

**NYS & CSEA SAFETY AND HEALTH
LABOR-MANAGEMENT COMMITTEE MEETING**

August 11, 2005

MINUTES

Attendees:

Management:	Chuck Vejvoda	GOER
	Kate McKee	OMH
	Nick Schkrioba	WCB
	Walter Greenberg	OCFS
	Debye Lurie	OCFS
	Charles Hatch	DOCS
	Brian Gibney	DOT
	Geraldine Smith	DOT
	Valerie Ayers	SUNY
	Bob Bailey	OMRDD
CSEA:	James McHugh	DOT, Region 5
	Paul Blujus	DOH, Region 6
CSEA Staff:	Janet Foley	Director of Safety & Health
	Matthew Kozak	
	Mark Stipano	
	Monique St. Hilaire	
	Sesan Badejo	
Partnership Staff:	Deb Berg	
	Linda Stortz-Torino	
	Stephanie Rockmacher	
	Mark Stackrow	
Guests:	Dr. Jim Miller	DOH
	Sue Solomon	DOH
	Dave Gayner	DOT

1. Opening Remarks and Review/Accept Minutes from 6/09/05 Meeting

All committee members were in favor of accepting the minutes of the June 9, 2005 meeting without substantial changes. The minutes will be posted on the Partnership website.

2. On-Line Learning Feedback

It was reported that 130 slots have been filled by employees taking the On-Line Learning courses. Committee members were asked to take time to review some of the on-line courses and provide the Partnership with feedback. More licenses could be issued to committee members if needed.

3. Ergonomics Program Update

It was reported that 780 copies of the "Recommendations for an Agency Policy on Computer Workstation Ergonomics" were distributed throughout the State. Committee members were asked to contact the Partnership if more copies of the CD-ROMs are needed. There are approximately 50-60 copies still available.

4. Incident Reporting Training

Dave Gaynor, DOT Safety and Health Director, presented a series of pictures of some of the occupational accidents investigated in the 2004 season. A question and answer period followed the presentation.

5. Medical Monitoring MOU for New York City

The Committee was asked to review and approve a draft copy of the Memorandum of Understanding between the State and CSEA under Article 15.2 (5) regarding medical monitoring of CSEA-represented State employees who were within a certain proximity to the WTC from 9/11 – 9/23/01. The MOU contains a description of a study to be conducted by the Mount Sinai Medical Center of employees in the CSEA bargaining units. Release time and travel reimbursement for the medical exam as well as travel will be given to employees who participate in this study. The study will include up to three medical screening exams.

The Committee unanimously approved the draft with the following change: insert "five years" in the third sentence of paragraph #4, the time period within, which each registrant will have to complete the medical exams.

6. DOH Emergency Response Drill

Dr. Jim Miller and Sue Solomon of the Department of Health presented information on a training exercise called "PROTEX - NY" to be conducted on November 9, 2005 at the Empire State Plaza Convention Center. The Department of Health will provide free flu vaccine to thousands of individuals who work at the Empire State Plaza Convention Center. "PROTEX – NY" provides a practice exercise to practice vaccinating a large number of people in a very short time in the event of a widespread disease outbreak.

Employees who work in buildings connected to the Concourse at the Plaza are eligible with no charge to accrual time. (Agency Buildings 1-4, Corning Tower, The Concourse, the Legislative Building, the Justice Building, the Cultural Education Center, The Egg, the Capitol, and the

Swan Street Building).

7. Sub-Committee Report-Outs

The sub-committees met to further develop their action plans. The outcomes of those meetings are provided below:

Security Sub-committee

The security sub-committee has devised a two-pronged approach to workplace security. The first project would consist of personal mini-manuals or brochures which would be sent directly to employees to provide how-to information on with security. They would also be made available on the Partnership's web site. The second project would be a larger, more encompassing manual for agencies to use, similar to the ergonomics guidelines which were distributed in July of this year.

The scope of work is being developed for these two projects and a letter to all agencies will be mailed requesting their information on existing safety and security plans and policies. This information will be used as resource material for the guideline manual.

Ergonomics Sub-committee

The ergonomics sub-committee has agreed to fund a grant to the Veterans' Home in Batavia, for the finalization and implementation of their "No-lift" policy and procedures for the healthcare workers. The sub-committee is awaiting the final application to be submitted by the Veterans' Home.

The sub-committee has identified the consultant to help agencies and facilities develop a no-lift program during new construction or renovation.

The sub-committee has identified the consultant to develop a product catalog of ergonomically correct equipment and materials which can be used by non-direct care workers in the performance of their jobs.

"Next steps" were identified by the sub-committee to determine if the workstation guidelines distributed last month are being used effectively.

The sub-committee has begun looking at the possibility of developing a DVD reality type program on material handling.

Elements Sub-committee

The scope of work proposal has been developed for the model safety & health program as well as a training program on how an agency can develop a model program. Once the proposal has been finalized, it will be sent out to safety & health consultants for quotation.

In addition, the sub-committee is meeting with the PESH consultation division to review the accident/investigation model program developed by them.

Workplace Environment Sub-committee

The workplace environment sub-committee is waiting to receive bid proposals for the development of a manual/booklet on working in extreme temperatures, for both indoors and outdoors. The sub-committee has begun working on expanding this concept to create a complete Indoor Air Quality Manual for agencies.

8. Housekeeping

- Next scheduled meeting: October 20, 2005
- Next training topic: Accident Investigation

/msh