

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

February 9, 2006

MINUTES

Attendees:

Management:	Chuck Vejvoda, Co-Chair	GOER
	Debye Lurie	OCFS
	Nick Schkrioba	WCB
	Geraldine Smith	DOT
	Robert Bailey	OMRDD
CSEA:	James McHugh	DOT, Region 5
	Paul Blujus	DOH, Region 6
	Deborah Downey	OMRDD, Region 3
	Frank Cosentino	Liquor Authority, Region 2
	Debra Nappi-Gonzales	SUNY Stonybrook
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew C. Kozak	
	Mark Stipano	
	Monique St. Hilaire	
Partnership Staff:	Ira Baumgarten	
	Linda Stortz-Torino	
	Stephanie Rockmacher	
Guests:	David DeMateo	
	Peter Sparhawk	
	D. Rickett	

1. Opening Remarks and Review/Accept Minutes from 12/08/05 Meeting

All committee members present were in favor of accepting the minutes of the December 8, 2005 meeting contingent upon minor changes being made. Final minutes will be prepared and sent to all committee members, and will be posted on the Partnership website at www.nyscseapartnership.org in the near future.

2. Protex NY Response Drill

Chuck Vejvoda commented that, subsequent to the Point of Dispensing (POD) exercise that was conducted in November, 2005, four or five more POD exercises will be conducted throughout the State. State employees will be asked to volunteer to receive flu shots at no charge.

3. Injury/Illness Reporting Workgroup

Janet Foley commented that the data entered to generate the SH-900 injury and illness logs is very inconsistent and done incorrectly in many cases. This may be due to a lack of guidelines for the personnel responsible for entering the data. It was suggested that a workgroup of the Elements Sub-Committee review the 4-hour Recordkeeping Course prepared three or four years ago and come up with a resource for people responsible for entering data on the logs. Paul Blujus volunteered to take on this assignment. Ira suggested that we use the consultant who prepared the training to help with this project. This topic will be revisited by the committee to review different options and decide what direction to take.

4. All Hazards Approach to Response Training – (SEMO)

A one-hour presentation was delivered by David DeMateo of the New York State Emergency Management Office (SEMO) on a comprehensive approach to agency emergency planning efforts. The sample plan which was presented is meant to be a planning tool to utilize the 10-step emergency planning process to develop an comprehensive agency emergency management plan and a continuity of operations plan.

5. Sub-Committee Meetings and Report-Outs

Sub-committee meetings were held during a working lunch. Report-outs of the committees follow:

Workplace Safety & Security

The Security sub-committee has sent the scope of work to a consultant to request a proposal. 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 State Agency Commissioners and Directors of Personnel requesting information about their agencies' safety and security policies and programs. The committee has received responses from almost 25 agencies.

The sub-committee has reviewed the information received from the agencies as well as information from other states. This information will be given to the consultant awarded the contract for the projects.

Ergonomics

The first project is a scope of services available to health care facilities involved in new construction. The sub-committee reviewed the scope of services project and will send comments/corrections back to the consultant to finalize the document. The second project is a catalog of ergonomic materials/supplies for non direct care workers and the consultant has begun working on that project.

A Workforce Development Grant request was received by the Partnership from Batavia Veterans Home. The award letter has been sent to the Veterans' Home at Batavia. The home will be starting working on the "Zero-lift" program in April, 2006.

Debbie Nappi-Gonzalez is interested in having CSEA visit SUNY Brockport and present its ergonomics program there.

Several members of the Ergonomics sub-committee as well as personnel from the Department of Health will be attending the 6th Annual Safe Patient Handling and Movement Conference in Clearwater Beach, Florida the week of March 27.th

Steam Pressure Vessel

The sub-committee met with Ageo Frizzera from Civil Service to discuss how the Public Utilities Engineer (PUE) position changed from being part of the Apprenticeship program to a transition examination. Once the transition exams took effect, participants in the Apprenticeship program dropped out to take the exams which accelerated the advancement to a higher pay grade.

Currently, the sub-committee is gathering data on the fatalities/injuries from the previous ten (10) years to determine any common threads to be addressed in a training program.

Imminent Danger

The Imminent Danger workgroup had its first meeting. Discussion during the meeting led the workgroup to feel that supervisory training would be critical for imminent danger. OGS had submitted a request to the Partnership for Safety & Health Supervisory training; therefore, OGS was approached to become involved in this training project. The workgroup met with Larry Enoch, S&H Director for OGS, to discuss what OGS is looking for in this training. The workgroup will be meeting in April to begin to outline the curriculum.

Workplace Environment

The sub-committee met and outlined the common biological contaminants. They will be more fully developed and incorporated into the overall indoor air quality booklet to be produced by a consultant.

The consultant is working on developing the first document for working in extreme temperatures and it will be evaluated by the sub-committee upon receipt.

During the next meeting the sub-committee will be looking at the overall picture of indoor air quality.

Elements

The Elements sub-committee had a conference call with the consultant developing the Elements Program to review any changes needed to the program.

A new conceptual outline will be drafted by the consultant for Tuesday, February 16, 2006. At that time the sub-committee will meet with the consultant to make additional comments and changes.

6. Housekeeping

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

The training topic for the April 6th meeting will be on the flu pandemic.

The June 15th training topic will be a field trip to the NYS SEMO Bunker.