, B & D).

- The School Safety Committee must hold at least one annual meeting which is open to all parents in that school (p.1, Section I.F).

- The principal/designee must submit documentation of the safety committee’s monthly meeting on a monthly basis (p.1, Section I.F).

- In campus settings principals must ensure that the safety plan contain specific information for each school on campus and campus information that pertains to the entire school building (p.1, Section II.C).

- A hard copy of the plan must be kept in a secure location by the Principal(s) of the school/campus (p.2, Section II.H).

- The emergency response information of each School Safety Plan must be confidential and may not be disclosed (p.2, Section II.I).
II. SCHOOL SAFETY PLAN

A. The committee is responsible for developing a comprehensive safety plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the prescribed safety plan shell, which is made available online via the web-based School Safety Plan portal on an annual basis.

B. Safety plans must be updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee should recommend changes in the safety plan at any other time when it is necessary to address security concerns.

C. In campus settings, Principals on the campus must ensure that the safety plan contain both school specific information for each school on campus and campus information that pertains to the entire building.

III. VIOLATION OF SAFETY PLAN

A. A complaint by a teacher or UFT Chapter Leader, that there has been a violation of the safety plan should be made to the Principal as promptly as possible.

B. The Principal will attempt to resolve the complaint within 24 hours after receiving the complaint.

C. If the teacher or UFT Chapter Leader is not satisfied, an appeal may be made to the Office of School and Youth Development through the UFT Division of Safety, for a mediation session within 48 hours.

D. If the teacher or the UFT Chapter Leader is not satisfied with the results of the mediation, an appeal may be made by an expedited arbitration process, to be developed by the parties.
The seven groups -

• Principal/administration
• Chapter leader – UFT staff
• PA president – parents
• Paraprofessional – UFT staff
• DC 37 – school aides, kitchen staff
• SSA – Safety agents
• Custodian – maintenance
Safety Committee

- 3 essential members – Principal, Chapter Leader, PA president
- Must meet at least once a month
- Should have a written agenda
- Assign/rotate someone to take minutes
- Decide on completion dates
- Post minutes to meeting
Safety Committee Check List

1. **ROUTINE PROCEDURES:**
   - Safety Committee Meeting Dates
   - Staff Development Dates
   - Critical Security Notifications and Offices
   - School Safety Agent Post Assignment
   - DOE Online Occurrence Reporting System (OORS) data analysis

2. **EMERGENCY PROCEDURES:**
   - A. Notification:
     - Principal
     - School Safety Division
     - Police
     - Superintendent
   - B. Assignments for:
     - Supervisors
     - Deans
     - Other out of class staff
     - School Safety Agent
     - Teachers
     - Paraprofessionals
   - C. Crisis Response Procedure: (A mechanism for summoning assistance)
     - Scanning procedures
     - Visitor control procedures
     - Medical emergency
     - Emergency situation. This should be analogous to a “911” system and provide staff with some reasonable expectation of an appropriate and timely response.
     - Classroom disruption
     - Intruder procedures

3. **STAFF DEVELOPMENT**
   - Incident reporting
   - Discipline code
   - Teacher removal of a “disruptive” student from the classroom
   - Suspensions
   - Corporal punishment
   - Verbal abuse
   - Bullying

4. **SAFETY PLAN ENDORSEMENT PAGE**
<table>
<thead>
<tr>
<th>INFORMATION</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Principal/designee is required to file an incident report for all school related crimes &amp; incidents within 24 hours of the incident.</td>
<td>Chancellor’s Regulation A-412 (Section C.1) SECURITY IN THE SCHOOLS</td>
</tr>
<tr>
<td>Every employee &amp; officer of the DOE has an affirmative obligation to report immediately to his/her principal/supervisor and the SCI any information concerning sexual misconduct involving students by DOE officers, employees or others connected with school programs or services by volunteers; off or on school grounds.</td>
<td>Chancellor’s Regulation A-412 (Section A.3) SECURITY IN THE SCHOOLS Sexual Misconduct Committed by Department of Education Employees</td>
</tr>
<tr>
<td>The NYC Discipline Code must be applied for students K-12 in our public schools. Student infractions, guidance interventions and a range of possible consequences are leveled &amp; grade specific to support progressive discipline.</td>
<td>NYC DOE Citywide Behavioral Expectations to Support Student Learning Student Intervention &amp; Discipline Code and Bill of Students Rights and Responsibilities, K-12</td>
</tr>
<tr>
<td>During a behavior crisis, all efforts/strategies and Crisis De-Escalation Plan resources to safely de-escalate the behavior must be attempted by responding staff members before calling 911.</td>
<td>Chancellor’s Regulation A-411 (Sections 1.B 2 &amp; 3) Behavioral Crisis De-Escalation/Intervention and Contacting 911</td>
</tr>
<tr>
<td>Principals are responsible for ensuring that every school establishes a school safety committee and that the committee meets on a monthly basis. 1 meeting must be a Town Hall mtg.</td>
<td>Chancellor’s Regulation A-414 (Sections I.A &amp; B) SAFETY PLANS</td>
</tr>
<tr>
<td>Principals must consult with the School Leadership Team in creating a written policy for students allowed to bring in electronic devices.</td>
<td>Chancellor’s Regulation A-413 (Section II.B) CELL PHONES AND OTHER ELECTRONIC DEVICES IN SCHOOL</td>
</tr>
<tr>
<td>The Discipline Code prohibits students from taking and posting photos or videos of other students &amp; staff without their permission, and sets forth a range of guidance interventions and disciplinary responses.</td>
<td>NYC Department of Education February 2015 Resource Guide: CELL PHONES &amp; OTHER ELECTRONIC DEVICES IN PUBLIC SCHOOLS</td>
</tr>
<tr>
<td>At least two non-nursing school staffers must be trained to administer an epi-pen to any student with a Medication Administration Form on file requiring it, in the absence of the school nurse.</td>
<td>Chancellor’s Regulation A-715 (Opening Abstract) Administration of Epinephrine to Students with Severe Allergies</td>
</tr>
<tr>
<td>Disruptive, threatening and or violent parents or legal guardians on school grounds can be issued Limited Access Letters.</td>
<td>NYC Department of Education Office of Safety and Youth Development</td>
</tr>
<tr>
<td>Teachers can formally request the removal of any disruptive student from the classroom interfering with the educational process or teacher’s classroom authority. Students with disabilities may be removed as well or suspended &amp; excluded from his/her current program initially for up to 10 days before FBA &amp; BIP processing.</td>
<td>Chancellor’s Regulation A-443 (Section III.A), A-443 Appendix B (Student Removal Form) and Sections II.C. 1-4 STUDENT DISCIPLINE PROCEDURES</td>
</tr>
<tr>
<td>Staff or UFT Chapter Leader safety complaints, in violation of the school safety plan should quickly be brought to the attention of the Principal for a 24-hour resolution attempt.</td>
<td>Chancellor’s Regulation A-443 (Sections III. A &amp; B) UFT School Safety Complaint Form for Violation of School Safety Plan (UFT Contract Article 10B)</td>
</tr>
<tr>
<td>All school staff with or without students must follow the Missing Student Protocol and respond to door alarms.</td>
<td>NYC DOE Office of Safety &amp; Youth Development Avonte’s Law Act of 2015</td>
</tr>
</tbody>
</table>
Procedure for Filing Safety Complaints

1. The Chapter Leader should attempt to informally resolve a safety complaint with the Principal.

2. If the complaint is not resolved informally, the Chapter Leader should complete the Step 1 Complaint Form for Violation of School Safety Plan. Also inform your District Representative that you are filing a Step 1 Complaint Form. (Keep a copy of the complaint for your files).

3. If the complaint is not resolved by the Principal within 24 hours, the Chapter Leader should request a written response from the Principal and send the Step 1 Complaint Form and the Principal’s response (if issued) to the District Representative as well as your Borough VSP/ Safety Representative. (Keep a copy for your files)

4. The Borough VSP/ Safety Representative should fill out a Mediation Request Complaint Form (Step 2) then fax it with the Step 1 Complaint Form along with the Principal’s response (if issued) immediately to Jeffrey Povalitis, the Director of UFT’s Safety and Health Department, at 212-677-6612; who will then forward it to Mark Rampersant, the DOE’s Deputy to the CEO for Safety and Security. Describe the violation of the School Safety Plan in as much detail as possible on the form. The mediation will be scheduled within 48 hours by the DOE.

5. If the Teacher/Chapter Leader is not satisfied with the results of the mediation, an appeal may be made by an expedited arbitration process.
REPORTING SCHOOL INCIDENTS

In accordance to Chancellor's Regulation A-412 Security in the Schools, Section C1., WRITTEN REPORTING REQUIREMENTS/INCIDENT REPORTS states "The Principal/designee is required to file an incident report for ALL school-related crimes and incidents within 24 hours of the incident." This is done through the DOE Online Occurrence Reporting System (O.O.R.S.). Throughout each school-year, the NYC Department of Education Student Intervention and Discipline Code MUST be utilized to clearly identify student infractions and their applicable consequences. Please obtain and keep one for familiarity and proper usage.

Steps to Follow

1st. Verbally alert an ADMINISTRATOR as soon as possible.

2nd. Provide and submit a written account of the incident using DOE forms for recording ONLY. Include the Discipline Code Infraction! Keep a copy!

3rd. Email the ADMINISTRATOR the same afternoon/evening of the incident, professionally asking for the OORS # (the DOE Control # generated once a required report is entered) for the incident verbally reported and written up.

4th. Contact the police to file a report if necessary. Verbal and physical harassment incidents can be reported after school with a visit to the school's local precinct. All major assaults can be reported to NYPD immediately with instant alerts to school administration and NYPD/School Safety Agents in your building. Please remember that during a student behavioral crisis, in accordance to Chancellor's Regulation A-411, all crisis intervention/de-escalation measures must be exhausted before contacting 911.

5th. Call the UFT or visit www.uft.org to report the same incident to the UFT online.
If any of the Following Occur in Your School or Campus:

• Staff Member Assaulted  
• Student Riot  
• Bomb Threat  
• Shelter in Place (not a drill)  
• Evacuation  
• Relocation to Another Site  
• Intruder Alert  
• Fire or Smoke Conditions  
• Police Activity in Perimeter

Contact Your DISTRICT REP. and Your Borough Safety Rep. Immediately
UFT Safety / Discipline Report Form

Full Name: ____________________________ File or EIS#: ______________________
School/Worksite: ____________________ District: ____________________________
Non-School Phone #: __________________ Borough: __________________________
Incident Date: ______/_____/______ Incident Time: ________ Location: ________, ______
Did you report this incident to your school administration? Yes ________ No ________

Perpetrator Information – Check all that apply

Student □ □ □ □ □ □ □ □ □ □ Special Ed. Student □ □ □ □ □ □ □ □ □ □ Parent □ □ □ □ □ □ □ □ □ □ Intruder □ □ □ □ □ □ □ □ □ □ Other □ □ □ □ □ □ □ □ □ □

Grade □ □ □ □ □ □ □ □ □ □ Grade □ □ □ □ □ □ □ □ □ □

Type of Incident – Circle Number(s) * (see reverse side for examples)


*Important* Refer to the DOE Discipline Code for the following: (see reverse side for examples)

Infraction Code: ____________________________ Disciplinary Response: ____________________________

Guidance Intervention: ____________________________

Briefly describe the Incident and any Injuries

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________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Please complete if you have the following information:

Occurrence Report Control #: ____________________________ UFT Incident Report #: ____________________________ (OFFICE USE)

If the situation is an emergency: Call the UFT hotline at 212-701-9407

For a complete list of Infraction Codes, Disciplinary Responses and Guidance Interventions please refer to the:

DOE Discipline Code, K-12

Sample Infraction Codes for: Grade K-5

1. Assault □ □ □ □ □ □ □ □ □ □ Harassment (Verbal, Physical, Sexual) □ □ □ □ □ □ □ □ □ □

2. Harassment (Verbal, Physical, Sexual) □ □ □ □ □ □ □ □ □ □

3. Larceny/Robbery □ □ □ □ □ □ □ □ □ □

4. Classroom Disruption □ □ □ □ □ □ □ □ □ □

5. Menacing □ □ □ □ □ □ □ □ □ □

6. Reckless Endangerment □ □ □ □ □ □ □ □ □ □

7. Criminal Mischief □ □ □ □ □ □ □ □ □ □

8. Other □ □ □ □ □ □ □ □ □ □

9. None Taken □ □ □ □ □ □ □ □ □ □

This is not a complete list of Disciplinary Response and Guidance Intervention; please refer to your DOE Discipline Code for a complete list.

Sample Disciplinary Response:


Sample Guidance Intervention:


Sample Codes:
The example below may be personalized to include direct names of school titles identified and or those from your school’s Crisis Intervention Team, a member of the Building Response Team, if applicable and available a school-based mental health clinic/center or the Children’s Mobile Crisis Team. Telephone extensions and room locations may be provided as well.

1. CLASSROOM MANAGEMENT MEASURES (Consistency, Tone, Rules & Routines)

2. INDIVIDUALIZED STUDENT WARNINGS/MEETINGS

3. PARENTAL/LEGAL GUARDIAN CONTACTS (If possible alert Parent Coordinator)

4. MANDATORY SCHOOL MEETING w/DEAN or ASSISTANT PRINCIPAL, PARENT/LEGAL GUARDIAN & CHILD

5. GUIDANCE REFERRALS (Seeking School-Based Support Team (SBST)or Pupil Personnel Team (PPT) Interventions)

6. STUDENT REMOVAL IMPLEMENTATIONS (Chancellor’s Regulation A-443)
   If the disruptive behavior continues following Steps 1 through 5, Classroom Teachers are to complete and submit Student Removal Forms to school administration requesting an official student removal of 1-4 days. Please be aware that for middle and high school students, removal durations are by instructional periods of subject classes disrupted. So for example, if Johnny’s 8th grade Science Teacher submitted a Student Removal Form in his name, then Johnny may possibly be removed from 1-4 Science classes. His Student Removal Form will not be for all other subject areas as a result of having different instructors. All removed students are sent to the SAVE Room or designated SAVE Space in each school.

7. Principal Involvement

8. Superintendent Outreach
   PLEASE NOTE: The progressive discipline listing above is in alignment to the DOE Discipline Code’s range of possible disciplinary responses and the requested documentation required when completing the TEACHER MEASURES PREVIOUSLY TAKEN section of the official Student Removal Form appearing in Ch. Reg. A-443.
The mission of a School Safety Agent is to facilitate the development and maintenance of a safe and secure environment where teachers can teach and students can find the strength to learn...and achieve...

A School Safety Agent has specific tasks to perform in order to achieve the mission stated above. You can expect to see agents patrolling assigned areas, securing exits, monitoring visitors, breaking up fights, preventing criminal activity and making every effort to be proactive in their objective to maintain a safe environment.

**Call agent when:**
- Students are fighting
- Throwing chairs
- Destroying school property
- *You see* someone stealing property
- *You see* weapons - i.e. gun, knife, and razor
- *You see* dangerous instruments; such as scissors, screwdrivers, or any other such devices
- An irate student has physically threatened you
- There is a safety hazard in your room - i.e. broken glass, falling fixtures

**Do not call when:**
- There are classroom management issues
- A student will not sit down
- A student is not prepared for class
- A student is using profanity
- A student is late for class
- A student is eating
- A student has a cell phone
- The class will not settle down or quiet themselves
- A student is noncompliant and poses no threat to our safety and that of the other students
Be Aware! Stay Alert!

The NYC Department of Education will NOT reimburse or replace the following personal items of school employee as they are NOT considered necessary for the job performance:

CASH, JEWELRY (including wedding rings or watches), CELLAR TELEPHONES, MP3 PLAYERS, PERSONAL COMPUTERS, PERSONAL ELECTRONIC DEVICES, THE COST OF REPAIRS DUE TO DAMAGE OF A PERSONAL VEHICLE, etc.

Only personal clothing and accessories (such as eyeglasses, wallets, umbrellas and handbags) are eligible for reimbursement with the form OP304!
If you know of a safety/discipline incident in your school:

- INFORM YOUR CHAPTER LEADER
- REPORT IT TO YOUR SCHOOL ADMINISTRATION WITHIN 24 HOURS

File a UFT incident REPORT in one of three ways:

- FILE ONLINE AT WWW.UFT.ORG
- CALL YOUR BOROUGH OFFICE
- FAX A UFT INCIDENT REPORT TO (212) 677-6612

If the situation is an emergency:
Seek medical attention immediately if necessary
Call the UFT Safety & Health hotline at:

(212) 701-9407
8:30 a.m. - 6:00 p.m.
KEEP A COPY OF EVERY FORM FOR YOUR RECORDS.
Safe Environment

1. In recognition of the importance of employee safety and health, the Board agrees to provide the appropriate recognized standards of workplace sanitation, cleanliness, light, and noise control, adequate heating and ventilation. The Board of Education agrees to eliminate recognized hazards that are likely to cause serious physical harm.

2. If the Union believes a situation has arisen that is likely to cause serious physical harm, it may bring it to the attention of the Chancellor or designee who shall immediately assess the situation, including onsite inspection where appropriate; and take such action as the Chancellor deems appropriate. In the event the Union seeks to contest the Chancellor’s determination, it may exercise its statutory rights under New York State Labor Law Section 27a (PESH) or other legal authority.

3. The Board will issue a circular advising staff of their rights under PESH and other applicable law and post the notices required by law.
Renovation and Modernization

The Union and the Board believe that modernization and renovation projects are vital to enable children to receive the educational services to which they are entitled. However, in order to limit any educational disruption that a modernization project can create, and to protect the health and safety of the staff and students that use a school setting undergoing modernization, the Board and Union have agreed to standard procedures that help to ensure that health, safety and educational standards are maintained during school capital modernization projects.

These standard procedures will be applied in school capital modernization projects undertaken by the School Construction Authority and will be posted and reviewed with all staff in any school undergoing modernization. Where conditions require it, the standard procedures may be modified after consultation with the Union.
Environmental Indoor Air Quality, Construction & Renovation
What Causes Indoor Air Pollution?

• Poor ventilation
• Mold and mildew
• Sewer backups and flooding
• Dust mites and pollen
• Building materials and furnishings
• Gases
• Office equipment
• Cleaning agents, pesticides
Health Effects

• Sick Building Syndrome
  – Symptoms - headache, fatigue

• Building related illnesses
  – Allergy, hypersensitivity
  – Infections - legionaires, sewage leaks, aspergillosis, histoplasmosis
Indoor Ventilation

Air must circulate by means of cross ventilation

Air Can Be Provided By:

• Ventilation system (HVAC)
• Operable windows
• Exhaust ventilation
Water Damage/Mold

Signs that there may be a problem

- Visible mold growth
- Evidence of visible water damage
- Condensation
- Elevated relative humidity
- Roof or wall leaks
- Pipe leaks
- Mildew odor

All are indicators of a problem!
Peeling Paint

Paint may contain lead which is a particular concern for children under the age of 6 years and for students who have hand-to-mouth activity.
Polychlorinated Biphenyls (PCBs)

PCBs are manmade chemicals that are widespread in our soil, air, water and food.

- Buildings built between 1950 – 1980 used caulk that may contain PCBs for sealing windows and doors.
- PCBs may be present in older fluorescent light fixtures in any school building that had fluorescent light fixtures installed before 1979 and never had a lighting upgrade.

The UFT Protocol Checklist has a section for controlling PCBs material during construction and renovation.
Asbestos

Asbestos Hazard Emergency Response Act (AHERA)

**AHERA** reports include information about where asbestos-containing building materials are located in your school and must be on-site.
Dust Control

Controls

• Schedule to minimize occupant exposure
• Isolating technique – barriers, negative pressure
• Ventilation & filtration controls
• Work practices
• Daily clean-up/housekeeping
• Material storage
• Don’t transport materials through school during the school day.
What Construction Dust Control Best Practice Works?

» • Internal construction
   » – Barriers
   » – Ventilation
   » – Demolition

» • External construction
   » – Barriers
   » – Ventilation
   » – Demolition
Before every construction & renovation project, there must be a protocol meeting and the Chapter Leader must be present.

UNITED FEDERATION OF TEACHERS

CONSTRUCTION PROJECTS IN SCHOOL

Job Committee meeting should be held every 2 weeks during the project.

Asbestos abatement must be done when the building is unoccupied.
NYCDOE DSF Repair, Renovation and/or Construction Project Protocol:

The UFT works with representatives from the NYCDOE Division of School Facilities (DSF) to implement a protocol when DSF or DSF contractors are conducting repair, renovation and/or construction activities in a school building.

**Effective December 2008** prior to the commencement of a project, the DSF is to hold a protocol meeting at the school with the UFT Chapter Leader, principal and custodian when repair, renovation and/or construction work will disturb/involve more than 100 square feet of building materials.
Safe Environment - Do Not

- Prop fire doors open.
- Store materials in stairwells.
- Store trash cans in front of doorway.
- Use cinderblock to prop open the doors.
- Use chair to block an emergency cut-off valve.
- Place chairs in dangerous areas. For example, the chair in the picture could represent a struck against hazard.
- Someone could sit in the chair, and strike their head on the pipe and valve behind it.
- This chair could also encourage smoking in the stairwell.

Do........ Report these dangers!
IF YOU RECEIVE OR OBSERVE PROBLEMS

Contact your respective borough office -

• Bronx: (718) 379-6200
• Brooklyn: (718) 852-4900
• Manhattan: (212) 598-6800
• Queens: (718) 275-4400
• Staten Island: (718) 605-1400
and Central UFT at (212) 598-9287

Please try to provide the following information so that we can assist you promptly:

• YOUR NAME, CONTACT NUMBER
• SCHOOL AND CONTACT PERSON
• DESCRIPTION AND LOCATION OF THE PROBLEM
The UFT Member Assistance Program (MAP)

What is MAP?
MAP provides short-term counseling to in-service UFT members for work-related and personal issues. Professional mental health staff is available for confidential and free services.

What services does MAP provide?
In-office scheduled MAP appointments available:
- Short-term individual counseling
- Peer support group for bereavement

Referrals to appropriate outside services including:
- Mental health
- Substance Use (members and family)
- Eating and gambling disorders
- Trauma, bereavement and loss
- Domestic violence
- Legal and financial counseling
- Housing issues

50 Broadway, 9th floor, Suite 904, New York, NY 10004
Phone: 212-701-9620 • Fax: 212-514-8428 • Email: mapinfo@uft.org
Comments, Observations, Suggestions

Questions?