

PASSAIC VALLEY SEWERAGE COMMISSION

2020

CONSOLIDATED TRAINING



"Protecting Public Health and the Environment"

MORNING SESSION

EMPLOYEE HANDOUT

SAFETY POLICY AND RULES

OF THE

PASSAIC VALLEY SEWERAGE COMMISSION

Safety is the concern of every individual employed by the Passaic Valley Sewerage Commission. It is impossible to define a safety rule covering each and every detail of every task performed in the Passaic Valley Sewerage Commission System. The safety of yourself and fellow workers is the foundation for the general safety rules enumerated herein which are designed to protect all employees, property, equipment, and the public.

It is the intention of the Passaic Valley Sewerage Commission to conduct all operations safely and efficiently. All practical methods, procedures and equipment necessary to achieve this end will be used. The first consideration in the performance of any task shall be the safety of the employees and there shall be no compromise with safety. The safety of employees and the public will take precedence over expediency and shortcuts.

It is the intent of the Passaic Valley Sewerage Commission to provide safe and healthful working conditions and to minimize the loss of productive resources.

Safety is everyone's responsibility and full cooperation with the safety efforts is expected from all employees.

The safety rules enumerated herein are not intended to be all inclusive nor could they cover every possible situation. Your own common sense must augment these safety rules to provide for safe and healthful working conditions.

1. PVSC requires each employee to work safely, to cooperate with the Safety Department and to report hazardous working conditions to his/her Supervisor.
2. Any employee sustaining an injury on the job must report all particulars to his/her Supervisor as soon as practical under conditions prevailing at the time.
3. Good housekeeping is required of all employees to help prevent hazardous conditions.
4. Dangerous areas must be roped off or barricaded.

5. When equipment needs to be shut down for repairs or adjustments, employees must follow Control of Hazardous Energy Lock-out / Tag-out procedures.
6. Operators of mobile and stationary equipment are responsible for the safe operation of their equipment.
7. Tools, equipment and materials must be in safe condition, including safety guards, before being used. Tools must be used, placed or fastened down in a manner that will prevent injury. Unsafe tools, equipment and materials must be reported immediately to supervision, and tagged out of service until repaired.
8. Employees must obtain approval from their supervisor and follow all Confined Space Entry Safety Procedures before and during entry into tanks, closed type vessels, wells, manholes or bins.
9. Employees must use Personal Protective Equipment (PPE) when needed and as directed by supervision.
10. Employees must wear hard hats and safety glasses in all plant areas outside offices and control rooms.
11. Employees must know the location and proper operation of emergency equipment in their work areas.
12. When performing work from heights employees must use appropriate fall protection.
13. Only authorized employees are to operate machines and equipment. Safety guards must be in place and in good condition before equipment is operated.
14. Employees must use safe lifting techniques to avoid strains.
15. Running is not permitted anywhere in the plant or on the grounds.
16. All safety and traffic signs must be observed.
17. Employees must not engage in any form of horseplay.
18. Employees must wear their uniforms and safety shoes that are provided to them.
19. Employees must furnish factual information when reporting an accident and in response to questions asked by a Supervisor in filling out an Accident Report, or in the conduct of an incident investigation.
20. In addition to observing the foregoing safety rules, all employees are required to comply with specific safety rules established in their respective departments.

Any employee who knowingly violates an established safety rule, or conducts himself/herself in an unsafe manner may be subject to disciplinary action up to and including discharge. Contractors and visitors are also covered by these rules while on Passaic Valley Sewerage Commission property.

All individuals should conduct themselves in a safe and reasonable manner at all times and any questions regarding safety or the observance of any unsafe condition or act should be immediately brought to the attention of your immediate Supervisor.

While these rules are not all inclusive they will serve as a guide with respect to the conduct of employees of the Passaic Valley Sewerage Commission and these rules are subject to modification and expansion at any time. Employees should also be cautioned that unsafe acts not specifically covered by the aforementioned rules are also subject to disciplinary action.



GHS LABELS AT A GLANCE

PRODUCT IDENTIFIER

gives a name or number that enables you to identify the chemical and cross-reference the label to the SDS.

HAZARD PICTOGRAMS

convey specific hazard information using symbols or graphics.

SUPPLIER


INFORMATION tells you the name, address, and phone number of the manufacturer, importer, or other responsible party.

PRECAUTIONARY STATEMENTS describe recommended measures to minimize or prevent injury or illness due to exposure to the chemical or from improper handling or storage.

In case of fire, the label tells you how to extinguish it.

First aid information can help you act quickly and effectively in an emergency.

SAMPLE LABEL

<p style="text-align: center;">PRODUCT IDENTIFIER</p> <p>CODE _____ Product Name _____</p> <p style="text-align: center;">SUPPLIER IDENTIFICATION</p> <p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p> <p style="text-align: center;">PRECAUTIONARY STATEMENTS</p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center;">HAZARD PICTOGRAMS</p> <div style="text-align: center;">  </div> <p style="text-align: center;">SIGNAL WORD Danger</p> <p style="text-align: center;">HAZARD STATEMENT</p> <p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p style="text-align: center;">SUPPLEMENTAL INFORMATION</p> <p>Directions for use _____ _____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____ Expiration Date: _____</p>
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SIGNAL WORD indicates the severity of the hazard.

HAZARD STATEMENT describes the nature of the hazard.

SUPPLEMENTAL INFORMATION such as directions for use, fill date, expiration date, weight, etc. may also be provided.



HAZARD COMMUNICATION STANDARD PICTOGRAMS

<p>Health Hazard</p>  <ul style="list-style-type: none"> ◆ Carcinogen ◆ Mutagenicity ◆ Reproductive Toxicity ◆ Respiratory Sensitizer ◆ Target Organ Toxicity ◆ Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> ◆ Flammables ◆ Pyrophorics ◆ Self-Heating ◆ Emits Flammable Gas ◆ Self-Reactives ◆ Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> ◆ Irritant (skin and eye) ◆ Skin Sensitizer ◆ Acute Toxicity ◆ Narcotic Effects ◆ Respiratory Tract Irritant ◆ Hazardous to Ozone Layer (Nonmandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> ◆ Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> ◆ Skin Corrosion/Burns ◆ Eye Damage ◆ Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> ◆ Explosives ◆ Self-Reactives ◆ Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> ◆ Oxidizers 	<p>Environment (Nonmandatory)</p>  <ul style="list-style-type: none"> ◆ Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> ◆ Acute Toxicity (fatal or toxic)

Courtesy OSHA

The following three agencies work together to implement the **Worker and Community Right to Know (RTK) Act**:

New Jersey Department of Health

EOHAP
 PO Box 368
 Trenton, NJ 08625-0368
 (609) 984-2202
www.nj.gov/health/rtkweb

Enforces all provisions of the **RTK Act** in public workplaces and **RTK** labeling in private workplaces. The Program prepares Hazardous Substance Fact Sheets, the **RTK** brochure, and other materials to increase awareness of hazardous chemicals and help employers comply with the **RTK Act**. Printed materials are available upon request. Many are translated into Spanish.

**New Jersey Department of Environmental Protection
 Bureau of Local Environmental Management and**

Right to Know
 MC 22-03C, PO Box 420,
 Trenton, NJ 08625-0420
 (609) 292-6714
www.nj.gov/dep/enforcement/loppppc.html

Enforces the community provisions of the **RTK Act** in the private sector (except for labeling). The Department is also responsible for implementing Title III (Emergency Planning and **Community Right to Know**) of the federal Superfund Amendments and Reauthorization Act (SARA), which establishes requirements for industry regarding emergency planning and reporting of hazardous chemicals.

**New Jersey Department of Labor and
 Workforce Development**
**Office of Public Employees Occupational Safety
 and Health**

PO Box 386
 Trenton, NJ 08625-0386
 (609) 292-7036
http://lwd.state.nj.us/issel/employer/Public_Employees_OSH.html

Collects **RTK** fees from private employers and investigates complaints by public employees who suspect they are being discriminated against for exercising their rights under the **RTK Act**.

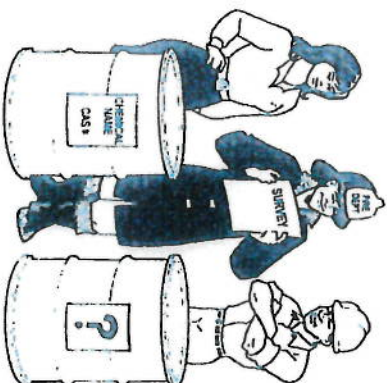
HOW TO OBTAIN INFORMATION LOCALLY

You can obtain copies of the **Right to Know Survey**, **Community Right to Know Survey**, and Hazardous Substance Fact Sheets from your designated **Right to Know** county agency listed below:

Atlantic.....	(609) 645-5971	Ext. 4376
Bergen.....	(201) 634-2785	
Burlington.....	(609) 285-5521	Ext. 5521
Camden.....	(856) 374-6051	
Cape May.....	(609) 465-1217	
Cumberland.....	(856) 327-7602	Ext. 7129
Essex.....	(973) 497-9401	
Gloucester.....	(856) 218-4101	
Hudson.....	(201) 223-1133	
Hunterdon.....	(908) 788-1351	
Mercer.....	(609) 278-7165	
Middlesex.....	(732) 316-7128	
Monmouth.....	(732) 431-7456	Ext. 6796
Morris.....	(973) 631-5485	
Ocean.....	(732) 341-9700	Ext. 7471
Passaic.....	(973) 225-3651	
Salem.....	(856) 935-7510	Ext. 8489
Somerset.....	(908) 231-7506	
Sussex.....	(973) 579-0370	
Union.....	(908) 654-9730	
Warren.....	(908) 475-7960	

**YOU HAVE A
 RIGHT TO KNOW
 ABOUT HAZARDOUS
 SUBSTANCES
 IN YOUR
 WORKPLACE AND
 COMMUNITY.
 USE IT.**

**YOU HAVE THE
 RIGHT TO
 KNOW**



**ABOUT HAZARDOUS SUBSTANCES IN
 YOUR WORKPLACE AND COMMUNITY**



Chris Christie, Governor
 Kim Guadagno, Lt. Governor



Cathleen D. Bennett
 Acting Commissioner

Public Health Services
 Division of Epidemiology, Environmental and
 Occupational Health
 Consumer, Environmental and
 Occupational Health Service
 EOHAP

THE RIGHT TO KNOW ACT

The New Jersey Worker and Community **Right to Know** Act requires public and private employers to provide information about hazardous substances at their workplaces. The Act:

- helps inform public employees about chemical hazards at their workplace so they can work safely with these hazardous substances;
- helps firefighters, police, and other emergency responders adequately plan for and respond to incidents such as fires, explosions or spills;
- provides data for monitoring and tracking hazardous substances in the workplace and the environment.

HOW THE ACT CAN PROTECT YOU AND YOUR FAMILY

Harmful substances may be present at your workplace and at other workplaces in your community, or may be released into the environment. They may also be carried home to your family on your work clothes.

Hazardous substances can cause irritation to the eyes, skin, and respiratory tract. Exposure to hazardous substances has been linked to health problems such as cancer, birth defects, and heart, lung and kidney diseases. These diseases may develop many years after exposure. *As a public employee, you can obtain information about hazardous substances that may harm you or your family from documents in your workplace's **Right to Know (RTK)** central file.*

Knowing about hazardous substances and how they harm you can help you obtain the proper diagnosis and treatment if you should become sick. More importantly, awareness about hazardous substances and your potential exposure to them can help you make important decisions about your employment.

HOW THE ACT WORKS

Employers covered by the Act must complete surveys listing the names and amounts of hazardous chemicals stored and used at their workplaces.

Right to Know Surveys are completed by public agencies and sent to the New Jersey Department of Health (NJDOH).

Community Right to Know Surveys are completed by private employers and sent to the New Jersey Department of Environmental Protection (NJDEP).

*Copies of these surveys are available online to local fire and police departments, designated **Right to Know** county agencies (mostly county health departments), and local emergency planning committees.*

Public employers are required to label containers according to the New Jersey **Right to Know** Act and PEOSHA¹, and maintain a **RTK** Central File that contains information about hazardous substances at their facilities. Private employers are required to label containers according to OSHA² and the New Jersey **Right to Know** Act.

HOW PUBLIC EMPLOYERS COMPLY WITH THE RIGHT TO KNOW ACT

Public employers have the responsibility to assist workers in learning about the hazards of the products they work with. The employer must:

- Complete the **Right to Know Survey**
- Label Containers
- Create and Maintain a **Right to Know** Central File
- Post the **Right to Know** Poster

Public employees can obtain a copy of the survey by contacting their employer, the NJDOH, or the designated county agencies at the numbers listed in this brochure.

¹. PEOSHA is the Public Employee Occupational Safety and Health Act.
². OSHA is the Occupational Safety and Health Act.

HOW TO USE YOUR WORKPLACE RIGHTS TO PROTECT YOUR HEALTH

The **Right to Know** Act gives employees certain rights and access to information about hazardous chemicals in their workplace. This information, kept in the **RTK** central file, informs workers about the health hazards of chemicals and ways to reduce or prevent their exposure to the chemical hazards. *Learn to work safely with chemical hazards to protect your health and the health of your family members.* To do so:

- Work only with labeled containers.
- Check your workplace **RTK** Survey to find out which products contain hazardous chemicals.
- Read Material Safety Data Sheets and Hazardous Substance Fact Sheets about the health hazards of the hazardous chemicals in the products. These documents are kept in the **RTK** central file.

You do not have to work with a product if your employer has not given you the ingredient information you requested in writing within five working days. **Call the NJDOH** for more information **before** you refuse to work with a product.

You can file a complaint against your employer for not complying with the **RTK** Act. **Your name will be kept confidential.**

This brochure is being distributed to you as part of your training about hazardous chemicals in the workplace under the PEOSH Hazard Communication Standard. For more information about training, contact Environmental, Occupational Health Assessment Program (EOHAP), New Jersey Department of Health, PO Box 3669, Trenton, NJ 08625-0369, (609) 984-1863, www.nj.gov/health/eoh/peoshweb.

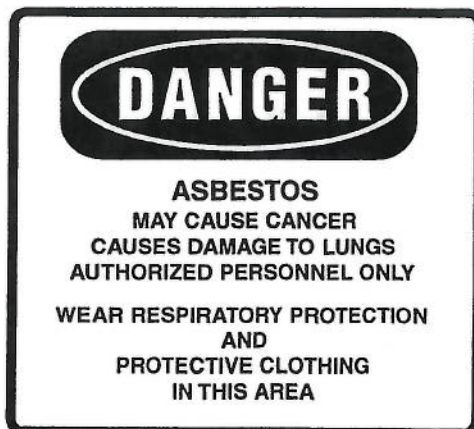


THE HAZARDS OF ASBESTOS

Friable (loose and crumbly) asbestos is very hazardous.
Inhaling asbestos fibers can cause lung cancer and other serious illnesses.

✓ **Remember these safety rules for working around asbestos:**

- ▶ Always check for asbestos warning labels and signs and take the necessary precautions.
- ▶ If you're not sure if something contains asbestos, ASK!
- ▶ Never cut, hammer, or otherwise damage asbestos-containing materials.
- ▶ Use ventilation systems, enclosures, wet processes, and other protections to prevent release of asbestos fibers.
- ▶ Wear respirators and other required PPE.
- ▶ Never wear your contaminated clothing outside the work area.
- ▶ Make sure you don't contaminate clean areas or street clothing with asbestos.
- ▶ Treat any dust or waste that could contain asbestos carefully. Wet it when possible and use a HEPA vacuum to clean it up.
- ▶ Dispose of asbestos-contaminated clothing and waste in proper labeled, sealed containers.
- ▶ Don't smoke if you work around asbestos—better yet, don't smoke at all!
- ▶ Cooperate with air monitoring and medical surveillance programs. They're designed to protect you.



ACTIVE SHOOTER RESPONSE

How to respond when an active shooter is in your vicinity

Quickly determine the most reasonable way to protect your own life and the lives of others.

Run

Have an escape route and plan in mind
Leave your belongings behind
Keep your hands visible

Hide

Hide in an area out of the active shooter's view
Block entry to your hiding place and lock the doors

Fight

Only when your life is in imminent danger
Attempt to incapacitate the active shooter
Act with physical aggression

Call 911 when it is safe to do so

FBI Video: Run. Hide. Fight. Surviving an Active Shooter Event - www.fbi.gov/about-us/office-of-partner-engagement/active-shooter-incidents/run-hide-fight-video

How to respond to a 911 operator or when law enforcement arrives

Initial Response

Remain calm and follow officers' instructions
Immediately raise hands and spread fingers
Keep hands visible at all times
Avoid quick movements, pointing, or yelling towards officers
Do not stop, proceed in direction of law enforcement

Provide Information

Location of the victims and the active shooter
Number of shooters, if more than one
Physical description of shooter(s)
Number and type of weapons held by the shooter(s)
Number of potential victims at the location

DHS Active Shooter Preparedness Resources - www.dhs.gov/active-shooter-preparedness

Signs of potential workplace violence

Increased use of alcohol and/or illegal drugs
Unexplained absenteeism and/or vague physical complaints
Depression/withdrawal

Noticeably unstable or emotional responses
Increasingly talks of problems at home
Unsolicited comments about violence and dangerous weapons



Contact your building management or human resources department for more information on active shooter response in your workplace.

Tips for avoiding a Social Engineering Attack

✔ **LIMIT PUBLIC INFORMATION:**

Limit the amount of personal information that you share online.

✔ **BE SKEPTICAL:**

Always question requests for sensitive information.

✔ **TRUST BUT VERIFY:**

Don't share information with people you don't know unless you can verify their identity.

✔ **CALL THEM BACK:**

Through the main switchboard if possible.

✔ **NO PASSWORDS OVER THE PHONE:**

Never share your password with anyone over the phone.

