

# NYS & CSEA STATEWIDE SAFETY AND HEALTH COMMITTEE

January 8, 2009

## MEETING MINUTES

### Attendees:

Management	Chuck Vejvoda, Co-Chair	GOER
	Andy Barna	SUNY
	Scot Chamberlain	OMH
	Michelle Speanburg	OMH
	Tony DeMarco	WCB
	Larry Enoch	OGS
	Brian Gibney	DOT
	Richard Keefer	DOT
	Sue Ann Hart	OMRDD
	Derrick Holmes	OMRDD
	Debye Lurie	OCFS
	John Suchy	DOCS
CSEA:	Paul Blujus	DOH
	Frank Cosentino	Liquor Authority
	Karen Maikels	OASAS
	Maryann Phelps	SUNY
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew C. Kozak	
	Mark Stipano	
	Monique St. Hilaire	
Partnership Staff:	Jeannine Morell	
	Peter Trolio	
	Yvette Malavé-Diaz	
	Stephanie Rockmacher	
	Mark Stackrow	
Absences:	Valerie Ayers	SUNY
	Nick Schkrioba	WCB
	Deborah Downey	OMRDD-CSEA
	Andrew Mantella	OCFS-CSEA
	Nickolas McKay	DEC-CSEA
	Virginia Stubbs	OMH-CSEA
Invited Guests:	Nellie Brown	Cornell University ILR
	Gary Johnson	Director, GOER
	John Currier	Deputy Director, GOER
	Russell Ferguson	Partnership
	Ed Herbert	Partnership
	Janet Womachka	CSEA

## **1. Introductions**

Chuck Vejvoda introduced Gary Johnson, Director of GOER, and John Currier, Deputy Director. They expressed their support for the Committee and thanked the Partnership for their continuing work in safety and health.

## **2. Occupational Health Effects of Mandatory Overtime** **Nellie Brown, Director, Cornell University ILR**

Nellie Brown presented a condensed training program on the safety and health consequences of working long hours. Topics discussed included:

- sleep deprivation and how it affects employees' health;
- how overtime can increase employees exposure to illness;
- the adverse effects overtime has on mental awareness; and
- the social consequences and work/life balance interruptions.

## **3. Labor-Management Training Follow-Up and Committee Communication**

1. Mark Stackrow distributed a template to record subcommittee minutes and will e-mail it to committee members for their use in recording future meetings. Subcommittees are encouraged to use it to record activities and to report back to the statewide committee in a uniform manner.

2. The Operating Agreement with changes from the November 6<sup>th</sup> meeting was distributed. The committee made some additional revisions which will be incorporated into a further revised version and are attached to these minutes, for final review and approval at the next meeting scheduled for March 12, 2009.

3. Russell Ferguson conducted an activity on communication – the committee identified communication as a critical element to their success. Communication to and from agency level, labor-management and/or safety and health committee level, and the local level is important for the identification of issues affecting employees statewide. Communication will also help to promote the work and products developed by the committee by getting the information out into the field where it is most needed. The committees brainstorming ideas from this activity are attached to these minutes.

## **4. Imminent Danger Discussion**

Chuck Vejvoda began the discussion by explaining the energy theory behind the process of work (Input → Process → Output). The Instructor's Guide on Imminent Danger will incorporate the theory that there is a breakdown in identifying how accidents and injuries can occur in the process of work.

Janet Foley continued the discussion by saying that by combining the theoretical with the practical, the purpose of the final product will be to train people to identify imminent danger situations and what they need to do in those situations by following a specific process. She commented that the training needs to be specific to the job duties of individuals.

The training will last approximately 3 ½ hours and will be geared towards three groups:

- upper management
- supervisors
- CSEA-represented employees

A presentation of the Imminent Danger training is tentatively scheduled for March 11, 2009. This will provide the opportunity for the committee to comment on the training before handing-over the project for further development to the new subcommittee.

## **5. Subcommittee Kickoff Meetings**

Each sub-committee met to:

- pick a chair/team leader of the subcommittee;
- pick a recorder of the minutes;
- discuss how they will meet and how often.

Each subcommittee recorder should complete its minutes by the end of the meeting, or as soon as possible thereafter, and distribute to the Chair and members to review and to finalize action items. A copy of these minutes should be submitted to Mark Stackrow and Stephanie Rockmacher at the Partnership, and Monique St. Hilaire ([monique.sthilaire@cseainc.org](mailto:monique.sthilaire@cseainc.org)) for incorporation into the statewide committee minutes.

Janet and Chuck met with each subcommittee to give them an outline of the subcommittee's expectations and goals.

## **6. Next Steps and Approval of 11/6/08 Meeting Minutes**

The committee approved the minutes from the November 6, 2008 meeting with no changes. Mark Stackrow will have the minutes posted on the Partnership website as soon as possible.

**Imminent Danger – Afternoon of March 11, 2009**

**Next Meeting – March 12, 2009**

## **7. Adjourn**



**NYS  
CSEA  
Statewide  
Safety and Health Committee**

**2007 2011 OPERATING AGREEMENT**

**MISSION**

**The mission of the NYS & CSEA Safety and Health Labor-Management Committee is to develop and promote a safe and healthy work environment for all employees. This will be accomplished with the consistent involvement of employees in the development of policies, guidelines and, training programs with regards to education, communication, and safe work practices.**

**PREAMBLE**

Consistent with the provisions of Article 15 of the collective bargaining agreements between the State of New York and The Civil Service Employees Association, Inc., the purpose of the Committee shall be to review and discuss matters of mutual concern in the area of safety and health in a proactive cooperative fashion.

The Committee is not intended to be policy making or regulatory in nature; rather, it is intended to be advisory on matters of employee safety and health.

The Committee shall foster its objectives in the following ways:

- 1) Awareness - to raise the consciousness of the State work force regarding issues of occupational safety and health.
- 2) Education - to develop and implement programs which will enhance skills and knowledge pertaining to general and job-specific safety and health matters.
- 3) Enrichment of Agency Level Safety Committee Activity - to encourage, foster, and assist agency level safety committee activity to consider the funding of labor-management initiated projects and proposals that deal with safety and health related matters that seek to identify, analyze, and prevent on-the-job accidents and injuries through fact-finding and appropriate training.
- 4) Development of a Safety Communications Network - to integrate the Committee's activities with the preventive safety and health efforts of State departments and agencies, their safety designees, the CSEA Inc. in-house safety and health efforts, and various advocacy groups established to review and improve safety and health practices, procedures, and working conditions.

5) Study and Research - to undertake appropriate study and research projects aimed at various occupational groups in order to better understand broad safety and health related concerns and to make recommendations for meaningful resolution of safety and health deficiencies identified by such projects.

## **COMMITTEE COMPOSITION**

The Statewide Safety and Health Committee membership shall consist of six (6) representatives selected by CSEA and six (6) representatives selected by the State. Each party shall designate one additional representative to be its chair.

## **COMMITTEE CO-CHAIRS RESPONSIBILITIES**

The CSEA and the New York State Committee Co-chairs will jointly conduct the meetings of the committee.

The Co-chairs shall jointly determine the date, time, anticipated duration, and location of committee meetings. They will jointly determine prospective agenda items at least four weeks in advance of a committee meeting and set the order of the agenda topics at that time.

The Co-chairs shall serve as chief spokespersons for their respective team and are responsible for the conduct and decorum of meetings.

The Co-chairs will review and jointly approve and sign the minutes of committee meetings.

The Co-chairs shall be responsible for maintaining open lines of communication between business meetings of the Committee to exchange information on new or developing issues, discuss the progress of Committee business, and plan for forthcoming meetings.

## **AGENDA DEVELOPMENT**

Preliminary agenda items will be identified by Committee members at the previous meeting. Additional agenda items may be proposed to the respective chairs for their consideration at any time. The respective chairs shall jointly determine the prospective meeting agenda at least four weeks in advance of a Committee meeting and direct the NYS & CSEA Partnership for Education and Training (Partnership) staff to inform all Committee members of the agenda at least **three** weeks prior to the meeting **where feasible**. Additional topics for discussion may be added to the agenda later by mutual consent of the Chairs.

## **LABOR-MANAGEMENT MEETINGS**

The Statewide Safety and Health Committee will meet on a quarterly basis. Either party may request that additional meetings be held which shall be mutually agreed upon by the parties. Meetings will follow the agenda developed in advance. A

minimum of four (4) Committee members representing each party must be in attendance to conduct a meeting.

## **LABOR-MANAGEMENT SUBCOMMITTEES**

The parties may jointly agree to establish other permanent or temporary labor-management subcommittees as necessary to effectively and efficiently carry on the work of the Committee. **Subcommittees have the ability to invite subject matter experts to meetings for discussions or have them review information collected by the subcommittee for relevance and accuracy. Subcommittees will produce meeting minutes and submit to CSEA and/or Partnership staff for inclusion in the general statewide meeting minutes.**

## **MEETING MINUTES**

The minutes of meetings will summarize the discussion that occurred. Decisions reached at the meeting will be reflected in the minutes of meetings. **The minutes shall be produced in cooperation between CSEA and Partnership staff and submitted for joint review and approval to the co-chairs within fourteen (14) days after each meeting when practicable.** After review and approval of the Co-chairs, the finalized minutes shall be distributed to all Committee members by the Partnership. **The minutes of each meeting will clearly outline the decisions and action items needed to be accomplished prior to the next meeting. The minutes will be approved at the next scheduled meeting and once approved, posted on the Partnership safety and health web page. Subcommittees will be responsible for completing minutes of their meetings and submitting them to the Partnership for inclusion in the statewide minutes.**

## **COMMITTEE COMMUNICATION**

**The committee shall communicate, whenever possible, to agency and local committees the activities and accomplishments of the statewide committee. Members shall seek input from other committees on issues they are facing and feedback on programs and resources the statewide committee is working on. This communication can occur at labor-management meetings, through agency intranets and websites, and publications such as The Canary or The Workforce.**

## **COMMITTEE ADMINISTRATIVE SUPPORT**

The NYS & CSEA Partnership for Education and Training (Partnership) staff is designated responsibility for the facilitation and administration support of the Committee **and all Subcommittees**. Partnership staff will work closely with the Committee Co-chairs, other members of the committee, **and subcommittees** to assist them with all aspects of committee **and subcommittee** activity and operations.

Partnership responsibilities shall include, but not be limited to:

- 1) meeting site arrangements for all Committee **and Subcommittee** meetings

- 2) distribution of Committee **and subcommittee** meeting agendas to all committee members
- 3) distribution of the minutes of **all** Committee meetings
- 4 ) production and distribution of meeting materials to all members
- 5 ) drafting and transmittal of correspondence, reports, etc. and undertaking other appropriate tasks on behalf of the Committee **and subcommittees** as **requested** by mutual agreement of the co-chairs.

## GROUND RULES

The committee will abide by the following ground rules during all meetings:

- 1) report attendance/non-attendance to person responsible prior to scheduled meetings;
- 2) be prompt;
- 3) allow one speaker at a time;
- 4) respect everyone's opinion;
- 5) mute cell phones and pagers;
- 6) stay on task-no side bar conversations;
- 7) adhere to agenda time schedule;
- 8) rule of no surprises;
- 9) incorporate alternate plans in case of inclement weather, such as video conferencing.

## NEW COMMITTEE MEMBER ORIENTATION

All new committee members shall be given a copy of this operating agreement and are encouraged to complete the Partnership's on-line Labor-Management Committee Basics course. New members shall be provided copies of the past years agendas, meeting minutes, and local agreements. The Co-Chairs of the committee shall also speak with new members before their first meeting to brief them on any current committee issues or any other relevant information.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Janet Foley Co-Chair  
 CSEA, Inc.

\_\_\_\_\_ Date: \_\_\_\_\_  
 Charles Vejvoda Co-Chair  
 GOER-Assistant Director



## **Group Activity – Communication Russell Ferguson and Ed Herbert**

Groups were asked to brainstorm ideas on how the statewide committee and the subcommittees can gather information from the agency/local level, and how to share subcommittee project activity back down to the agency/local level.

### Gathering Information:

Form lists of contacts and formulate a way to use e-mail to gather information.  
How?

- Reach out to agency human resources personnel and get lists.
- Get lists of members of agency labor-management committees, if they exist.
- Reach out to CSEA regional and local level for lists of contacts.
- Use web page to communicate to gather issues and ideas. Have a suggestion box and comment section.
- Use mail communication when appropriate.
- Use information we already have (i.e., the Workers Compensation report) and develop further.
- Gather information using random sampling surveys.
- Have CSEA staff speak and report-back about committee work at membership meetings and to gather ideas.

### Sharing Information:

- Vehicle to communicate – E-mail using contact lists and use website.
- Communicate the products we are producing and invite comments as we progress.
- Collect minutes from agency and local levels and get put on their agendas to identify problems.
- Share statewide minutes using contact lists and website.
- Share information using *The Canary*, CSEA's quarterly safety and health newsletter, and *The Workforce*, CSEA's statewide monthly newspaper.
- Have a best practices section on the website.
- Develop newsletter to agency and CSEA levels.
- Chuck's report to Gary Johnson - How can he use that report to communicate committee work.
- Have CSEA staff report-out about on-going committee work at membership meetings.

## Sub-Committee Meeting Minutes of January 9, 2009.

**Committee Formerly Known as Elements now known as the subcommittee on Safety Management Systems or SCSMS**

### **Subcommittee Minutes January 8, 2009**

Members: Andrew Barna [andrew.barna@suny.edu](mailto:andrew.barna@suny.edu)  
Mark Stackrow [stackrowm@NYSCSEAPARTNERSHIP.ORG](mailto:stackrowm@NYSCSEAPARTNERSHIP.ORG)  
Chuck Vejevoda [cvejvoda@goer.state.ny.us](mailto:cvejvoda@goer.state.ny.us)  
Brian Gibney [bgibney@dot.state.ny.us](mailto:bgibney@dot.state.ny.us)

Facilitator: None

Invited Guests: Janet Foley

Recorder: B. Gibney

Location: 240 Washington Avenue, Extension Albany

**Action items:** Read and be prepared to provide comment draft CSEA Partnership Safety and Health Committee Training (see below.) Due next meeting.

<b>Topic/ Item</b>	<b>Description/ Discussion</b>
1. Elect Chair of Sub-Committee	Andy Barna elected Chair of Sub-Committee (Congratulations!)
2. Elect Keeper of the Minutes	Brian Gibney elected Keeper of the Minutes (Condolences to the rest of the Sub-Committee.)
3. Discussion on Sub-Committee's Name & Sub-Committee's Goals	Sub-Committee to focus on promoting and enhancing the effectiveness of public sector Safety and Health Committees through training and the use of an integrated plan. Mark Stackrow will forward a copy of the draft <u>Safety and Health Committee Training</u> developed by the CSEA Partnership for the Sub-Committee's review and comment.
4. Discussion on two new Sub-Committee Members	Awaiting replacement of Heather Spencer, NYS Parks. Andy Mantella, OCFS will attend next meeting.
5. Presentation by Chuck Vejevoda and Janet Foley, Chairs of the NYS/ CSEA Safety & Health Committee	Janet and Chuck provided direction to the subcommittee on development of Safety and Health Committee training.

**Next Meeting- At a time and place to be announced. Meeting will be no later than March 12.**