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

December 8, 2005

MINUTES

Attendees:

Management:	Chuck Vejvoda, Co-Chair	GOER
	Debye Lurie	OCFS
	Charles Hatch	DOCS
	Brian Gibney	DOT
	Walter Greenburgh	OCFS
	Andy Barna	SUNY
	Bob Bailey	OMRDD
CSEA:	James McHugh	DOT, Region 5
	Paul Blujus	DOH, Region 6
	Deborah Downey	OMRDD, Region 3
	Frank Cosentino	Liquor Authority, Region 2
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew C. Kozak	
	Mark Stipano	
	Monique St. Hilaire	
Partnership Staff:	Ira Baumgarten	
	Deb Berg	
	Linda Stortz-Torino	
	Stephanie Rockmacher	
	Mark Stackrow	
Guests:	Peter Sparhawk	
	Jo Hoffman-Ferenchak	

1. **Opening Remarks and Review/Accept Minutes from 10/20/05 Meeting**

All committee members were in favor of accepting the minutes of the October 20, 2005 meeting as written with the exception of adding Deborah Downey as a committee member of the Imminent Danger Sub-Committee. Final minutes will be posted on the Partnership website.

2. **Report Out from the Imminent Danger Work Group**

Janet Foley reported that the Imminent Danger sub-committee recently held its first meeting. Discussions took place on the direction the committee should take for the final product, the

implications under the Taylor Law, and the need for a good definition of “Imminent Danger.” Also, the final product should contain language regarding non-retaliation and non-discrimination against employees. Imminent danger situations and the processes to follow will be incorporated into safety and health awareness level supervisors’ training.

Janet Foley and Chuck Vejvoda will be meeting in January to review a list they are compiling of imminent danger situations.

3. **Committee Training Topic This Month Was Mold**

Mark Stipano gave a presentation on Mold which included definitions, common IAQ causes, morphology, lift cycle, common species, detection, management and mitigation.

If you would like a copy of Mark’s presentation or have any questions please contact him directly. Mark can be reached at CSEA Headquarters by calling 518-257-1466 or by e-mail at: stipano@cseainc.org.

An article will soon be posted on the Partnership’s Safety and Health web site dealing with mold.

4. **Protex NY Response Drill**

Chuck Vejvoda reported on the recent successfully-executed flu-shot POD (Point of Dispending) drill at the Empire State Plaza. More than 2,000 people were inoculated in approximately four hours. The only area of improvement which needs to be addressed for the future is training for a better communication plan at the site during the POD. County health departments are conducting their POD and, if a county health department does not exist, DOCs will have the responsibility for the POD.

5. **Sub-Committee Meetings**

   Sub-committee meetings were held during a working lunch. The report outs follow.

6. **Sub-Committee Report Outs**

Workplace Environment

The sub-committee met and outlined the common chemical indoor contaminants. These will be developed as part of the overall booklet being produced by the consultant.

Outlines were also developed for the fact sheet section of the project on seven different subjects:

- Insects
- Vermin/Rodents
- Mold
- Birds/Bats
- Dust Mites
- Bacteria
- Viruses

Ergonomics

A consultant has been retained for two projects. The first project is a scope of services available to health care facilities involved in new construction. The second project is a catalog of ergonomic materials/supplies for non direct care workers.

Committee members will be attending the DOT L-M meeting next week.

A Workforce Development Grant request was received by the Partnership from Batavia Veterans Home. Committee members are working with Partnership staff to finalize the grant and approval should be given shortly.

At the request of the Statewide Committee, the sub-committee researched what has happened with the Recommendations for an Agency Policy on Computer Workstation Ergonomics. A survey was conducted at the CSEA Delegates meeting as to whether or not they had received the manual. The results are as follows:

36 – Yes
34 – No
6 were new Presidents

Manuals will be sent to those who indicated they had not received them.

It was announced that the Oxford Vet's Home is holding a 1-day conference in January. The topic will be the analysis of SH 900 reports.

Elements

The Elements sub-committee met with the consultant who was awarded the contract to develop the safety and health program and training project. They discussed in detail what the statewide committee is looking for in the Elements program.

Significant time was spent discussing the first of two projects, the creation of a "template" format that agencies can easily adapt for their specific needs. This will include evaluation tools, best practices, and samples.
The second project is the creation of a training program to introduce the program to agency and CSEA representatives and help in its sustainment.

The delivery date for both projects is March 31, 2006.

The consultant writing the program is based out of Pennsylvania so the majority of correspondence will be done by phone, fax, and e-mail.

Security

The security sub-committee reviewed a draft scope of work that would be sent to consultants. The scope of work will include two projects:

1) A manual to serve as a guide for agency and CSEA representatives to use in developing policies and programs on employee safety and security in the workplace. Three main topic areas will be included:

    - Threat Assessment;
    - Threat Response and Recovery;
    - New Technologies

2) A series of brochures that employees and supervisors can use to minimize the danger of personal harm in specific work-related situations.

A letter was sent out to the Commissioners and Directors of Personnel at each agency requesting information about their agencies safety and security policies and programs. The committee has received responses from almost 25 agencies. The information will be given to the consultant as research to help in the development of the two projects.

7. Housekeeping

Next meeting dates are as follows: February 9, April 6, June 15, and August 16.

The next training topic will be discussed and decided upon by the strategic committee.