

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

June 15, 2006

MEETING MINUTES

Attendees:

Management:	Chuck Vejvoda, Co-Chair	GOER
	Debye Lurie	OCFS
	Nick Schkrioba	WCB
	Geraldine Smith	DOT
	Bob Bailey	OMRDD
	Charles Hatch	DOCS
	Robert Kennedy	DOCS
CSEA:	James McHugh	DOT, Region 5
	Deborah Downey	OMRDD, Region 3
	Karen Maikels	OASAS, Region 4
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew C. Kozak	
	Mark Stipano	
	Monique St. Hilaire	
Partnership Staff:	Ira Baumgarten	
	Deb Berg	
	Linda Stortz-Torino	
	Stephanie Rockmacher	
	Mark Stackrow	

1. Opening Remarks and Review/Accept Minutes of the April 6, 2006 Meeting

All committee members in attendance were in favor of accepting the minutes of the April 6, 2006 meeting contingent upon minor changes to be submitted to Stephanie Rockmacher. Final minutes will be posted on the Partnership website on the Safety and Health page.

www.nyscseapartnership.org

2. Tour of State Emergency Management Office (SEMO) Bunker

Committee members car-pooled from the Partnership offices to the State Emergency Management Office at the State Office Campus. The committee members were given a presentation and a tour of the State Emergency Operations Communications Center by a representative of Special Operations/Regional Operations. SEMO's Incident Command System (ICS) is used to organize both

near-term and long-term field-level operations for a broad spectrum of emergencies from small to complex incidents, both natural (e.g., floods and hurricanes) and manmade (e.g., terrorism and hazardous material spills). The briefing and tour included an overview of the following activities: chain of command, operations, planning, logistics and administration.

The committee members were briefed on the role of New York State agencies in any given incident. Agency representatives are individuals assigned to an incident from an assisting or cooperating State agency that act as a liaison for agency decision makers on matters affecting that agency's participation in the incident. Agency representatives report directly to the Emergency Operation Center and are responsible for providing input in the planning/coordinating process on the use of agency resources, personnel and equipment in conjunction with local government operations.

SEMO's website: www.nysemo.state.ny.us
518-292-2200 (24/7)

3. Workplace Security Act

Matt Kozak distributed copies of the text of the CSEA-initiated Worksite Security Act signed by the Governor on June 7, 2006. The Commissioner of the Department of Labor has 360 days from that date to develop rules and regulations to implement the new law (new Section 27-b of the labor law). The law requires public employers to assess their worksites for potential areas of violence, notify employees of potential threats and work with employees and employee organizations to develop corrective actions. This law applies to public employers including state and local governments, public authorities and public benefit corporations that have 20 or more employees. The law also creates a complaint procedure for employees to follow if they believe situations of potential violence or imminent danger exist as well as a follow-up procedure with the Department of Labor if employers do not comply with this law. Language is also included that protects employees that use the complaint procedure.

4. Sub-Committee Meetings and Report Outs

Workplace Security

- The Workplace Security Act was signed by the Governor on June 7th, 2006. The members of the sub-committee discussed with the committee co-chairs how to further proceed with the guidelines manual. The guidelines manual was to be developed by a consultant to help State agencies address possible security issues. Two options discussed were: wait one to two months to see what rules and regulations the Department of Labor will issue and what direction they will take, have the consultant proceed, and revise the manual as needed when the regulations are released. The sub-committee agreed to wait for a one to two month period and revisit what direction to take at the August 16th meeting. Chuck Vejvoda will attempt to contact the Department of Labor to find out what its plans are with regard to the new Security Act. He will report his findings at the next committee meeting.

- Work on the second project, the development of security brochures, is pending further cost review.

Environment

- The sub-committee reviewed the updated guidelines submitted by the consultant. Members will be contacting two CSEA supervisory level people from DOT, DOCS, OGS, DEC and OPRHP to review the guidelines and provide feedback on its usefulness and readability.
- The sub-committee approved a proposal from a vendor to develop a pocket guide for employees to use as a quick reference while on the job.
- Work continues on the scope of work for two sections of the guidelines: one dealing with chemicals, and the other dealing with biological agents.

Elements

- The latest version of the safety and health program guidelines is a vast improvement from the initial draft. The accident investigation process, the inspection process and the job hazard analysis need to be reviewed and finalized. The consultant will deliver the PowerPoint training piece within the next week or two. Once the sub-committee has had an opportunity to review and update the training program, it will be shared with the entire committee for its review.
- The sub-committee will be contacted by Mark Stackrow to set up a meeting date for final revisions. The final product should be completed by mid-August.

Ergonomics

- The sub-committee reviewed the draft Non-Direct Care Brochure; a list of comments will be submitted to the consultant. When the revisions are received, the committee will have a phone conference to discuss the new draft.
- Janet Foley reported that the zero-lift implementation at Batavia is moving along very well. The facility is putting together their first report on the program and a draft is expected shortly.

SUNY Pressure Vessel/Boiler

- The sub-committee met with representatives from the Department of Labor Boiler Inspection Unit to talk about their roles and to get feedback on the training content being developed.
- The training content outline was revised and will be sent out to the sub-committee for comments.
- There is not a consultant under contract to the Partnership having the expertise to develop this training. SUNY Delhi will be contacted to see if staff knows of an instructor/subcontractor who can develop this for us under the Partnership's Memorandum of Understanding with SUNY Delhi.

Imminent Danger

- The questionnaire to be used in the focus groups is completed and approved.

- Mark Stipano and Stephanie Rockmacher are working on forming focus groups comprised of OGS labor and management representatives to gather ideas for the development of a training program. Larry Enoch, Safety and Health Manager for OGS, has agreed to be part of the focus groups.

Future Meetings and Training Topics

- Wednesday, August 16th Chuck Vejvoda – Green Products presentation
- Thursday, October 19th Ed Ruff, Workers' Compensation Board
Injury and Illness Data presentation