



# Williamson Central School District Volunteer Application

Williamson Central School District does not discriminate on the basis of sex in its education program or activities, including employment, as is required by Title IX. Furthermore, Williamson Central School District does not discriminate on the basis of race, color, national origin, creed, religion, marital status, age, sexual orientation, or disability in admissions, participation or employment. Inquiries regarding the application of Title IX may be directed to the Assistant Secretary of Civil Rights of the Department of Education or to the District's Title IX Coordinator, Kathryn Taylor and Bryon Rockow, who can be reached at Williamson Central School District, 5891 Route 21, P.O. Box 900, Williamson, NY 14589, via email at [ktaylor@williamsoncentral.org](mailto:ktaylor@williamsoncentral.org) and [brockow@williamsoncentral.org](mailto:brockow@williamsoncentral.org), or via telephone at (315) 589-9661.

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Welcome, Williamson Central School Volunteers! On behalf of the students and staff of WCSD, we want to thank you for volunteering so generously in our district.

We know your time is valuable, and your willingness to contribute some of that valuable time to our students shows your commitment to the well-being of the children in our community. Your contributions will make a real difference in our students' educational experience this year.

As you know, our students, staff, and enjoy a warm, caring community that fosters the highest standards of academic, social, and emotional growth. The efforts of volunteers like you are a vital part of this community. Thank you again, and we look forward to continuing to work with you in the future.

We hope this handbook builds your confidence and gives you some direction so that you feel as if your time spent here is worthwhile. If you have any questions, please reach out to the District Office at 315-589-9661.

### Volunteer Program Goals

- To enhance our students' learning by utilizing the talents and resources of our community members.
- To foster an environment that encourages communication between our students, their homes, and the community.
- To assist in providing the best possible learning environment for all our students.

*"Discover why some of the richest people in the world are not millionaires, they are volunteers." - Jobail Barcelona*

## **Volunteer Opportunities**

Listed below are just a few of the numerous ways in which you can volunteer in our schools.

### **Extend the teachers' teaching time:**

- Reinforce spelling, phonics, math, language skills with games
- Assist students during seatwork
- Perform clerical tasks
- Listen to a student read
- Check students' work
- Assist students in memorizing math facts
- Assist students at learning centers
- Read stories to students
- Hang up student work in the hallway

### **Expand the resources of the school:**

- Display personal collections (stamps, coins, baseball cards)
- Show slides or artifacts from your trips to other countries
- Ride buses and chaperone field trips
- Share your profession with students

### **Support whole school programs:**

- Assist librarian with book returns and/or book repair
- Perform clerical tasks for the office
- Participate in a school-wide initiative

### **Enlist the community as a partner:**

- Provide a bridge between school and community
- Stimulate greater citizen understanding
- Encourage community support of school programs

*"I always wondered why somebody didn't do something about that. Then I realized - I was somebody." --Lily Tomlin*

*"Never doubt **that a small group of committed people can change the world. Indeed, it is the only thing that ever has.**" --Margaret Mead*

### **Volunteer Requirements**

The safety of our students is our number one priority. Therefore, all volunteers who work in the classrooms are required to submit an application which must be notarized, provide three references, have drivers' license scanned and be approved by the Board of Education as stated in Policy 3270.

As a volunteer you will be contributing to the image of the school in the eyes of students, their parents, and the community. Part of your responsibility is to maintain a positive image for the school, which is in the best interest of students and the entire community.

Familiarize yourself with our school district and each of the three schools by visiting our website at <http://www.williamsoncentral.org/>

### **Guidelines for Volunteers**

As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. Never take corrective measures into your own hands.

If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your time is canceled or changed for any unforeseen reason.

### **Confidentiality**

We ask that you respect the confidentiality of our students, parents, faculty and staff by not discussing information that you hear or see when volunteering in our schools. If you have a concern regarding something that you hear or see, it should be discussed with the school personnel that you are working with and in a confidential setting. It is important that we respect the privacy of all and do not discuss these matters publicly.

*“When you volunteer it means you give yourself without any regression, without condition, but with full devotion.” - Faith Tomaquin*

## **Frequently Asked Questions**

### **Why do I need to be screened?**

The welfare and safety of our students is our primary concern. To insure this, we follow recommended screening procedures for the specific types of volunteer services provided. We also find that the volunteers feel it is in their best interest to complete the screening process.

### **What kind of experience do I need to volunteer?**

No experience is necessary, although if you have special skills or training, we will try and match those with our opportunities. We provide any training that would be necessary for specific assignments. Ongoing opportunities for training will be shared with you if you are interested in participating.

### **Where do I park?**

You are welcome to park in any of the designated parking lots. There are handicapped accessible parking spaces at each of the schools.

### **Where do I go when I arrive at the school?**

Upon arriving at any of the schools to volunteer, you should always stop at the Main Office to sign in and get a badge. The secretaries will be able to answer any of your questions or direct you to your volunteer assignment.

### **Is it okay for me to volunteer in my child’s classroom?**

Absolutely! However, depending on the number of other volunteers already working in any given classroom we may suggest another way in which you can volunteer.

### **Who do I go to if I have a concern about something that I see or something a child says to me?**

We ask that in this situation that you relay your concern to the teacher/coach or director that you are working with. He/she will make sure that it is dealt with in the appropriate manner.



# Williamson Central School

In a classroom, please remember that students learn by:

- Doing, not by observing
- Asking questions and searching for answers
- Discovering, experimenting and repeating experiences which build confidence
- Using all their senses whenever possible
- Working in cooperative groups

*“When you volunteer it means you give yourself without any regression, without condition, but with full devotion.” - Faith Tomaquin*



When volunteering -

Maintain a relaxed, friendly attitude. Smile often!

Learn the children's names and use them often.

Accept each student as an individual.

Be patient.

Provide assistance without doing the work for the child.

Refer disciplinary issues directly to the teacher or school administrator.

# Williamson Central School Mission Statement

“To provide a learning community that inspires character, service, knowledge and wisdom.”

## School Phone Numbers

Williamson High School 315-589-9621

Williamson Middle School 315-589-9665

Williamson Elementary School 315-589-9668

Williamson District Office 315-589-9661

Williamson C.S.E. Office 315-589-8308

Williamson Transportation Department 315-589-6901

## Volunteer Application Instructions

Thank you for your willingness to volunteer for the Williamson Central School District. To ensure the safety of our students and faculty, you **MUST** complete this application and be approved by the Williamson Central School District Board of Education.

Here is some information on how to get started sharing your time and talents with us.

1. Read the Volunteer Handbook thoroughly
2. Complete the Volunteer Application Form
3. Complete the Volunteer Availability Form. This form provides basic information about you and your volunteer interests.
4. **You must bring your Volunteer Packet to the District Office to complete the Application Process (it needs to be notarized and your driver's license scanned) before Board approval.**
5. Provide us with the names and addresses of 3 references





# WCSD Volunteer Application

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Have you had previous volunteer experience? \_\_\_ Yes \_\_\_ No

If so, what did you do? \_\_\_\_\_

Hobbies/Interests \_\_\_\_\_

Please circle which grade you would prefer: Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

What type of volunteer service are you interested in?

\_\_\_\_\_ Classroom Support

\_\_\_\_\_ Volunteer Coach (must have coaching certification)

\_\_\_\_\_ Chaperone

Have you been arrested, tried, or convicted of a crime in the last ten (10) years? \_\_\_Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

A record of conviction will not necessarily disqualify an applicant.

References: Please list 3 persons not related to you.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I affirm the statements made on this profile are true. All statements are subject to verification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Williamson Central School District Office - P.O.Box 900, Williamson, NY 14589 – (315)589-9661



## WCSD Volunteer Acknowledgement Form

I have read this volunteer handbook and understand my responsibilities as a school volunteer.

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Signature

Date

Please return all forms in person to the District Office. Your application is not complete without a notary signature and your driver's license being scanned.



## WCSD Volunteer Availability Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E- Mail Address: \_\_\_\_\_

Special Interests or Talents: \_\_\_\_\_

I am able to volunteer for approximately \_\_\_\_\_ minutes, or \_\_\_\_\_ hours on the day I volunteer.

Please circle the times, days and months you are available below:

<b>Mornings</b>	<b>Afternoons</b>	<b>Either</b>							
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>					
<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>June</b>

# Criminal Record Check Waiver

I, \_\_\_\_\_, having been born on \_\_\_\_/\_\_\_\_/\_\_\_\_,

Currently residing at: \_\_\_\_\_

Do hereby grant permission to the Williamson Central School District to inquire into my personal background to determine if I have been arrested. This information is for the purpose of Volunteering for the Williamson Central School District.

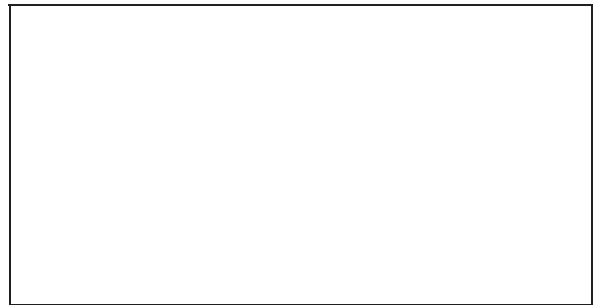
\_\_\_\_\_  
Signature  
(to be signed in front of Notary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Stamp



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## WCSD 2024-2025 Volunteer Policy and Information Packet

### Sexual Harassment Policy (6170)

I have read and understand the **workplace harassment** policy of the **Williamson Central School District**. I understand that I am to address the Building Principal if I have questions, issues or complaints.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Bloodborne Pathogens

I have read and understand the **bloodborne pathogen** information provided by the **Williamson Central School District**. I understand that I am to address the Building Principal if I have questions, issues or complaints.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Hazard Communication

I have read and understand the **hazard communication** information provided by the **Williamson Central School District**. I understand that I am to address the Building Principal if I have questions, issues or complaints.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Oath of Allegiance

"I do hereby pledge and declare that I will support the constitution of the United States and the constitution of the State of New York, and that I will faithfully discharge the duties of the position of Williamson Central School Volunteer according to the best of my ability."

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Print Name of Volunteer:** \_\_\_\_\_

**COMPLETE AND RETURN TO THE DISTRICT OFFICE**

## **Sexual Harassment (Policy 6170)**

Williamson Central School District is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Williamson Central School District's commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Williamson Central School District. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

### **Policy:**

1. Williamson Central School District's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Williamson Central School District. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Williamson Central School District will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Williamson Central School District who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees<sup>2</sup> working in the workplace who full and thorough investigation) as will the information obtained in any such investigation. The District will take immediate and proportionate corrective action if it determines harassing conduct has occurred, consistent with applicable law and/or collective bargaining agreement(s). Retaliation against those who report harassing conduct as well as those who participate in any investigation is prohibited and will not be tolerated.

The Superintendent/designee(s) shall affirmatively discuss the topic of harassment with all employees, express the District's prohibition of such conduct and explain the

<sup>1</sup> While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, and criminal history.

<sup>2</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services contract with the employer.

sanctions for harassing conduct. A copy of this policy and its accompanying regulations shall be distributed believe they have been subject to such retaliation should inform a supervisor, director, or administrator. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Williamson Central School District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Williamson Central School District will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Williamson Central School District will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Williamson Central School District will provide all employees a complaint form for employees to report harassment and file complaints.
7. Administrators, directors, and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Title IX Compliance Officer.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a



person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

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Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

## **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** Williamson Central School District cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, director, administrator, or Title IX Compliance Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, director, administrator, or Title IX Compliance Officer.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

## **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Title IX Compliance Officer.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

*All* complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Williamson Central School District will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Title IX Compliance Officer will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and

- The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Williamson Central School District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Williamson Central School District, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year (three years beginning Aug. 12, 2020)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Williamson Central School District does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

## Bloodborne Pathogens



## Bloodborne Pathogen Standard

- Required by OSHA (29 CFR 1910.1030)
- Applies to employees in all industries who may be exposed to blood or other potentially infectious materials (OPIM)

## What are Bloodborne Pathogens?

- Microorganisms such as viruses or bacteria that are present in human blood and can cause diseases in humans
  - Human Immunodeficiency Virus (HIV)
  - Hepatitis B Virus (HBV)
  - Hepatitis C Virus (HCV)

## Human Immunodeficiency Virus (HIV)

- The virus which causes AIDS
- Devastates the body's immune system
- ~1.2 million persons living with HIV/AIDS in U.S.; 56,000 new cases in 2008
- Symptoms: flu like illness, weakness, diarrhea, weight loss
- Signs of illness may not be present for years
- AIDS is chronic and fatal

## Hepatitis B (HBV)

- Attacks the liver
- Survives in dried blood for up to 1 week at room temperature
- 300,000 new infections each year; 3,000 annually result in death
- Symptoms: fatigue, nausea, vomiting, abdominal pain, anorexia
- Can be chronic and fatal

## Hepatitis C (HCV)

- Can lead to chronic hepatitis, cirrhosis and liver cancer, in 75% of cases
- 4 million infected in U.S.
  - Only 25% diagnosed
- Can be chronic and fatal
- 12,000 deaths annually
- No effective vaccine exists

## Potentially Infectious Materials

- Blood
- Human bodily fluids such as:
  - Semen, vaginal secretions, lung fluid
- Any bodily fluid containing visible blood
- Any bodily fluid that cannot be identified

## How Are They Transmitted?

- Puncture wounds caused by sharp objects
- Infectious materials contacting open wounds, cuts, or broken or damaged skin
- Infectious materials contacting mucous membranes of eyes, nose and mouth





### Possible Exposure Incidents

- During an accident
- While administering First Aid
- During post-accident clean-up
- When performing routine maintenance or janitorial work



### Exposure Control Plan

- Universal precautions
- Engineering controls
- Work practice controls
- Post-exposure follow-up

### Universal Precautions

- Treat all human blood and bodily fluids as if they are infected with HIV, HBV, HCV and other bloodborne pathogens.

### Engineering & Work Practice Controls

- Engineering Controls
  - Handwashing facilities
  - Biohazard waste bags
- Work Practice Controls
  - Personal protective equipment (PPE)
  - First aid response
  - Spill clean-up
  - Laundry
  - Waste disposal
  - Exposure response

### Personal Protective Equipment

- First line of defense
- Limitations
- Rules:
  - Remove before leaving work area
  - Wash hands after removing
  - Properly dispose of contaminated PPE



### First-Aid Response

- Adopt Universal Precautions
- Encourage self-care
- Use PPE
- Avoid applying pressure without barrier

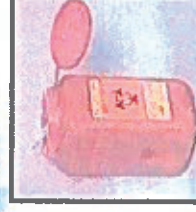


### Housekeeping: Spill Clean-up

- Use PPE & Universal Precautions
- Cover spill or area with paper towel or rags
- Pour disinfectant solution over towels or rags
- Leave for at least 10 minutes
- Place materials in appropriate container
- Arrange for pick-up and disposal

### Housekeeping: Waste Disposal

- Use PPE when handling
- Leak-proof containers
- Proper labeling
  - Labels
  - Red Bags or Containers
- Drop-off sites



### Housekeeping: Contaminated Laundry

- Laundry soiled with blood or OPIM
- Use PPE
- Handle as little as possible
- Pre-soak all contaminated clothing
- If blood or OPIM gets on clothing, remove and thoroughly wash with detergent ASAP

### Exposure Incident Response

- *Contact with skin:* wash exposed areas with antibacterial soap and running water
- *Contact with eyes or mucous membranes:* flush affected area with running water for at least 15 minutes
- *Contact with clothing:* remove contaminated clothing, wash underlying skin
- Report exposure to supervisor immediately

### Post-Exposure Evaluation

- Confidential medical evaluation and follow-up after exposure incident
  - Identify and document source and circumstances of exposure
  - Test source individual's blood for HIV/HBV
  - Provide blood sample
- Healthcare professional's written opinion



### Hepatitis B Vaccination

- Made available after exposure incident

# HAZARD COMMUNICATION AND GHS



INTERNATIONAL SYSTEM OF  
UNIFIED HAZARDOUS CHEMICALS FOR  
CLASSIFICATION AND LABELING OF CHEMICALS  
GHS

HAZARD COMMUNICATION

**What is hazard communication?**

Employees who work with Hazardous Chemical have a "Right to Know" :

- what those chemicals are,
- what hazards are associated with those chemicals,
- what they can do to protect themselves,
- how to handle and store products they work with,
- what to do if they have an emergency working with those chemicals.

GHS


**What is GHS?**

- Globally Harmonized System of Classification and Labeling of Chemicals - needed because of global economy
- Internationally Developed System to protect workers by using the same criteria (testing procedures, exposure limits, etc) to determine the hazards of chemicals
- Safety Data Sheets must be created based on the same 16 part format
- The use of visually based warning symbols (pictograms) on product labels so workers can immediately identify the hazards associated with the products they use.



HAZARD COMMUNICATION

**What is considered a "Hazardous Chemical?"**



**HAZARDOUS CHEMICALS**

- A hazardous chemical is any chemical that can do harm to your body
- Most industrial chemicals can harm you at some level
- Employees who use chemicals (other than retail packaged products used for their intended purpose) must have access to the SDS and warning labels for products they use at work.

HAZARD COMMUNICATION

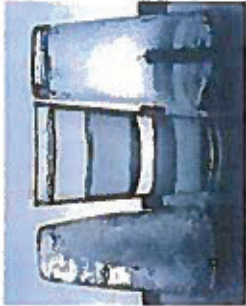
**How do hazardous chemicals affect the body?**  
The effect a certain chemical has on the body depends on several factors:

- The physical form of the chemical
- How the chemical enters the body
- The amount of chemical that actually enters the body - the dose
- How toxic (poisonous) the chemical is

TYPES OF CHEMICALS

**The Three Forms of Chemicals**  
All chemicals exist in one of three forms:

- Solid
- Liquid
- Gas



CHEMICAL SOLIDS

**Solids – Dusts and Particulates**

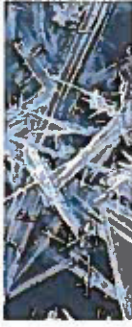
- Dust or powder can be released into the air by cutting, drilling, grinding or sanding and inhaled
- Dust can also be stirred up by dry sweeping and inhaled
- Spraying Paint causes particulates to be suspended in the air



CHEMICAL SOLIDS

**Solids – Fumes and Fibers**


- Fumes are extremely small droplets of metal formed when the metal has been vaporized by high temperatures (usually welding)
- Some compounds are fibers which can be similar to dusts but they have an elongated shape (like asbestos or fiberglass)



CHEMICAL LIQUIDS

### Liquids

- Liquids can come into direct contact with the skin and be absorbed into the body
- Liquids can be sprayed and form mists or evaporate and form vapors which can be inhaled



CHEMICAL LIQUIDS

### Liquids (Mists)

- Mists can also be inhaled
- Mists can settle on the skin and be absorbed
- Airborne mists can also settle out and contaminate food or drink



CHEMICAL GASES

### Gases

- Some can occur naturally
- Vapors can form from liquids
- Carbon Monoxide, Hydrogen Sulfide, and Ammonia gas are some chemicals that have killed workers in the gas form



HOW CHEMICALS ENTER THE BODY

### There Are Five Routes of Entry:

- Ingestion – swallowing the chemical
- Inhalation – breathing in the chemical
- Absorption – the chemical soaks through the skin
- Skin or eye contact - chemical does external damage to skin or eyes on contact
- Injection - sharp object pierces the skin



HOW CHEMICALS ENTER THE BODY

### Ingestion (Swallowing)

- Chemicals that are swallowed are absorbed in the digestive tract
- Chemicals can rub off dirty hands and contaminate food, drinks or tobacco products
- Chemicals in the air can settle on food or drink and be swallowed



HOW CHEMICALS ENTER THE BODY

### Inhalation (Breathing)

Airborne chemicals are breathed in through the mouth or nose

- The size of particles or droplets can affect where the chemical settles in the respiratory tract
- Where the chemical settles in the respiratory tract determines what symptoms or diseases will develop



HOW CHEMICALS ENTER THE BODY

### Skin Absorption

- Some chemicals can pass through the skin and be taken into the body's systems
- Solvents and pesticides are examples of compounds that can be absorbed through the skin



HOW CHEMICALS ENTER THE BODY

### Injection

- Some chemicals can pass through the skin and be taken into the body's systems through a break in the skin
- Needles and sharp objects cause injection hazards



CHEMICAL TOXICITY



### Toxicity: How dangerous are chemicals?

- Dose - The effects of any toxic chemical depends on the amount of a chemical that actually enters the body
- Acute Toxicity - The measure of how toxic a chemical is in a single dose over a short period of time
- Chronic Toxicity - The measure of the toxicity of exposure to a chemical over a long period of time

**Lethal Dose** - expressed as LD50 or dose at which 50% of a population will die.

CHEMICAL TOXICITY



### Chronic Toxicity and Acute Toxicity


- Some chemicals will only make you sick if you get an "acute" or high dose all at once  
**Example - ammonia**
- Some chemicals are mainly known for their chronic or long-term effects  
**Example - asbestos**
- Most chemicals have both acute and chronic effects  
**Example - carbon monoxide**

HEALTH HAZARDS

### What are some of the things chemicals can do to you?

- Carcinogens - these chemicals may give you CANCER.
  - Check to see if the chemicals you are using are on DOSH's carcinogen list for special rules when working with these chemicals.
- Teratogens - these chemicals hurt unborn babies, or CAUSE BIRTH DEFECTS.
- Mutagens- these chemicals cause BIRTH DEFECTS and sometimes CANCER in the exposed worker
- Sensitizers - these chemicals can cause an ALLERGIC REACTION in smaller and smaller doses, that can be deadly.

GHS LABELS MUST HAVE 6 THINGS



1. Product Identifier
2. Signal Words help define how dangerous a chemical is:
  - Danger - More Dangerous
  - Warning - Less Dangerous
3. Hazard Statements
  - Statements that describe the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
4. Pictograms
  - recommended measures of prevention, response, storage and disposal.
  - telephone number of the chemical manufacturer, importer, or other responsible party.
5. Precautionary Statements-



GHS HAZARD COMMUNICATION

**What do the Pictograms mean?**

- Health Hazards
  - 
  -
- Physical Hazards
  - 
  - 
  - 
  - 
  -
- Environmental Hazards
  -

PICTOGRAMS

**FLAME:** Flammable solids, gases, aerosols, liquids, or, self-reactive substances and mixtures; pyrophorics, self-heating chemicals; chemicals that ignite when exposed to water and organic peroxides can be depicted with this symbol.

**GAS CYLINDER:** Gases under pressure may explode if heated. This pictogram would be used for compressed gases, liquified gases, refrigerated liquified gases, and dissolved gases. Gases may cause cryogenic burns or injuries.

PICTOGRAMS

**WHICH EXPLODES!**

**EXPLODING BOMB:** Explosive; fire, blast or projection hazards by self-reactive substances, substances that can burn without oxygen; or that may explode when disturbed will be labeled with this symbol.

PROTECTING YOURSELF


**if you have been exposed to a chemical and feel sick:**

- Let your supervisor know
- Find out what the chemical was
- Follow the first aid directions in the SDS
- Get medical attention as needed
- Check your PPE before going back to the area

GETTING INFORMATION

**How do you get information about hazardous chemicals?**  
**You can get information two ways:**

- From the product label
- From the product Safety Data Sheet



GETTING INFORMATION


**What is a Safety Data Sheet?**  
 Safety Data Sheets (SDS) and Material Safety Data Sheets (MSDS) are information sheets on products that:

- Tell what chemicals are in the product
- What the hazards of the chemicals are
- How to protect yourself from the hazards

PROTECTING YOURSELF

**You can protect yourself from hazardous chemicals by:**

- Knowing what is in the product your work with
- Using the smallest amount of a chemical to do the job
- Wearing necessary personal protective equipment



PROTECTING YOURSELF

**In the case of a leak or spill, protect yourself by:**

- Informing your supervisor of unusual odors, spills, or releases
- Leaving an area of a large spill or chemical release