

NYS & CSEA STATEWIDE SAFETY AND HEALTH COMMITTEE

January 21, 2010

MEETING MINUTES

Attendees:

Management:	Larry Enoch, Co-Chair	GOER
	Patricia Briggs	OMRDD
	Margaret Clarke	OMH
	Tony DeMarco	WCB
	Richard Keefer	DOT
	Carol McClellan	OGS
CSEA:	Paul Blujus	DOH
	Frank Cosentino	Liquor Authority
	Karen Maikels	OASAS
	Andrew Mantella	OCFS
	Maryann Phelps	SUNY
	Virginia Stubbs	OMH
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew Kozak	
	Monique St. Hilaire	
	Mark Stipano	
	Mary Rubilotta	
Partnership Staff:	Jeannine Morell	
	Peter Trolio	
	Stephanie Rockmacher	
	Mark Stackrow	

Absences:

Valerie Ayers	SUNY
Andy Barna	SUNY
Scot Chamberlain	OMH
Deborah Downey	OMRDD
Brian Gibney	DOT
Derrick Holmes	OMRDD
Debye Lurie	OCFS
Nicholas McKay	DEC
Nicholas Schkrioba	WCB
John Suchy	DOCS

1. Introductions/Approval of Minutes

A motion was made to approve the November 19, 2009 meeting minutes with noted changes. The motion was carried. Upon completion of the suggested changes, the final minutes will be sent electronically to all committee members and posted on the Partnership's website.

2. Asbestos Awareness Presentation **Larry Enoch, GOER and Mark Stipano, CSEA**

Larry and Mark gave an asbestos awareness presentation about the history and origins of asbestos, its uses and locations in construction and general industry, ways that the material can become airborne including health effects and how to avoid them. In addition, they provided an overview of the general rules and regulations under OSHA and New York State Industrial Code Rule 56.

Based on questions by the committee, a discussion ensued about the best methods to communicate information like asbestos awareness training to the local presidents whose responsibility it is to educate labor-management and safety and health committees at the local level.

3. Training Topics Update

Committee members were asked to prioritize the remaining training topics to be delivered at future committee meetings. Based on the surveys completed by the attending committee members, the following training topics were selected:

- Other unions and their safety & health issues
- Annual Report of Workers' Compensation Claims
- Hazard Communication & NYS Right-to-Know Law
- Confined Spaces
- Lockout/Tagout
- How to communicate information to the local level
- How to create safety & health labor-management committees

4. Online Safety & Health Certificate Programs & Skills for Success

Mark Stackrow reported on the number of employees by agencies who have registered for the Online Safety & Health Certificate Programs. Out of the 140 licenses allocated for this program only a few remain. There was discussion about developing consistency for issuing safety and health licenses in conjunction with current or future online learning agreements with agency education and training committees.

The Skills for Success spring 2010 semester began on January 4 and concludes on June 16. The courses are available to state and local government (space permit basis only) CSEA-represented employees. Course flyers containing the application form will be sent electronically to committee members and are posted on the Partnership's website. Committee members were urged to publicize the courses in their workplaces via bulletin boards, intranet, etc.

5. Partnership Updates

Indoor Air Quality Manual: The first section of the IAQ manual remains under review at GOER. The Diagnostic Tools and Ventilation sections are currently under copyright review and will be sent to GOER for final review.

Extreme Temperatures Guidelines and Pocket Guide: Both documents are undergoing review at the Partnership and will be sent to GOER for final review.

10-Hour OSHA Curriculum: Mandatory sections are under review and elective sections are in progress.

S&H Committee Training: Staff met with the Partnership's Labor-Management Services team and received several suggestions on how to improve the program. Suggested changes will be made to the curriculum.

Boiler Pressure Vessel: Sixteen SUNY employees from five campuses attended two classes during October and November. Feedback from all participants was extremely positive. The committee met on December 15 to discuss future implementation plans.

6. Sub-Committee Meetings

The sub-committees held meetings to work on their respective projects. Meeting minutes are attached.

7. Future Meetings

Next meeting: March 11, 2010

Future meetings:

May 13

July 8

September 9

November 18

January 13, 2011

March 10

**Training Subcommittee Minutes
January 21, 2010**

Attendees: Karen Maikels
Larry Enoch
Matt Kozak
Carol McClellan

Facilitator: Stephanie Rockmacher

Invited Guests: None

Recorder: Stephanie Rockmacher

Location: Partnership Offices

Action items:

What (Topic)	Who (Responsibility)	Decision (What)	When (Suspense)
1. Train-the-Trainer Curriculum Scope of Work	Stephanie R.	A copy of the Scope of Work will be forwarded to the committee upon completion.	
2. Online Safety & Health Certificate Programs Survey	Stephanie R.	Issue survey to participants of Online Safety & Health Certificate Programs and analyze results to determine program improvements.	
3. Train-the-Trainer Logistics		More discussion needs to be done around the establishment of the T-T-T program	

Brainstormed ideas for...

Notes:

- Participants in the pilot Online Safety & Health Certificate Programs participants suggested adding more advanced courses. It was decided that since it could not be agency/facility-specific it really wasn't worth pursuing.
- Preliminary discussions were started on developing the support portion of the T-T-T program soon to be developed. Further discussions will be held to determine where support for training is going to be found and how information will be disseminated to participants of the training after completion.

Next meeting:

When: March 11, 2010
Where: Partnership Offices
Facilitator: Stephanie Rockmacher
Recorder: Stephanie Rockmacher

**Ergonomic Subcommittee Minutes
January 21, 2010**

Attendees: Janet Foley
Tony DeMarco
Frank Cosentino

Facilitator: Tony DeMarco

Absent: None

Invited Guests: None

Recorder: Tony DeMarco

Location: Partnership Offices

Action items:

What (Topic)	Who (Responsibility)	Decision (What)	When (Suspense)
1. NYS Veterans' Home at Oxford	Entire Committee	The sub-committee will be visiting Oxford Vet's Home to learn about their safe patient handling program.	January 28, 2010
2. Development of a process for implementing Safe Patient Handling programs	Entire Committee		

Notes:

- Upon completion of the site visit scheduled for January 28, 2010 at Oxford Veterans' Home, the sub-committee will begin discussions on putting together a model program to implement a safe patient handling program.

Next meeting:

When: February 9, 2010
Where: CSEA Headquarters
Facilitator: Stephanie Rockmacher
Recorder: Stephanie Rockmacher

**Imminent Danger/ID Badge Subcommittee Minutes
January 21, 2010**

Attendees: Mary Ann Phelps
Marg Clark
Paul Michael Blujus
Pat Briggs
Virginia Stubbs

Facilitator: Mark Stipano

Invited Guests: Mary Rubilotta

Recorder: Paul Michael Blujus

Location: Partnership Offices

Action items:

What (Topic)	Who (Responsibility)	Decision (What)	When (Suspense)
1. Lanyards	Scot Chamberlain	Scot will obtain state contract information i.e. vendors, manufacturing location, etc.	
2. Imminent Danger	Mark Stipano Stephanie Rockmacher Janet Foley Larry Enoch	Finalize the training program.	February 8, 2010

Notes:

Imminent Danger – The purpose of the February 8 meeting is to review suggested changes to the curriculum. The objective of the training is to put forth a common definition for imminent danger. Mark Stipano indicated the presence of a gap between management and labor regarding the understanding of imminent danger. A successful imminent danger training will address these issues so that management and labor can be on the same page when developing an agency/facility policy. One sub-committee member suggested including the employee's safety performance in their job evaluation. Mark also recommended that labor and management work together to eliminate or engineer the hazard out of the workplace.

Next meeting:

When: March 11, 2010
Where: Partnership Offices
Facilitator: Yvette Malavé Diaz
Recorder: TBD

**Safety and Health Management System Subcommittee Minutes
January 21, 2010**

Attendees: Richard Keefer
Andy Mantella

Facilitator: Mark Stackrow

Absent: Brian Gibney
Debye Lurie

Invited Guests: None

Recorder: Mark Stackrow

Location: Partnership Offices

Action items:

What (Topic)	Who (Responsibility)	Decision (What)	When (Suspense)
1. Review section 1 of Instructor Guide	All	Provide feedback to Mark Stackrow	February 5, 2010

Next meeting: March 11, 2010