GUIDANCE MANUAL FOR INCIDENT REPORTING FORM
FOR VOCATIONAL-TECHNICAL EDUCATION PROGRAMS AND STRUCTURED
LEARNING EXPERIENCES

May 2008

Prepared by the Safe Schools Program*
for the
New Jersey Department of Education
Office of Career and Technical Education
Marie Barry
Director

*The Safe Schools Program is administered through the Environmental and Occupational Health Sciences Institute (EOHSI) and the University of Medicine and Dentistry of New Jersey (UMDNJ) - School of Public Health. EOHSI is a joint institute of Rutgers, The State University of New Jersey and UMDNJ-Robert Wood Johnson Medical School. The UMDNJ B School of Public Health is sponsored by the University of Medicine and Dentistry of New Jersey in cooperation with Rutgers, the State University of New Jersey and New Jersey Institute of Technology.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>What incidents must be reported?</td>
<td>1</td>
</tr>
<tr>
<td>Who must report incidents?</td>
<td>2</td>
</tr>
<tr>
<td>Where do I get the Incident Reporting Form?</td>
<td>2</td>
</tr>
<tr>
<td>Where do I submit the Incident Reporting Form?</td>
<td>2</td>
</tr>
<tr>
<td>Who do I contact if I have questions or comments?</td>
<td>3</td>
</tr>
<tr>
<td>How quickly must a Form be submitted after an incident?</td>
<td>3</td>
</tr>
<tr>
<td>Who should complete the Form?</td>
<td>3</td>
</tr>
<tr>
<td>Why does the New Jersey Department of Education want incidents to be reported?</td>
<td>3</td>
</tr>
<tr>
<td>How do I complete the Form?</td>
<td>3</td>
</tr>
<tr>
<td>What are the most common mistakes people make in completing the Form?</td>
<td>3</td>
</tr>
<tr>
<td>Am I required to report an incident anywhere else?</td>
<td>4</td>
</tr>
<tr>
<td>Am I required to do anything else in addition to reporting an incident?</td>
<td>4</td>
</tr>
<tr>
<td>Appendix A – Incident Reporting Form for Vocational-Technical Education Programs and Structured Learning Experiences</td>
<td></td>
</tr>
<tr>
<td>Appendix B – Field Descriptions for the Incident Reporting Form for Vocational-Technical Education Programs and Structured Learning Experiences</td>
<td></td>
</tr>
<tr>
<td>Appendix C -- Glossary</td>
<td></td>
</tr>
<tr>
<td>Appendix D -- Resources</td>
<td></td>
</tr>
</tbody>
</table>
Introduction
The New Jersey Department of Education New Jersey Administrative Code (N.J.A.C.) 6A:19-10.3 requires the following:

(a) Accidents involving vocational-technical education students, staff or others shall be reported to the Commissioner of Education on the accident reporting form supplied by the Department of Education within five working days of the occurrence.

(b) A reportable accident is any accident which requires treatment by a licensed medical doctor that occurs in a vocational-technical education program, either on the school premises or at an approved off-premises training site including cooperative work training site and travel to and from that off-premises training site.

(c) All accidents must be investigated.

This Guidance Manual was developed to assist those individuals responsible for completing the accident reporting form supplied by the New Jersey Department of Education (NJDOE) called the Incident Reporting Form for Vocational-Technical Education Programs and Structured Learning Experiences. A copy of the Form is attached as Appendix A.

What incidents must be reported?
An incident for reporting purposes is defined as an injury or illness resulting from activities associated with any of the following: a vocational-technical education program, a vocational-technical education course, a career-orientation course, a structured learning experience on or off school property; and travel to and from any off-premises training sites (see Figure 1). The injury or illness must result in treatment by a licensed physician for it to be reportable and can include school staff, students and others.

![Figure 1 Reporting Decision Logic](image-url)
Incidents that occur in school parking lots, play grounds, hallways or other areas not related to vocational-technical education, career orientation courses or structured learning experiences need not be reported.

**Who must report incidents?**
All schools, private or public, subject to the requirements of the New Jersey Department of Education, Office of Career and Technical Education are required to submit all incidents classified as reportable. This includes students who are participating in career orientations and/or structured learning experiences.

**Where do I get the Incident Reporting Form?**
The Incident Reporting Form is available in Adobe Acrobat Portable Document Format (PDF) and Microsoft Word file format on the NJDOE Website. Please follow these procedures to obtain a copy of the Form:

1. Type in [http://www.state.nj.us/education](http://www.state.nj.us/education) in your browser.
2. On the NJDOE homepage, click on **Career and Technical Education** and then click “Go.” It is the 8th item in the drop-down list. The drop-down list is located right below the “school funding formula Information” (blue box).
3. On the homepage for the **Office of Career and Technical Education**, click on **Educators**.
4. On the **Educators** page, under the sub-title **Resources**, the fifth item listed is the Incident Reporting Form for Vocational-Technical Education Programs. You may print the form and complete as a hard copy or complete the Word version as a form file.

**Where do I submit the Incident Reporting Form?**
You may mail the hard copy of the completed Form to:

Derek Shendell  
UMDNJ-School of Public Health  
335 George Street  
Liberty Plaza, Suite 2200  
New Brunswick, NJ 08901-2013

You may also complete the Microsoft Word version as a form and e-mail it to Derek Shendell at shendedg@umdnj.edu

Note: Please make sure to maintain a copy for your files.
Who do I contact if I have questions or comments?
You may contact Howard P. Garey if you have any questions, comments or recommendations:

Howard P. Garey
Education Program Development Specialist
NJ Department of Education
Office of Career and Technical Education
P.O. Box 500
Trenton, NJ 08625-0500
Telephone: (609) 292-7433
Fax: (609) 984-5347
E-mail: Howard.Garey@doe.state.nj.us

How quickly must a Form be submitted after an incident?
The regulations require the incident be reported within five (5) working days of the occurrence or within five (5) working days of when the injury or illness was first identified.

Who should complete the Form?
The Form may be completed and signed by any individual who has been given the responsibility by the district for completing the Form. However, the person assigned to complete the Form is responsible for collecting all of the information and must ensure it is reviewed and signed by the Principal and the Safety & Health Designee. Some information, such as the description of the incident and corrective action, must be filled in by only those individuals directly supervising the vocational-technical education area involved or who is responsible for supervising the students in career orientation courses or structured learning experiences.

Why does the New Jersey Department of Education want incidents to be reported?
The New Jersey Department of Education compiles the information submitted to identify significant vocational-technical education safety and health risks affecting schools and significant safety and health risks affecting students who are participating in structured learning experiences. Where significant risks are identified, schools are informed of the risks so preventive action can be initiated. In addition, training and resources are provided to help reduce or eliminate the risks. Schools are also asked to investigate all incidents and implement corrective action. It must always be assumed that all incidents are preventable.

How do I complete the Form?
Appendix B describes each field on the Form in more detail to help you if you have any questions. In addition, Appendix C provides definitions of some of the important terms. Please use only one Form per person and complete all sections. Make sure you print clearly and legibly. It is not necessary to submit other information such as insurance forms along with the Incident Reporting Form.
What are the most common mistakes people make in completing the Form?

- Not checking the box for Injured Person Sent to Doctor or Hospital (It must be one or the other for it to be reportable.);
- Not checking the appropriate box for Career Cluster (The Career Cluster refers to the area of vocational-technical education, career orientation or structured learning experience related to the incident.);
- Checking the Career Cluster box for Education and Training Services because the incident occurred in a school;
- Not checking the box for Degree of Injury at Time of Awareness;
- Not filling in the date and time of the incident;
- Providing a narrative that is insufficient to determine what happened;
- Leaving the Corrective Action area blank or writing A not applicable; and
- Not obtaining all of the information needed to complete the Form.

Am I required to report an incident anywhere else?

Other reporting requirements that may also apply. If the person injured or suffering an illness is not a student and the injury or illness resulted from work, it may need to be recorded on the NJOSH 300 log if the person is a public employee or the OSHA Form 300 if the person is a private employee. The New Jersey Department of Health and Senior Services (NJDHSS) also require the reporting of work-related injuries in children under 18 that are treated by a physician or advanced practice nurse. This would include students in both paid and unpaid school-based structured learning experiences. In addition, you may be required to complete insurance related forms and other internal reporting requirements.

Am I required to do anything in addition to reporting an incident?

Regardless of the nature and severity of the incident, in addition to completing the incident reporting form the incident must be investigated.
### APPENDIX A

Incident Reporting Form for Vocational-Technical Education Programs and Structured Learning Experiences

<table>
<thead>
<tr>
<th>INCIDENT REPORTING FORM FOR VOCATIONAL-TECHNICAL EDUCATION PROGRAMS AND STRUCTURED LEARNING EXPERIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incident Reporting Form Guidance Manual B Appendix A (May 2008)</strong></td>
</tr>
</tbody>
</table>

**Incident Reporting Form for Vocational-Technical Education Programs and Structured Learning Experiences**

1. **Incident Reporting Form**
2. **Incident Description**
3. **Incident Details**
4. **Incident Follow-up**

**Incident Reporting Form**

- **Incident Date**
- **Incident Location**
- **Incident Description**
- **Incident Follow-up**

**Incident Details**

- **Incident Type**
- **Incident Class**
- **Incident Subclass**
- **Incident Code**

**Incident Follow-up**

- **Incident Follow-up**
- **Incident Resolution**
- **Incident Reporting**

**Incident Reporting**

- **Incident Reporting Responsibility**
- **Incident Reporting Format**
- **Incident Reporting Frequency**

**Incident Resolution**

- **Incident Resolution**
- **Incident Resolution Timeline**
- **Incident Resolution Follow-up**
### APPENDIX B

Field Descriptions for the Incident Reporting Form for Vocational-Technical Education Programs and Structured Learning Experiences

**SCHOOL DISTRICT INFORMATION**

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>County:</td>
<td>Name of County</td>
</tr>
<tr>
<td>CO:</td>
<td>County Code. A complete list codes is available at <a href="http://www.state.nj.us/njded/directory/">http://www.state.nj.us/njded/directory/</a></td>
</tr>
<tr>
<td>District:</td>
<td>Name of District</td>
</tr>
<tr>
<td>DIST:</td>
<td>District Code. A complete list of codes is available at <a href="http://www.state.nj.us/njded/directory/">http://www.state.nj.us/njded/directory/</a></td>
</tr>
<tr>
<td>School:</td>
<td>School name and code. A complete list of codes is available at <a href="http://www.state.nj.us/njded/directory/">http://www.state.nj.us/njded/directory/</a></td>
</tr>
</tbody>
</table>

**I. INCIDENT INFORMATION**

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Person Injured</td>
<td>Name of person injured</td>
</tr>
<tr>
<td>B. Male or Female</td>
<td>Sex of person injured</td>
</tr>
<tr>
<td>C. Student, Staff or Other</td>
<td>Position held by person injured B Specify other if applicable</td>
</tr>
<tr>
<td>D. Incident Took Place</td>
<td>Location where person was injured B At School; At Job Site; or during Travel to/from Job Site</td>
</tr>
<tr>
<td>E. Injured person sent to</td>
<td>Person or location where treatment was provided B Doctor or Hospital</td>
</tr>
<tr>
<td>F. Grade</td>
<td>Grade of person injured K-6; 7; 8; 9; 10; 11; 12 or Adult</td>
</tr>
<tr>
<td>G. Age</td>
<td>Numeric age of person injured</td>
</tr>
<tr>
<td>H. Did incident occur on school property?</td>
<td>Location of incident B Yes or No</td>
</tr>
<tr>
<td>I. Actual hours in school on day of injury</td>
<td>Complete only if incident occurred off school property</td>
</tr>
<tr>
<td>J. Actual hours at work on day of injury</td>
<td>Complete only if incident occurred off school property</td>
</tr>
<tr>
<td>K. Type of Business Location</td>
<td>Complete only if incident occurred off school property, name of employer/business and address</td>
</tr>
<tr>
<td>L. Student Job Title</td>
<td>Complete only if incident occurred off school property, Job Title of student at worksite</td>
</tr>
</tbody>
</table>
## II. TYPE OF VOCATIONAL-TECHNICAL EDUCATION PROGRAM/STRUCTURED LEARNING EXPERIENCES

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Career Cluster (one only)</td>
<td>Career cluster associated with the incident. One of these must be checked. Do not check Education &amp; Training Services unless the person is involved in a vocational-technical education program, career orientation course or structured learning experienced associated with this cluster. See Glossary for definitions.</td>
</tr>
<tr>
<td>C. Enrollment in CIP Code</td>
<td>Total number of students enrolled in CIP related to injury or illness in your district</td>
</tr>
<tr>
<td>D. Structured Learning Experience (one only)</td>
<td>If applicable, the structured learning experience associated with person receiving injury or illness</td>
</tr>
<tr>
<td>E. Did incident involve student with IEP?</td>
<td>Indicate if person injured or suffering illness was on an Individualized Education Program (IEP)</td>
</tr>
</tbody>
</table>

## III. DESCRIPTION OF INJURY

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Part of Body Injured</td>
<td>Parts of body involved in injury or illness; mark as many as apply</td>
</tr>
<tr>
<td>B. Apparent Nature of Injury</td>
<td>Nature of injury or illness; mark as many as apply</td>
</tr>
<tr>
<td>C. Cause of Injury</td>
<td>Cause of injury or illness; mark as many as apply</td>
</tr>
<tr>
<td>D. Degree of Injury</td>
<td>Severity of injury or illness; mark only one (see definitions)</td>
</tr>
<tr>
<td>E. Personal Protective Equipment</td>
<td>Use of personal protective equipment at time of incident □ Yes or No; If yes, describe personal protective equipment used</td>
</tr>
</tbody>
</table>
**IV. DATE AND TIME OF INCIDENT**

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Numeric representation of month from 1 to 12</td>
</tr>
<tr>
<td>Day</td>
<td>Numeric representation of day of month from 1 to 31</td>
</tr>
<tr>
<td>Year</td>
<td>Year of incident</td>
</tr>
<tr>
<td>Hour</td>
<td>Hour when incident occurred from 1 to 12</td>
</tr>
<tr>
<td>Minute</td>
<td>Minute when incident occurred from 1 to 60</td>
</tr>
<tr>
<td>AM/PM</td>
<td>Self explanatory</td>
</tr>
</tbody>
</table>

**V. NARRATIVE**

Briefly describe the incident, including surrounding conditions, actions, and the tools and equipment involved. Please include additional pages if more narrative space is needed. Sufficient detail should be provided to give a clear picture of what happened.

**VI. CORRECTIVE ACTION TAKEN**

Describe what measures have been taken to correct the conditions leading to the incident. It is assumed that every incident can be prevented. Every incident should be investigated and the root cause of the incident identified and corrected. The root cause is the one single event that caused the incident and should have been prevented. Not applicable (N/A) or blank is not an acceptable response. Possible corrective actions include providing education, repairing faulty equipment, using proper personal protective equipment, securing the environment, etc.

**VII. REPORT COMPLETED BY**

Self-explanatory
Appendix C
Glossary

Agriculture & Natural Resources Career Cluster (Agriculture, Food and Natural Resources): The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources. The following is a partial list of occupations that fall under this cluster: agriculture/farming; agricultural mechanics; agricultural technology; animal husbandry; crop production; environmental technology; food production; food processing and technology; greenhouse management; landscaping; natural resource occupations; nursery management; turf management; and veterinary technicians.

Apprentice training (N.J.A.C. 6A:9-2.1, NJDOE) means an employer-sponsored training program in which apprentices learn a skilled trade or technical occupation that is clearly identified and commonly recognized throughout an industry, and that is customarily learned in a practical way through a structured, systematic program of on-the-job supervised training. Apprentice training involves manual, mechanical or technical skills and knowledge that requires a minimum of 2,000 hours of on-the-job work experience, with the precise number of hours depending on the complexity of the occupation, and requires related theoretical instruction to supplement the on-the-job training. Apprentice training programs are registered with the New Jersey Department of labor and Workforce Development and the U.S. Department of Labor, Bureau of Apprenticeship and Training, in compliance with 29 CFR 29.29 and 29.30.

Arts & Communications Services Career Cluster (Arts, A/V Technology & Communications): Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism and entertainment services. The following is a partial list of occupations that fall under this cluster: arts, A/V technology & communications; graphic communications; general dance; commercial & advertising art; commercial photography; cinematography & film/video production; communications technology; printing; and visual & performing arts.

Business & Administrative Services Career Cluster (Business, Management & Administration): Business management and administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy. The following is a partial list of occupations that fall under this cluster: accounting technology/technician & bookkeeping; administrative assistant & secretarial science; general office occupations & clerical services; and entrepreneurship/entrepreneurial studies.

Career orientation education *(N.J.A.C. 6A:9-2.1, NJDOE)* means programs which assist students to clarify career goals, explore career possibilities, develop employability skills and make the transition between school and work.


Construction Career Cluster *(Architecture & Construction)*: Careers in designing, planning, managing, building and maintaining the built environment. The following is a partial list of occupations that fall under this cluster: air conditioning and refrigeration; brick & stone masonry/tile setting; building maintenance; cabinet making/millwork; carpentry; custodial training; construction technology; drywall taping and finishing; drafting and design technology; electrical trades electricity; electronics; glazing; heating, ventilation, air conditioning and refrigeration; heating and ventilation; millwrights; mason; painting and decorating; plumbing and pipefitting; stationary engineering; sheet metal work; upholstering; and welding.

Cooperative Education *(N.J.A.C. 6A:19-1.2, NJDOE)* means a component of a vocational-technical education program by which individuals receive work-based instruction through written cooperative arrangements between a district and employers. This instruction may include required academic courses and related vocational and technical education instruction, by alternation of study in school with paid employment in an occupational field. Such alternation shall be planned and supervised by the district and employer so that each contributes to the education and employability of the individual.

County Code means a two-digit numeric code assigned by the New Jersey Department of Education unique to each county in the State. A complete list of school districts, district codes, county codes and school codes is available on the New Jersey Department of Education Website at [http://www.state.nj.us/njded/directory/](http://www.state.nj.us/njded/directory/)

Course *(N.J.A.C. 6:19-1.2, NJDOE)* means an organization of subject matter and related learning experiences designed to meet a vocational objective provided for the instruction of pupils on a systematic basis, usually for a predetermined period of time.
**District Code** means a four-digit numeric code assigned by the New Jersey Department of Education unique to each school district in the State. A complete list of school districts, district codes, county codes and school codes is available on the New Jersey Department of Education Website at [http://www.state.nj.us/njded/directory/](http://www.state.nj.us/njded/directory/)

**Education and Training Services Career Cluster**: Planning, managing and providing education and training services and related learning support services.

**Financial Services Career Cluster**: Planning, services for financial and investment planning, banking, insurance, and business financial management.

**Health Services Career Cluster (Health Sciences)**: Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development. The following is a partial list of occupations that fall under this cluster: certified nurse aid; dental assisting; emergency medical technicians; medical assisting; medical laboratory technicians; ophthalmic medical assisting; nursing assistants; phlebotomist/venipuncture technicians; practical nursing; surgical technologists; home health aide/home attendant; and veterinary/animal health technology/technician & veterinary assistant.

**Hospitality & Tourism Career Cluster**: Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services. The following is a partial list of occupations that fall under this cluster: baking; building maintenance; chef preparation; cook/food prep; culinary arts; custodian; food preparation and services; and laundering, cleaning and pressing.

**Human Services Career Cluster**: Preparing individuals for employment in career pathways that relate to families and human needs. The following is a partial list of occupations that fall under this cluster: family & consumer sciences/human sciences; housing & human environments; adult development & aging; child care & support services management; human development, family studies & related services; consumer service technology; family & consumer sciences/human sciences; job seeking/changing skills; and career exploration/awareness skills.

**Incident** means an injury or illness resulting from school-sponsored activities. The incident is reportable if the incident requires treatment by a physician and is associated with any of the following: a vocational-technical education program, a vocational-technical education course, a career-orientation course, a structured learning experience on or off school property; and travel to and from any off-premises training sites.

**Individualized Education Program (IEP)** (*N.J.A.C. 6A:14-1.3, NJDOE*) means a written plan developed at a meeting according to *N.J.A.C. 6A:14-2.3(i)2* which sets forth present levels of
performance, measurable annual goals and short-term objectives or benchmarks and describes an integrated, sequential program of individually designed instructional activities and related services necessary to achieve the stated goals and objectives. This plan shall establish the rationale for the student’s educational placement, serve as the basis for program implementation and comply with the mandates set forth in this chapter.

**Information Technology Services Career Cluster:** Building linkages in IT occupations framework: For entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services. The following is a partial list of occupations that fall under this cluster: digital communications & media/multimedia; prepress/desktop publishing & digital imaging design; computer programming/programmer; web page, digital/multimedia & information resources design; computer systems networking & telecommunications; and telecommunications technology/technician.

**Internship** (*N.J.A.C. 12:56-18.1, NJDOL*) means a program of study for a student which includes supervised practical training. **NOTE:** Internships may be paid or unpaid structured learning experiences and may occur in hazardous and non-hazardous occupations, as per NJDOE and NJDOL requirements.

**Job Shadowing** (*N.J.A.C. 12:56-18.1, NJDOL*) means the process by which a student determines by observation, interview and study the pertinent information related to an occupation. Information can include such factors as qualifications for employment, functions performed, necessary skills and knowledge, equipment and material used, and physical demands and working environment.

**Legal and Protective Services Career Cluster:** Planning, managing, and providing legal, public safety, protective services, homeland security, including professional and technical support services. The following is a partial list of occupations that fall under this cluster: emergency medical technicians; fire science; law enforcement; criminal justice/police science; security & loss prevention services; and security & protective services.

**Logistics, Transportation & Distribution Services Career Cluster (Transportation, Distribution and Logistics Services):** Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance. The following is a partial list of occupations that fall under this cluster: aircraft technology; automotive technology; aviation and instrumentation; custodian; collision repair technology; diesel mechanic; distribution & logistical services; electronics technology; heavy duty equipment technology; highway technology; marine trades technology; small engine technology; transportation, distribution & logistics; heavy equipment maintenance technology/technician; and autobody/collision & repair technology/technician; and automobile/automotive mechanics technology/technician.

**Manufacturing Career Cluster:** Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support
activities such as production planning and control, maintenance and manufacturing/process engineering. The following is a partial list of occupations that fall under this cluster: apparel and textile production; assembly machine operators; audio/visual equipment repair; computer integrated manufacturing systems; electronics trades; electrical trades; laundering, cleaning and pressing; machine shop; maintenance mechanics; office machine repair; sheet metal technology; stationary engineering; tool and die making; upholstering; and welding.

**Non-disabling** means an injury or illness that does not result in any permanent or temporary disability and the person injured or suffering an illness can continue to do all activities associated with school or work. The person can return to classes/work immediately.

**Permanent Disability** means an injury or illness that prevents the person who is injured or suffering an illness from continuing to do all activities associated with school or work forever. The injury or illness is not reversible and the person will never recover completely.

**Personal Protective Equipment (PPE)** is equipment such as gloves, hard hat, respirator, safety glasses, face shield, etc. worn by a person to protect against exposure to a safety and/or health hazard.

**Public Administration/Government Services Career Cluster:** Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels.

**Safety and Health Designee (N.J.A.C. 6A:19-10.2, NJDOE)** is the person or persons required by regulation who is appointed by the school board to implement the approved safety and health program for the school or district. The Designee may not be the chief executive or chief administrative officer.

**School-Based Enterprise (P.L. 103-239, The School-to-Work Opportunities Act) means** [school-based activities undertaken to] assist students in developing the competencies needed to own and manage an enterprise/business. Students maintain complete and accurate records as they work at the enterprise site on a weekly basis.

**School Code** means a three-digit numeric code assigned by the New Jersey Department of Education unique to each school within a district in the State. A complete list of school districts, district codes, county codes and school codes is available on the New Jersey Department of Education Website at [http://www.state.nj.us/njded/directory/](http://www.state.nj.us/njded/directory/)

**Science Research and Technology Services Career Cluster (Scientific Research, Engineering and Technical Services):** Planning, managing, and providing scientific research
and professional and technical services (e.g. physical science, social science, engineering) including laboratory and testing services, and research and development services. The following is a partial list of occupations that fall under this cluster: chemical technology; electrical technology; electronic technology; engineering technology; instrumentation technology; laboratory technology; metallurgical technology; marine science; and power plant technology.

**Structured Learning Experience (SLE)** (*N.J.A.C. 6A:19-1.2, NJDOE*) means experiential, supervised educational activities designed to provide students with exposure to the requirements and responsibilities of specific job titles or job groups, and to assist them in gaining employment skills and making career and educational decisions. A structured learning experience may be either paid or unpaid, depending on the type of activities in which the student is involved. All structured learning experiences must adhere to applicable State and Federal child labor laws and other rules of the State Departments of Education and Labor. Structured learning experiences may include, but are not limited to: (1) Apprenticeships; (2) Community service; (3) Cooperative education; (4) Internships; (5) Job shadowing; (6) School-based enterprises; (7) Volunteer activities; (8) Vocational student organizations; and (9) Work Experience Career Exploration Program (WECEP).

**Temporary Disability** means an injury or illness that prevents the person who is injured or suffering an illness from continuing to do all activities associated with school or work for one day or more. The injury or illness, however, is reversible and the person will eventually recover completely with out any limitations for doing any future activities associated with school or work.

**Vocational student organizations** (*N.J.A.C. 6A:9-2.1, NJDOE*) means those organizations for students enrolled in vocational-technical education programs which engage in activities as integral parts of the appropriate instructional programs. Such organizations may have State and national units which complement the development of leadership and career-related competencies in vocational-technical education at the local level.

**Vocational-technical education** (*N.J.A.C. 6A:9-2.1, NJDOE*) means an organized educational program that offers a sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers in current or emerging employment sectors. It includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills of individuals. Its main purposes are to: 1) Provide individuals with the skills they need to attain economic freedom; and 2) Enhance the productivity of national, State, and local economies.

**Vocational-technical education program** (*N.J.A.C. 6A:9-2.1, NJDOE*) means a sequence of academic and vocational courses designed to provide students with the industry-based skills and
knowledge needed to gain employment in a particular occupation or career area or to pursue further education at the post-secondary level.

**Wholesale/Retail Sales and Services Career Cluster**: Planning, managing, and performing marketing activities to reach organizational objectives. The following is a partial list of occupations that fall under this cluster: cosmetology/cosmetologist; home furnishings & equipment installers; apparel & textile marketing management; appliance installation & repair; mechanics/installers/repairers technology; sales, distribution & marketing operations; and vehicle & vehicle parts & accessories marketing operations.

**Work Experience Career Exploration Program (WECEP)** (N.J.A.C. 6A:19-1.2, NJDOE) means a school-to-career or college transition program designed for at-risk students who have experienced substantial difficulties with a standard classroom environment and schedule. Pursuant to the requirements of 29 C.F.R. Part 570, the program allows for the employment of minors between the ages of 14 and 16 in a school supervised, school administered work experience program for up to 23 hours per week, when school is in session and for no more than three hours in any one day. Indicators of program success include number of participants, academic improvement, and improved attendance and retention in school beyond the age of 16.
Appendix D
Resources

U.S. Department of Labor (USDOL), Occupational Safety and Health Administration (OSHA)
1-800-321-OSHA
http://www.osha.gov

USDOL-Wage & Hour Division
Northern Office: 973-645-2279
Southern Office: 609-538-8310
http://www.dol.gov/esa/whd/

U.S. EEOC
Phone: 1-800-669-4000
http://www.eeoc.gov

National Institute for Occupational Safety and Health (NIOSH) –
Phone: 800-356-4674
http://www.cdc.gov/niosh/

Centers for Disease Control and Prevention (CDC)
Phone: 800-458-5231
http://www.cdc.gov

USDOL-OSHA Voluntary Protection Program (VPP) Region 2
Mike Levy, VPP Program Manager
Phone: 518-464-6742 x 228

Atlantic OSHA Training Center – Region 2, as part of the UMDNJ Office of Public Health Practice, Centers for Education and Training
732-235-9450
http://sph.umdnj.edu

NJ Department of Labor & Workforce Development (LWD)
1-800-397-3346
http://lwd.state.nj.us/labor/lsse

• Free On-Site Safety & Health Non-Enforcement Consultation, Public & Private Sectors
• Free Safety & Health Training Programs & Video Lending Library
• Safety & Health Achievement Recognition Program (SHARP)
• Public Employee Safety & Health (PEOSH) Complaints
• Wage & Hour Disputes, Complaints & Information, Hours of Work & Prohibited Occupations for Young Workers

NJ Department of Health & Senior Services (DHSS)
• Public Employee Health Hazard Complaints
• Requests for Free Public Sector Health Consultation, Training & Information

NJ Governor’s Occupational Safety & Health Awards Program
609-984-4738
http://lwd.dol.state.nj.us/labor/forms_pdfs/OSH-201_1107.pdf

NJ Safe Schools Program (UMDNJ-SPH) –
732-235-4988
http://www.njsafeschools.org/

Partnership For A Drug Free NJ –
201-798-7171
http://www.drugfreenj.org/

Prevent Blindness Tri-State –
800-850-2020
http://www.preventblindness.org/tristate/

NJ State Safety Council –
800-228-3834
http://www.njsafety.org

Work Environment Council (WEC) –
609-695-7100
http://www.njwec.org/

NJ Cooperative Education Coordinators Association (NJCECA)
Northern NJ contact Steve Miller at njceca@njceca.org

NJ Cooperative Education Association (NJCEA)
Southern NJ contact John Hillard at jhillard@pemb.org
http://www.njcea.com/

NJ Cooperative Education and Internship Association,
http://www.njceia.org/

NJ Violence Prevention Initiative
http://www.spannj.org/pirc/violence_prevention_initiative.htm
United States Department of Labor – OSHA NJ AREA OFFICES

U.S. Dept. of Labor - OSHA (for private and federal worksites)
http://www.osha.gov

Parsippany Area Office
Counties: Essex, Hudson, Morris and Sussex
Phil Peist, Area Director
U.S. Department of Labor – OSHA
299 Cherry Hill Road – Suite 103 – Parsippany, NJ 07054
Phone: 973-263-1003 Fax: 973-263-5502
Kris Hoffman, Compliance Assistance Specialist (CAS)

Hasbrouck Heights Area Office
Counties: Bergen and Passaic
Lisa Levy, Area Director
U.S. Department of Labor – OSHA
500 Rt. 17 South – 2nd Floor – Hasbrouck Heights, NJ 07604
Phone: 201-288-1700 Fax: 201-288-7315
Lou Lento, Compliance Assistance Specialist (CAS)

Avenel Area Office
Counties: Hunterdon, Middlesex, Somerset, Union, Warren and Staten Island
Bob Kulick, Area Director
U.S. Department of Labor – OSHA
1030 St. Georges Ave. – Plaza 35 – Suite 205 – Avenel, NJ 07001
Phone: 732-750-3270 Fax: 732-750-4737
Mike Yarnell, Compliance Assistance Specialist (CAS)

Marlton Area Office
Counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean and Salem
Gary Roskoski, Area Director
U.S. Department of Labor – OSHA
701 Route 73 South – Bldg. 2, Suite 120 – Marlton, NJ 08053
Phone: 856-757-5181 Fax: 856-757-5087
Martin Davis, Compliance Assistance Specialist (CAS)

Region 2 Compliance Assistance Specialist:
Mike Silva, CAS Ph: 732.750.3270