

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

**October 14, 2004**

**MINUTES**

**Attendees:**

Management:	Charles Vejvoda, Co-Chair	GOER
	Victor Vignola	OMH
	Debye Lurie	OCFS
	Nick Schkrioba	WCB
	Larry Smith	OMRDD
	Cathy Beard	SUNY
	Charles Hatch	DOCS
	Robert Kennedy	DOCS
	Brian Gibney	DOT
CSEA	Brenda Stringer	DOCS
	Catherine Custance	OMH
	Paul Blujus	DOH
	Frank Cosentino	LIQUOR AUTH.
	Jim McHugh	DOT
	Viola Stanton	OCFS
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew C. Kozak	
	Mark Stipano	
	Monique St. Hilaire	
Partnership Staff:	Ira Baumgarten	
	Deb Berg	
	Stephanie Rockmacher	
	Mark Stackrow	
	Linda Stortz	

**Introductions and Opening Remarks**

**Review of Contract Language**

Chuck Vejvoda distributed safety and health language from past contracts emphasizing joint safety and health committee functions. He further emphasized that agency level safety and health committees can have a defining role in adopting practices and policies. The Statewide Safety and Health Committee's role, as defined by the contract, is to foster its objectives through:

1. Awareness
2. Education
3. Enrichment of Agency Level Safety Committee Activity
4. Development of a Safety and Health Network
5. Study and Research

## **Review Operating Agreement, Roles and Responsibilities, and Ground Rules**

2. Ira Baumgarten distributed the operating procedures for the statewide committee and asked for any additional suggestions to be added to the present agreement.
  - **The Committee was canvassed for mutually convenient dates and the second Thursday of the month was chosen.**
  - **Committee members are asked to submit any recommended changes to Ira for review at the December 9, 2004 meeting.**

## **Ground Rules**

Recommendations from the committee:

- Focus on broad issues rather than individual agency problems to facilitate statewide impact.
- Be on time and adhere to the agenda. This would also hold true for all sub-committee meetings.
- Be respectful. Listen for understanding.
- Follow-through on committee assignments – statewide committee and sub-committees.
- Share among one another e-mail addresses, fax numbers, etc. for close communication going forward. A list was distributed for updating.
- Developing a “Parking Lot” for issues to be later discussed (incorporate into minutes).

## **Review of the Safety and Health Matrix**

Stephanie reviewed the list of Safety and Health Initiatives to be undertaken by the Partnership, the Statewide Safety and Health Committee, and potential sub-committees.

GOER and CSEA are working on a labor/management committee in SUNY to address Boiler/Steam Pressure Vessel issues. The findings could have statewide implications. The Partnership is also developing training regarding the Elements of an Effective Safety and Health Program.

The Partnership has taken inventory of the safety and health training courses that will be offered to state agencies. A list was provided. Customized training can also be developed through negotiated funds.

Special projects that have been earmarked for the committee include, but are not limited to:

- Office Ergonomics Policy - Almost completed and due to be distributed to CSEA leadership and state agencies in approximately two months.
  - Back Injury Pilot Veterans Homes
  - Safety and Health Manual (details below)
  - Workplace Safety & Security
  - Web Page – On-going process
  - Mold Issues
- **A listing of projects and sub-committee sign-ups will be sent under separate cover.**

Other topics suggested:

How to handle building related issues with landlords, i.e., process or protocol regarding mold, renovation materials and products used, etc.

- Bob Kennedy to share guidelines used by DOCS with the committee.

### **Overview of the “Elements Program”**

Chuck described the elements of an effective occupational safety and health program which OSHA developed but has not been promulgated. The handout, NYS Government Safety and Health Strategic Initiative Mission Statement, describes, in draft form, how the state and the agencies would implement such a program. The initiative at the agency level will be to adopt those elements and establish guidelines through which a comprehensive safety and health program can be used to reduce injuries and illness and access safety and health training through the Partnership

The committee participated in a discussion listing what management commitment and employee involvement meant in this program:

- Open lines of communication;
  - Protocol for addressing issues;
  - Accountability;
  - Commitment of resources
  - Clear processes and protocols;
  - Job hazard analysis;
  - Training initiatives
- Bob Kennedy will share forms DOCS uses to track accidents and injuries and steps used to address them

### **Safety and Health Manual**

As a result of negotiations of the 2003-2007 State/CSEA Agreements, a safety and health manual will be developed addressing the following issues:

- Workplace temperatures – indoors and outdoors
- Imminent Danger Situations
- Hierarchy of Control – Minimizing and Eliminating Hazards
- Ergonomics – Comprehensive Plan
- Workplace Security
  - Assaults (OMH/OMRDD/DOH/OCFS)
  - Security (Office buildings, working with the public, domestic violence)
  - Other – General guidance

The Statewide Safety and Health Committee is charged with creating this manual. Sub-committees will be formed on several topics for inclusion.

## **Ergonomics Policy**

Mark Stackrow and Stephanie gave an overview of the almost completed Recommendation for an Agency Policy on Computer Workstation Ergonomics. The policy will be available on CD and binder form.

- The mailing of approximately 750 CD's and binders to all CSEA locals, committee members, safety and health personnel, human resources personnel and commissioners will be completed in January.

Agency human resources personnel will be responsible for distributed material throughout the agencies. Janet explained that training on ergonomics is available through CSEA. Information on the training is in the policy.

## **Housekeeping**

- After canvassing the committee members, the following meetings dates have been set until further notice:
  - December 9, 2004**
  - February 10, 2005**
  - April 14, 2005**
  - June 9, 2005**
- It was agreed that each meeting will start-off with a brief 20-30 minute overview session on a relevant topic to the committee such as:
  - **Basics of Safety and Health Committee Training (12/9/04 meeting)**
  - **Temperature Extremes (2/10/05 meeting)**
  - **What is HAZWOPER? Does my agency need this? (4/14/05 meeting)**
  - **Workplace Security & Emergency Preparedness (6/9/05 meeting)**

## **Parking Lot (Issues for further discussion):**

- Development of a survey to determine safety and health program involvement in the agencies.

