

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

**December 9, 2004**

**MINUTES**

**Attendees:**

Management:	Charles Vejvoda, Co-Chair	GOER
	Victor Vignola	OMH
	Debye Lurie	OCFS
	Nick Schkrioba	WCB
	Valerie Ayers	SUNY
	Charles Hatch	DOCS
	Brian Gibney	DOT
CSEA	Paul Blujus	DOH
	Frank Cosentino	LIQUOR AUTH.
	Viola Stanton	OCFS
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew C. Kozak	
	Mark Stipano	
	Monique St. Hilaire	
Partnership Staff:	Linda Stortz	
	Stephanie Rockmacher	
	Mark Stackrow	

**1. Opening Remarks and Introductions**

**2. Review/Accept Minutes**

Stephanie asked the committee members for changes or corrections to the minutes of the October 14, 2004 meeting. All were in favor of approving the minutes and the motion was carried. Future minutes will be posted on the Partnership's web page.

**Ergonomics Program Update**

A permission letter from John Wiley and Sons for clearance to use a document in the guidelines is necessary. Once that is done, the legal department can give clearance to publish the guidelines. Stephanie reported that we will be producing about 750 hard copies and CD-ROM's to be distributed probably in January.

Linda informed the committee members that an incentive reward will be given to members of the committee for committing their time and energy.

- **Select and order incentive rewards. To be distributed at next meeting (2/10/05).**

### **3. Results of Survey and Assignments**

Mark distributed the list of the sub-committee assignments and staff facilitators.

Chuck explained that the process of gathering feedback from the committee members and having them choose and prioritize their preferences was how the final assignments were determined. He explained that we will provide administrative support, research support, meeting space, EOL and travel expenses. Committee members will also be given access to the partnership's safety and health on-line courses. These courses are introductory and are not meant to be stand-alone comprehensive courses. At the February meeting, committee members will be signed-up for on-line access. Committee members will be asked to provide feedback as to whether courses should be retained or if we should look at a different provider.

### **Expectations**

Janet explained that the overall expectations are contained in the contractual obligations outlined in the side letter of the state contract. The sub-committees have been given the charge to produce usable end products; booklets, videos, pilot projects, checklists, pilot programs, etc.

Sub-committee members will be choosing a team leader. Expectations for the team leaders will be to give progress reports to the larger committee, to keep everyone up-to-date, conduct meetings, and be part of the Team Leader Forum to share information and avoid duplication of effort.

### **4. Labor/Management Safety and Health Committee Training**

Matt Kozak conducted safety and health committee training. The topics covered were roles and responsibilities, developing an operating plan, and prioritization and focus.

### **5. Sub-Committee Meetings**

Committee members were divided into their assigned sub-committees and worked on an exercise in developing operating ground rules, prioritizing their assigned topics and brainstorming on what their final products might be. They were also asked to pick their team leaders and recorders, prioritize, and resources needed. Chuck discussed the various resources available through GOER such as the New York State Library and other published documents.

## 6. Sub-Committee Report Out

### Sub-Committee 1 – Elements

Team Leader: Valerie Ayers (Acting) –  
Recorder: Valerie Ayers  
Priorities: 1. Management Leadership, Accountability, Responsibility  
2. Hazard Identification and Assessment  
3. Employee Participation  
4. Hazard Prevention and Control  
5. Information Sharing and Control  
6. Evaluation and Adjustment

Resources Needed: **Draft letter to other agencies regarding policies and existing programs.**  
**E-mail committee members for their input.**  
**Mark Stackrow will share results of his research.**

### Sub-Committee 2 – Workplace Environment

Team Leader: Charles Hatch  
Recorder: **To be selected in full sub-committee.**  
Priorities: 1. Indoor Air Quality (Office and Residential)  
2. Temperature Extremes  
3. Ventilation  
4. Mold

Resources Needed: **National standards (ASHRE, EPA, OSHA, NIOSH, CSEA)**  
**Library access – Charles Hatch to call Chuck on how to access state library and other resources.**  
**Partnership will arrange for computer with internet access at the Partnership office.**

### Sub-Committee 3 – Workplace Security

Team Leader: Debye Lurie (Acting)  
Recorder: Debye Lurie (Acting)  
Priorities: 1. Office – Contact and Non-contact  
2. Community  
3. Group Home Environment  
4. Facilities and Institutions

Resources Needed: Committee members will develop a contact list to gather information on what exists in other agencies.  
The proposed Security Standard for Public Employees.

### Sub-Committee 4 – Ergonomics

Team Leader: Paul Blujus  
Recorder: **To be selected in full sub-committee**  
Priorities:  
1. Healthcare Patient Lifting  
2. Evaluation Tool for Office Ergonomics Guidelines  
3. Material Handling

**One full set of Roles and Responsibilities, Committee Prioritization Focus, and Formulating Operating Ground Rules is to be completed by the Team Leader for his/her sub-committee and returned to Stephanie Rockmacher at the Partnership.**

[rockmachers@nyscseapartnership.org](mailto:rockmachers@nyscseapartnership.org)

### **7. Housekeeping**

Next meeting date is February 10, 2005

Temperature Extremes training at next meeting to be given by Mark Stipano.

Reminder that Team Leaders will report out for their sub-committees at the next meeting.

/msh