

New York State Department of Labor
Office Building Campus, Bldg. 12
Albany, New York 12240

NYS COMPTROLLER'S NUMBER:

ORIGINATING AGENCY CODE: 14000

CONTRACTOR (Name & Address):

Midstate Central Labor Council
109 West State Street
Ithaca NY 14850

TYPE OF PROGRAM(S):

Occupational Safety and Health
Training and Education.

CHARITIES REGISTRATION NUMBER:

56593

FEDERAL TAX IDENT. NUMBER:

161291438

MUNICIPALITY NO. (if applicable):

not applicable

INITIAL CONTRACT PERIOD:

FROM: January 1, 1996

TO: December 31, 1996

FUNDING AMT. FOR INITIAL PERIOD:

\$100,000

STATUS:

CONTRACTOR IS () IS NOT (X) A
SECTARIAN ENTITY
CONTRACTOR IS (X) IS NOT () A
NOT-FOR-PROFIT ORGANIZATION.

MULTI-YEAR TERM (if applicable)

FROM:

TO:

APPENDICES ATTACHED AND PART OF THIS AGREEMENT:

☒ APPENDIX B Budget

☒ APPENDIX D Program Workplan

☒ APPENDIX A Standard Clauses as required by the Attorney General for all State contracts.

☒ APPENDIX A1 Agency-specific Clauses

☒ APPENDIX C Payment and Reporting Schedule

☐ APPENDIX X Modification Agreement Form (to accompany modified appendices for changes in term or consideration on an existing period or for renewal periods)

☐ OTHER (Identify) _____

☐ OTHER (Identify) _____



STATE OF NEW YORK
DEPARTMENT OF LABOR
OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

CONTRACT SIGNATURE SHEET

☐ Sectarian
☒ Non-Sectarian

FUNDING SOURCE 305 / PROGRAM OSH T&E

95/96	50,000.00	6/30/96
YEAR,	AMOUNT,	LAPSE DATE
96/97	50,000.00	6/30/97
YEAR,	AMOUNT,	LAPSE DATE
YEAR,	AMOUNT,	LAPSE DATE

CHARITY REGISTRATION # OR STATUS

56593

FEDERAL I.D. #

161291438

CONTRACT NUMBER

7696

A. **CONTRACTOR** Midstate Central Labor Council Phone: 607/277-5670

Address 109 West State Street, Ithaca NY 14850

Liaison Person Chuck Wynns Phone: same

Address same

B. **NYSDOL**

Liaison Person Ed Gynn Phone: 718/797-7677

Address One Main Street, Room 881, Brooklyn, NY 11201

C. **CONTRACTOR FUNDING** \$ 100,000.00

D. **NYSDOL-NFA** \$

E. **TOTAL OBLIGATION** \$ 100,000.00

F. **CONTRACT DATES** January 1, 1996 Through December 31, 1996

G. **SUBMITTAL** FY 95/96 ☒ ORIGINAL ☐ MOD # ☐ Modification to a Planning Grant

TYPE: ☐ FORMAL ☐ IN-HOUSE (AFB) ☐ IN-HOUSE (GM)

This Action () Increases, () Decreases, () Does not Change the Amount of

Total Obligated Funds for this Contract by \$ to \$

Changes the Ending Date FROM TO

AGENCY CERTIFICATION: "In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

CONTRACTOR SIGNATURE

Ac. Davis

DATED January 22, 1996

ATTORNEY GENERAL'S SIGNATURE

DATED

NYS DEPARTMENT OF LABOR SIGNATURE

DATED

COMPTROLLER'S SIGNATURE

DATED

APPENDIX B
New York State Department of Labor
Schedule I
Budget Summary

CONTRACTOR Midstate Central Labor Council FY 1996 PROGRAM OSHTEP

EXPENSE CATEGORIES	TOTAL
1. STAFF SALARIES	\$62,743.11
2. STAFF FRINGE BENEFITS	14,281.78
3. CONTRACTED SERVICES	6,436.48
4. OTHER COSTS	16,538.63
5. TOTAL CONTRACT COSTS	\$100,000.00

APPENDIX B

Schedule I

Budget Narrative

GOALS AND OBJECTIVES

Our program is designed to reduce the incidence of work-related injury and illness among the 15,000 unionized workers in our 45 member unions and the 75,000 non-unionized workers in our Central NY region (Tompkins, Cortland, Schuyler and Seneca Counties). By educating and training workers to identify, evaluate and protect themselves against workplace hazards, and by helping form, train and improve the effectiveness of health and safety committees, we seek to empower workers to reduce workplace hazards and injuries.

I. Manufacturing Workers

Objective 1 Conduct at least two workshops for forty union and non-union manufacturing workers in Cortland on topics such as health hazards of coolants, forklift safety, and ergonomics.

Objective 2 Produce and disseminate a manual on chemical hazard substitution for manufacturing workers.

II. Nursing Home Workers

Objective 3 Conduct a back injury prevention program for nurses, LPNs and nurse aides represented by SEIU Local 200A.

Objective 4 Provide a 12-hour health and safety training program for ten union stewards at Lakeside Nursing Home, so they can function effectively as part of a health and safety committee.

III. Child Care Workers

Objective 5 Provide two hours of training for 50 employees of three day care centers on back injury prevention, bloodborne disease and hazard communication.

Objective 6 Provide a three-hour training for 20 day care center managers and supervisors on employer responsibilities under OSHA.

Objective 7 Provide a half-day training on prevention of poor indoor air quality for 20 child care providers.

IV. Office and Clerical Workers

Objective 8 Educate workers to identify and control office hazards, by producing and disseminating a **four-page, quarterly health and safety newsletter** for 2,500 union and non-union office workers.

Objective 9 Hold **indoor air quality training workshops** and provide **technical assistance** for office employees as needed.

V. School Employees

Objective 10 Educate school employees to identify and control the hazards in their work environment, by producing and disseminating **three issues of a four-page health and safety newsletter** for 5,500 school employees.

VI. Service and Maintenance Workers

Objective 11 Provide technical assistance to support the **continued development of the UAW 2300 Health and Safety Committee and Ergonomics committees.**

Objective 12 Provide **four training workshops as needed** for various categories of service and maintenance workers represented by UAW 2300.

VII. Workers at Risk of Repetitive Strain Injury

Objective 13 Assist the Labor-Management Committee at SUNY-Cortland to carry out a **repetitive strain injury prevention program for 100 workers**, training them about the symptoms, sources and ways to control RSI.

Objective 14 Conduct a **RSI prevention program for 20 postal workers**, including a workshop and workplace inspection.

VIII. Workers at Risk of Back Injury.

Objective 15 Conduct **back injury prevention programs** as needed.

IX. General Workforce

Objective 16 Hold **three 2-hour training workshops** for the

general workforce, on such topics as workplace violence, workers compensation, pesticide hazards and ergonomics.

Objective 17 Act as a **resource and referral service** for individual workers and unions, responding to an estimated 350 requests for information or assistance during the year.

Objective 18 Maintain and further develop a **health and safety resource center**, including print, video and CD-Rom materials for use by workers in our region. Make this resource available through publicity in MCLC publications, area newspapers, etc.

Objective 19 Provide **information on important health and safety concerns on a regular basis for publication** in the MCLC newspaper, in other union newsletters, the local media and in publications oriented toward African-American, Asian and Latino communities.

Objective 20 **Liaise with labor, health, environmental and other groups**, including the Central NY Occupational Health Clinical Center (CNYOHCC), Central NY Committee on Occupational Safety and Health (CNYCOSH), Citizen Environmental Coalition (CEC), the statewide MCS (Multiple Chemical Sensitivity Illness) Task Force, and the Chemical Hazard Information Program (CHIP).

Objective 21 Provide **technical assistance** in Health and Safety Committee development and hazard abatement to member unions on an as-needed basis.

II. Nursing Home Workers

1. Back Injury Prevention

IMPLEMENTATION AND OUTCOMES

I. Manufacturing Workers

1. Training Workshops

Two two-hour workshops are planned with an expected attendance of twenty at each. Each workshop will follow a participatory model, emphasizing hands-on practice, small group activities and the use of audio-visual aids. They will take place at the Cortland American Legion Hall, a site we have used in the past. Using the media, Union communication channels and other means,

participants will be drawn from both unionized and non-unionized manufacturing plants in the Cortland area.

Each workshop will cover a different subject area, with health hazards of coolants, forklift safety, and ergonomics being already identified as priority issues, from which to choose. Each workshop will train workers to identify workplace hazards and unsafe behavior, and to use regulatory or other approaches to eliminate the hazards.

In addition to our own training staff, we will utilize assistance from CNYOHCC and the UAW Health and Safety Department. The unions representing workers in manufacturing in Cortland will provide in-kind services and outreach to their members; we will coordinate outreach to other manufacturing worksites.

2. Chemical Hazard Substitution

Working with UAW 1326 we will produce and disseminate a 40-page manual for manufacturing workers, providing a step-by-step guide on researching and providing alternatives to hazardous chemicals (chemical hazard substitution).

A considerable part of the research for this project has already been done on an in-kind basis by Karen Schlanger of the University of North Carolina School of Public Health. Some additional technical assistance is needed to finalize the work, whereupon we will print and disseminate the manual to manufacturing unions and workers throughout the State. UAW 1326 will be responsible for printing and dissemination; MCLC will be responsible for finalizing the text and design of the manual. We will seek assistance from the UAW International and the NYS AFL-CIO for distribution.

II. Nursing Home Workers

3. Back Injury Prevention

We propose a program which specifically targets the extremely high incidence of musculoskeletal injury among nurse aides. The first component of this program is a worksite analysis to identify specific workplace stressors or risk factors which are contributing to the high incidence of these injuries, and suggest appropriate controls. This analysis will be conducted by Joan Goldwyn, a licensed physical therapist with extensive experience working in health care settings, including nursing homes. Ms. Goldwyn has conducted some six similar worksite inspections as part of our ongoing back injury prevention program. This inspection will form the basis of a short report with recommendations to the Union and management.

The second component of this program is a one hour training

clinic for employees to educate them about the causes and prevention of back injury, including training in correct lifting techniques. Four clinics are planned, to take place at the worksite at convenient times, and including about 30 nurse aides, nurses and LPNs at each.

While the recommendations for workplace change are a critical element in an effective back injury prevention program, they will require a labor-management dialogue. We have found, however, that the clinics alone have an impact on promoting safer work practices and habits.

4. Health and Safety Committee Development - Lakeside Nursing

We propose a program of **training and education aimed at establishing a workplace health and safety committee** at Lakeside. Our objectives are to:

- * provide a twelve-hour health and safety rep training program for ten union members, who will form this committee;
- * establish a health and safety committee, hold at least six meetings, and begin planning further training;
- * assist the health and safety committee to establish a productive relationship with management, so that needed programs and changes can be implemented;
- * provide technical assistance and support, as needed, to the committee.

The health and safety rep training is the key component of this program. We propose six 2-hour sessions to take place at the facility, and emphasizing hands-on exercises, a participatory methodology and audio-visual aids. Training expertise and resources will be drawn from MCLC, CNY Occupational Health Clinical Center, and SEIU. The sessions will adhere to the following outline:

I. Introduction: The Health and Safety Rep

II. Identifying and Evaluating Hazards

III. Methods of Controlling Hazards

IV. Getting Action: Dealing with Management

V. Getting Action: Using OSHA

VI. Getting Action: The Health and Safety Committee

The aim is to train workers about the methods of identifying and controlling hazards, working with management to reduce hazards, and maintaining an ongoing and effective health and safety committee.

III. Child Care Workers

5. Hazard Awareness for Workers

One-hour training programs will be developed and presented on site at each of the three largest centers. Training will emphasize a participatory methodology, audiovisual aids, group discussion and hands-on exercises. Participants will be the staff at each of the target centers. Training expertise will be provided by MCLC health/safety training staff (hazard communication), the Central NY Occupational Health Clinical Center (infection control), and Joan Goldwyn, P.T. (back injury prevention). Workers will be trained to identify the hazards in each area, as well as learning how to protect themselves. Two hours (2 modules) of training will be provided at each Center. An outline of each training module follows.

Hazard Communication: Toxic materials in the day care environment, their hazards, controlling these hazards, legal requirements.

Infection Control: Airborne and bloodborne infections, controls, universal precautions.

Back injury prevention: How the back works, causes of low back pain and back injury, proper lifting techniques.

6. Employer Training

A half-day workshop will take place at the Day Care Council offices, and be primarily for 20 Center directors and supervisors. Training expertise will be provided by MCLC. Topics covered will include overview of health and safety issues in a day care environment; government safety regulations and requirements for training and controls; bloodborne pathogens; hazard communication. A participatory methodology will be employed.

7. Indoor Air Problem Prevention Training

This three-hour workshop will take place at Tompkins Cortland Community College. The Day Care Council will advertise and communicate the availability of this training to all day care employees and home care providers. The workshop will emphasize a

participatory methodology, audiovisual aids, group discussion and hands-on exercises. Training expertise will be provided by MCLC staff and the Central NY Occupational Health Clinical Center. The following is an outline of the workshop.

I. Introduction: Sick Building Syndrome and Building-Related Illness

II. Causes of air quality problems

III. Responding to and controlling air quality problems

IV. A case study exercise

IV. Office and Clerical Workers

8. Health and Safety Newsletter for Office Workers

We plan to produce and distribute four issues, 2,750 copies each, of FYI: A Health and Safety Newsletter for Office Workers. About half of the total copies are mailed or distributed to non-union employees. It has proven to be extremely popular and a very valuable and cost effective way to get critical health and safety information to large numbers of workers, many of whom have no union representation. In this way we can reach much larger numbers of workers than we could with more traditional training programs. The main objective of FYI is to educate office employees about work-related hazards, so they are better able to identify the hazards, the ways they can be controlled, and other sources of information and help.

FYI is not only a unique source of easily accessible and usable health and safety information for office workers. It also allows groups of office workers in disparate workplaces to network among each other. The networking occurs not only because information on different workplaces is included in FYI, but also because it is produced through the collective effort of a number of office workers, working with MCLC staff. Staff and volunteers join to write and design each issue of FYI, using desktop publishing software.

Subject areas span the range of topics impacting on worker safety and health. Future topics include hazard communication requirements for office workers; VDTs and vision safety; building-related illness; multiple chemical sensitivity and others.

Office workers have no other source for the information provided in this newsletter. Because of **its uniqueness and value**, we will continue efforts to make FYI available to other unions, COSH groups, occupational health clinics and other organizations around the State that are interested in distributing it to groups of office and clerical workers.

This innovative program was developed out of our six years experience working on office worker health and safety issues, and our close connection with member unions representing these workers. We now have a number of years experience publishing this and other newsletters.

9. Indoor Air Problem Prevention Program

We will provide **indoor air quality workshops** as needed for office workers. In addition we will provide technical assistance to these workers **to help identify and reduce IAQ hazards in their work environments**. The purpose of the workshops is to train employees about how they can better understand the problems they are experiencing and the ways of improving air quality.

The half-day indoor air quality workshops will be modeled after one we conducted last year, and make use of our additional experience providing shorter presentations on this topic. The objectives of these training workshops are:

- * to provide participants with information on analyzing and remedying office air quality problems;
- * to give participants hands-on experience with office HVAC systems;
- * to facilitate communication and problem-solving among the workforce at each site;
- * to support efforts to form health and safety committees and other mechanisms to provide more effective mechanisms for working with management to improve workplace health and safety conditions.

Participants will be identified by the Unions and through publicity. Training will occur at worksite facilities which are readily available in each location. Hands-on exercises, a participatory methodology and audiovisual aids are the main ways that education and information will be disseminated to participants.

We conduct this training "in-house," with assistance where necessary from the staff of the CNY Occupational Health Clinical Center in Syracuse. It may be possible, as in the past, to make this a joint project with the American Lung Association of Central NY. Workers have no alternative source for this training.

In addition to the indoor air quality training workshops, we will provide technical assistance to the unions involved, to help them assess the problems, their causes and reasonable controls. This will provide critical and otherwise unavailable information not only for the workers but also for management. In the past,

we have relied on technical staff from the Central NY Occupational Health Clinical Center (industrial hygienist) to provide this assistance. He will conduct an inspection, air sampling if indicated (such as carbon dioxide measurements; more complex sampling is often not necessary in office air quality problem situations), provide a report with recommendations.

V. School Employees

10. Health and Safety Newsletter for School Employees

The four counties served by our central labor council include about 15 unions representing approximately 3,500 K-12 school employees. There are, in addition, a large number of non-unionized day care center and other school employees within our jurisdiction. None of these school employees, whether union or otherwise, have a regular source of information and education on health and safety issues affecting themselves. This is our objective in publishing FYI: A Health and Safety Newsletter for School Employees.

With assistance from a volunteer group of school employees, and using our extensive experience producing newsletters, **we will produce three issues of a four-page quarterly health and safety newsletter for school employees.** Working with the unions and county day care councils, we will **distribute this to 5,000 school employees.** Working with PTA councils in the various school districts, we will seek also to distribute this newsletter to parents, a group that has a critical interest in school safety and health, with an estimated 500 parents receiving it.

Most of the people getting this newsletter have very little information relating to school health and safety, so this will be a critical resource to them, and is the main objective in publishing it. The newsletter, in addition, will serve to link school employees from all the districts and unions in our region, thus providing a health and safety network that is sure to provide important benefits in the future.

We have already produced three issues of this health and safety newsletter (under our 1994-95 OSHTEP project). Topics covered include indoor air quality, workplace violence, art and craft hazards in the schools, carbon dioxide testing, pesticides, and the high rate of breast cancer among teachers. Future topics include: lab safety, radon, asbestos in schools, electromagnetic fields, safety issues for school bus drivers.

Because MCLC already produces FYI, we have some infrastructure in place: the necessary computer skills and equipment; experience in writing, graphics and desktop publishing; contacts with printers; understanding about distribution; a clear idea of costs and time. We expect to liaise with the following for addi-

tional support: Center for Safety in the Arts, NYSUT, CSEA, UFT, NEA, CNYOHCC, CNYCOSH, national and state PTA groups, NYS Department of Education, CHIP, Healthy Schools Network.

VI. Service and Maintenance Workers

11. Committee Development

Technical Assistance will be provided to the ten-member UAW 2300 Health and Safety Committee and the three UAW 2300/Cornell ergonomics committees in the dining halls. This technical assistance will be in the form of ongoing assistance to the committees (all composed of full-time workers) to ensure their continued development and optimal functioning.

12. Training Workshops

A series of four training workshops will be provided for varied workgroups among the 1,200 members of UAW 2300. Among the targeted workgroups are food service workers (ergonomics), cashiers (ergonomics, stress), agricultural workers (machinery safety, pesticides), hotel chambermaids (workplace violence, chemicals), homeless shelter workers (air and blood borne disease), non-native English speaking workers (primarily southeast Asians).

Each workshop will be 2 hours and will utilize audiovisual aids, hands-on exercises and a participatory methodology. The following general outline will be adhered to:

- I. Introduction
- II. Identification and discussion of common health and safety hazards affecting workgroup members
- III. In depth focus on one or two specific hazards
- IV. Strategies and approaches to reduce or eliminate the hazards.

In addition to our own staff, training expertise will be sought from the UAW Health and Safety Department (Detroit), CNYOHCC, NYCAP, CHIP and others, as needed.

VII. Workers at Risk of Repetitive Strain Injury

13. Repetitive strain injury prevention program, SUNY

Workshops will be provided in conjunction with the SUNY-Cortland labor-management health and safety committee. Each workshop will run three hours, be held at a suitable location on campus, and include about 25 participants, all office, clerical, administrative and faculty employees who use VDTs for a significant part of their day. The workshops will emphasize a partici-

patory methodology, audiovisual aids, group discussion and hands-on exercises. Training expertise for the workshops will be drawn from SUNY-Cortland staff (Environmental Health and Safety), the CNY Occupational Health Clinical Center (Medical and industrial hygiene staff), as well as from MCLC. Training facilities, equipment, refreshments and outreach will be provided by management and the unions as an in-kind contribution.

The objective of the workshops is to train workers to be aware of the symptoms and risk factors involved in RSI, and the work practices and conditions that best prevent its onset. Each workshop will adhere to the following outline.

I. RSI Awareness - increase awareness of what RSI is, the symptoms of RSI, the physical limitations that RSI can cause and various types of RSI.

II. Risk Factors - increase awareness of RSI risk factors, and of work practices that minimize RSI risk.

III. Preventing RSI - the importance of early reporting of problems, making basic workstation and work practice changes, and the role of medical monitoring.

IV. Conclusion.

14. RSI Prevention Program for Postal Workers

We propose to conducting a 3-hour program to train postal workers represented by APWU 1151 to identify the risk factors in the Post Office contributing to RSI problems and the most effective methods to control or reduce the risks. The workshop outline will be similar to that provided under Objective 15 (see above), and will also be based on a participatory methodology, including group discussion, audio-visual aids and hands-on exercises. The training will take place as part of one of the Union's regular monthly meetings (specially extended to 3 hours). Room, refreshments and outreach to the membership will be provided as an in-kind contribution by APWU.

Prior to the training we will conduct a 2-hour hazard assessment of the facility in collaboration with the Union and facility management. The purpose will be to identify risk factors in the workplace, provide a series of recommended controls to the Union and management, and to provide appropriate case material for the training program. Technical assistance for both the training and assessment will be drawn from CNYOHCC medical and industrial hygiene staff, complementing our own Trainers.

VIII. Workers at Risk of Back Injury

15. Back Injury Prevention Programs

Our back injury prevention program involves two components: first, **a walkthrough or inspection and/or survey of the workplace to identify the incidence and sources of back injury** and to develop suggestions for improved workplace design; second, **a training clinic for employees** to educate them about the sources, symptoms and prevention of back injury.

We have been conducting back injury prevention clinics for three years now, with over ten clinics conducted. We plan to continue contracting with a physical therapist, Joan Goldwyn, to carry out this activity. Ms. Goldwyn has proven to be an outstanding trainer whose programs are highly evaluated by participants. We will provide these in 1996 on an as-needed basis.

IX. General Workforce

16. Training Workshops

We will hold **three two-hour training workshops** for the general workforce. Topics will be chosen from the following, or others that may be identified:

- Cadmium hazards and regulations
- Pesticide hazards
- Health effects of "low levels" of chemicals in the workplace
- The ADA: What workers need to know
- Workplace violence and what we can do
- How to inspect your workplace
- Reproductive hazards in the workplace
- Supporting HIV-positive workers - what unions and co-workers need to know
- Dealing with Workers Compensation
- Infectious Disease Prevention
- Ventilation System ABC's
- Ergonomics

Our target audience varies from workshop to workshop, but in each case the focus is on the general workforce, both unionized and non-unionized. We advertise the training as widely as possible, using our mailing list, member unions, our publications and the local media. **We expect 20 participants in each workshop for a total impact of 80 individuals.** Workshops will be held at union meeting halls, university facilities, or our own meeting room. Outside assistance will be sought, as needed, from CNYOHCC, CHIP, local attorneys, or others.

17. Provide Access to Health and Safety Information to the General Workforce (Objectives 17-21)

The methods we will use beyond our training workshops to provide access to health and safety information to the general workforce and health and safety committees are varied. They include:

- a) maintain, further develop and publicize our **health and safety resource center**;
- b) provide a **information and referral service** to individual workers and unions;
- c) through **Health and Safety Bulletins, MCLC publications, other union newsletters, the local media, and publications targeting Minority groups**, provide information on important health and safety concerns on a regular basis (in addition to our health and safety newsletters, discussed above, we send out occasional Bulletins to over 1,000 workers and MCLC publishes a bimonthly newspaper for 6,000 workers which carries a Health and Safety page in each issue). These periodic articles are an extremely cost-effective way to educate thousands of workers who read these publications about health and safety issues. We will initiate a program to identify and target publications directed at African-American, Latino and Asian-American communities for information and education on occupational safety and health.
- d) commemorate Workers Memorial Day in a way that **educates as many workers** as possible about workplace health and safety hazards;
- e) maintain effective **liaison with labor, health, environmental and other groups**, including CNYOHCC, CNYCOSH, Citizens Environmental Coalition (CEC), the state-wide MCS Task Force, NYCAP, CHIP. This serves to share resources and avoid costly duplication of education and training services.

Evaluation

We will evaluate contract performance by our success in meeting the specific training objectives or project outcomes specified in the contract, including providing hazard training for 40 manufacturing workers; back injury prevention training for 100 nursing home workers; hazard communication, infection control and back injury prevention training for 50 child care workers; indoor air quality problem prevention training for 20 child care providers; basic health and safety information for 20 day care

STATE OF NEW YORK
DEPARTMENT OF LABOR
OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

center employers; hazard training for 80 service and maintenance workers represented by UAW 2300; RSI prevention training for 100 SUNY-Cortland employees; RSI prevention training for 15 postal workers; hazard training workshops for 60 workers from the general workforce; regular (quarterly) information and education on health/safety hazards for 2750 office workers (through FYI-Office); regular (3 issues) information and education on health/safety hazards for 5500 school employees and parents (through FYI-Schools); providing resource and referral services to 250 workers; providing training and helping establish a health/safety committee for workers at Lakeside Nursing Home.

		E		TRAINING	
1. SALARY & BENEFITS	From Detail Budget Page 1	562,743.11			
2. TRAVEL	From Detail Budget Page 1	34,381.76			
3. SUPPLIES & SERVICES	From Detail Budget Page 1	5,436.48			
4. OTHER	From Detail Budget Page 1	16,532.43			
5. EMPLOYMENT AGENCIES & FRANCHISES	From Detail Budget Page 1				
6. ALLOWANCES	From Detail Budget Page 1				
7. TOTAL FUNDED COSTS		\$619,093.78			
8. TOTAL IN-KIND MATCHING FUNDS					

STATE OF NEW YORK
DEPARTMENT OF LABOR
OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

Schedule II
DETAIL BUDGET COST SUMMARY

CONTRACTOR Midstate Central Labor Council CONTRACT DATES 1/1/96 THRU 12/31/96

A	B	C	D	E
EXPENSE CATEGORIES	TOTAL	ADMINISTRATION	PARTICIPANT SUPPORT	TRAINING
1. STAFF SALARIES From Detail Budget Page 1	\$62,743.11			
2. STAFF FRINGE BENEFITS From Detail Budget Page 1	14,281.78			
3. CONTRACTED SERVICES From Detail Budget Page 3	6,436.48			
4. OTHER COSTS From Detail Budget Pages 4, 5, 6, 7, 8, 9	16,538.63			
5. PARTICIPANT WAGES & FRINGE BENEFITS From Detail Budget Page 6 Items J. K				
6. ALLOWANCES From Detail Budget Page 7 Items L				
7. TOTAL FUNDED COSTS	\$100,000.00			
8. TOTAL IN-KIND MATCHING FUNDS				

DETAILED BUDGET PAGE (4)

Educational Materials

Various books, manuals, subscriptions, films, and CD-Rom discs will be purchased. These will include standard occupational safety and health materials, manuals to be used for training, subscriptions to publications necessary to facilitate the production of newsletters and the development of our resource center, and materials for use in educating workers and the public on occupational safety and health issues. Videos will be rented or purchased for use in training programs.

Subtotal: \$ 750.00

DETAILED BUDGET PAGE (5)

Office Equipment

Expansion of staff positions plus the rapid obsolescence/disrepair of existing equipment creates a need to purchase computer hardware, specifically a 486 or Pentium desktop computer (\$1,500) and laser printer (\$400). As of 1996 we will have 2.2 FTE all doing their own clerical work in an increasingly computerized age, but without access to our own computer or printer for health and safety. The equipment we have access to, at this point, is both shared with another organization as well as shared with the non-health/safety work of the Labor Coalition. For 1996, as we increase our staff time and activities for health and safety (the publication of the two FYI newsletters, in particular, are computer and printer-intensive activities), as the existing shared equipment ages, as the existing printer provided in-kind to us proves incapable of handling some of the operations (mailing labels for FYI, for example), and as the other claimants of this equipment increase their own usage, the previous arrangement is no longer tenable. The continued effectiveness of the health and safety training and education work funded under this grant requires that we be able to purchase a computer and printer as proposed in the draft contract.

Subtotal: \$1,900.00

DETAILED BUDGET PAGE (6)

Space Rental and Utilities

We will be renting 2 1/2 rooms, approximately 550 sq. feet, and also have use of a conference room (utilities included).

Rent 2 1/2 rooms (utilities & conference room use included)
@ \$400/month = \$4,800.00

Justification for the need for this space: we employ four persons (2.2 FTE) under the grant and thus utilize four desks; maintain a resource center with approximately five four-drawer filing cabinets and a library with hundreds of volumes and pamphlet material; a display area for those visiting the offices; and utilize (share) a computer, printer, fax machine, typewriter etc. Quite frankly, 2 1/2 rooms - fairly small ones at that - is not nearly enough!

While most of our training programs take place in facilities provided as an in-kind contribution by the Labor Coalition or Unions involved, we will need to rent meeting rooms for an estimated six programs.

Training program room rental: 4 programs @ \$25/each = \$100

Subtotal: \$4,900.00

DETAILED BUDGET PAGE (7)

Travel

Our Central Labor Council covers four Counties in a rural area of upstate NY. Regular travel for training purposes, to attend union meetings, and to consult with members or distribute flyers, etc will be required. We are also budgeting for trips to Albany and other locations around the State for meetings with NYS AFL-CIO officials, NYS Building Trades Council officials, labor-environment activists, other COSH groups and health/safety staff of various unions (CSEA, NYSUT).

Local travel 2,000 miles @ \$0.275/mile	\$550.00
Day trips, 1,000 miles @ \$0.275/mile	275.00

Above mileage reimbursement is in accord with established MCLC policy for mileage reimbursement.

We are also requesting funding for air transport for one to the annual AFL-CIO meeting on health and safety. A site for 1996 has not been identified as yet. We are estimating the cost as \$500. The AFL-CIO annual health and safety conference facili-