

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

October 20, 2005

MINUTES

Attendees:

Management:	Chuck Vejvoda	GOER
	Nick Schkrioba	WCB
	Debye Lurie	OCFS
	Robert Kennedy	DOCS
	Charles Hatch	DOCS
	Brian Gibney	DOT
	Geraldine Smith	DOT
CSEA:	James McHugh	DOT, Region 5
	Paul Blujus	DOH, Region 6
	Deborah Downey	OMRDD, Region 3
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew C. Kozak	
	Mark Stipano	
	Monique St. Hilaire	
Partnership Staff:	Deb Berg	
	Linda Stortz-Torino	
	Stephanie Rockmacher	
	Mark Stackrow	

1. Opening Remarks and Review/Accept Minutes from 8/11/05 Meeting

All committee members were in favor of accepting the minutes from the August 11, 2005 meeting as written. Minutes will be posted on the Partnership website.

Deborah Downey, OMRDD, CSEA Region 3, was introduced as the newest member of the statewide committee and will sit on the workplace security sub-committee.

2. Ergonomics Guidelines Survey from CSEA Delegates Meeting

A total of 71 follow-up surveys were completed at the Delegates Meeting. The survey was issued

to determine whether or not Local Presidents had received the recently issued “Recommendations for an Agency Policy on Computer Workstation Ergonomics.” CDs will be sent to those who requested copies of the recommendations.

CDs will also be sent to the newly elected local presidents.

Stephanie Rockmacher will get CSEA Local numbers from the surveys for locals that have either taken or not taken steps to implement the Ergonomic Policy Recommendations.

Further discussions about additional follow-up actions will be held in the ergonomics sub-committee.

3. Accident Investigation Training

Stephanie Rockmacher and Mark Stackrow presented a brief overview of the existing Accident Investigation curriculum. The curriculum had just been received from the consultant and has not been delivered to anyone yet. A question and answer session followed. Some of the committee members expressed that there should be more “Elements” integrated into the process of accident investigation. Also, more fine-tuning is needed on the “root cause” portion of the curriculum.

4. DOH Emergency Response Drill

Chuck Vejvoda reported that preparations are underway for the flu-vaccine drill (PROTEX – NY) to be held at the Empire State Plaza on November 7th from 10:00 a.m. to 3:00 p.m. As of this time, approximately 2000 New York State employees who work in locations connected to the Plaza have signed-up. This exercise is meant to simulate the process of vaccinating a large number of first responders in the event of a widespread disease or bioterrorism incident.

5. Disaster Volunteers

Chuck Vejvoda reported that New York has an Emergency Management Assistance Compact (EMAC) agreement with other states to send assistance if asked. At some future time, we may have to solicit volunteers to handle emergency situations in other states. Presently, disaster volunteers are responding in adequate numbers. Planning, training, and safety and health issues are among many considerations that have to be taken into account for emergency responders.

6. Side Letter – Imminent Danger

Janet Foley reported that the side letter from the 2003-2007 contract negotiations states that, the Statewide Safety and Health Committee would discuss dealing with imminent danger situations (when CSEA members are asked to perform tasks that could cause serious injury or death).

Janet asked for volunteers to set-up a sub-committee to develop a process to be followed in imminent danger situations.

The sub-committee members who volunteered are: Janet Foley, Chuck Vejvoda, Paul

Blujus, Deb Lurie, Charles Hatch, Nick Schkrioba, Deb Downey and Stephanie Rockmacher.

7. Sub-Committee Report Outs

During the meeting, the sub-committees met and shared the following report-outs:

Workplace Environment

Subject: Indoor/Outdoor Office and Industrial Thermal Working Conditions.

The sub-committee received three quotes they are considering for writing a booklet on the above topic. The sub-committee decided to breakdown the overall indoor air quality project into the following smaller topic areas to make them more manageable:

- Chemical Air Contaminants
- Indoor Bio Hazards
- Haz-mat (indoor)
- Office Remodeling and Custodial Pollutants
- Ventilator Systems
- Diagnostic Tools

Ergonomics

Subject: Zero Lift Policy

The Veteran's Home in Batavia, NY will be submitting a grant request for preparing and implementing a "Zero Lift Policy" at the facility.

A consultant has been retained to develop materials on facility pre-construction. The plan is to pilot this with an OMR facility being constructed. This will produce guidelines and suggestions for planning new construction and working with a contractor/architect to incorporate or consider ergonomically correct equipment while in the construction planning stages. The goal is to avoid change orders and the cost of changes subsequent to construction.

An ergonomics equipment catalog for non-direct care staff with guidelines on how to evaluate ergonomic effectiveness will also be developed by the same consultant.

Materials Handling (garage, mailrooms, kitchens, etc.): the sub-committee considered developing a training video but determined this would prove too costly and would be difficult to update. The sub-committee is considering the development of a training program along with slides and/or video. The focus of the program will be on how workers can incorporate ergonomic principles in handling materials at the work site.

Security

This sub-committee is planning to create a manual and or guidelines on Workplace Violence/Security to help agencies create or enhance their own programs. In addition, the sub-committee felt it would be helpful to develop a series of brochures with quick tips covering different areas (e.g. for field staff, office workers, travel situations). These brochures would be produced and sent out while work on the overall manual is being done.

Elements

The sub-committee reviewed 14 proposal submissions to write a Safety and Health Management Program and, selected a consultant.

Once the purchase order has been approved, the sub-committee will begin working with the consultant.

8. Miscellaneous

All sub-committees agreed that manuals and written materials for all areas should follow a similar format so they can be combined in a single product in the future.

Future meeting dates: December 8, 2005
 February 9, 2006
 April 6, 2006