

NYS & CSEA STATEWIDE SAFETY AND HEALTH COMMITTEE

March 12, 2009

MEETING MINUTES

Attendees:

Management	Chuck Vejvoda, Co-Chair Michelle Speanburg Tony DeMarco Larry Enoch Brian Gibney Richard Keefer Debye Lurie John Suchy	GOER OMH WCB OGS DOT DOT OCFS DOCS
CSEA:	Paul Blujus Frank Cosentino Deborah Downey Nicholas McKay Karen Maikels Maryann Phelps Virginia Stubbs	DOH Liquor Authority OMRDD DEC OASAS SUNY OMH
CSEA Staff:	Janet Foley, Co-Chair Matthew C. Kozak Mark Stipano Monique St. Hilaire	
Partnership Staff:	Jeannine Morell Peter Trolio Yvette Malavé Diaz Mark Stackrow	
Absences:	Valerie Ayers Andy Barna Scot Chamberlain Sue Ann Hart Derrick Holmes Andrew Mantella Nick Schkrioba Stephanie Rockmacher	SUNY SUNY OMH OMRDD OMRDD OCFS WCB Partnership
	Invited Guest:	Maureen Cox. Director, Dept. of Labor, Division of Occupational Safety and Health

1. Introductions and Opening Remarks

Mark Stackrow opened the meeting with general comments and housekeeping items.

2. Safety and Health Online Training Certificate Program

The committee has been asked to consider an online General Construction Certificate Program and an online General Industry Certificate Program. The programs would be made available to all CSEA state members at no cost. The online programs are meant to provide participants with the "awareness" of hazards found in the workplace.

The committee recommended that disclaimers be included throughout the programs to make it clear that the online training programs serve only as an introduction to mandated training and do not substitute for that training. It was suggested that a disclaimer be placed on the acceptance letter that is signed by supervisors before passwords are given.

It was the consensus of the committee that these training programs go forward and that the training subcommittee review the program proposal and make recommendations to the Partnership and statewide committee on how to proceed.

A concern brought up by the committee is the availability of the courses in other languages for members who have English as a second language and may be required to take the courses because of their job duties.

- **Action Item:** Training subcommittee will review the proposed program and make recommendations to the Partnership and statewide committee on how to proceed. The subcommittee will also review the course descriptions and recommend removal of courses that may not meet the needs of members.

- **Action Item:** Mark Stackrow will check with Skill-Soft about the availability of the courses in multiple languages.

- **Action Item:** Mark Stackrow will email committee members the program description and courses included.

3. Operating Agreement

The committee unanimously approved the 2007-2011 Operating Agreement. The agreement was officially signed by both co-chairs.

4. Partnership Project Updates

- Partnership's 10-hour OSHA Construction curriculum. In October of 2008 OSHA revised the mandated training portion of the 10-hour construction program. Partnership staff is currently in the process of updating the 10-hour curriculum to reflect the new changes.
- Supervisor's Extreme Temperature Guidebook. Changes suggested by the committee have been made and the guide is under review by Partnership staff.

- Extreme Temperature Pocket Guide has been reviewed by Partnership staff and suggested changes have been incorporated. It is now on to the next level of review by Partnership managers.
- Imminent Danger is on hold until further discussions are held and agreements reached between labor and management.
- The Indoor Air Quality Manual is under copyright review.
- Incident/Accident Investigation curriculum. Mark Stipano and Mark Stackrow are working together on an outline that has been approved by the co-chairs. The next step will be to expand the outline and begin to add content, activities, and hand-outs.
- Inspection Procedures and Techniques Curriculum. The committee working on this curriculum will use the information collected during the earlier exercise to move forward with the development of this program.
- Safety and Health Labor-Management Committee Training. This curriculum has been given to the Elements Subcommittee for their review and comment. Mark Stackrow will be working with the committee to finalize this curriculum.
- Online Safety and Health Labor-Management Committee Training. Once the content for the “in-person” training has been developed the Partnership will begin developing the content for the online program,

5. Inspection Curriculum Exercise

The training subcommittee is looking for direction regarding developing an inspection curriculum that focuses on preventative inspection techniques to address hazards before accidents happen versus investigating accidents after they happen. There was a group activity on four main areas to consider in developing this training: target audience, goals and objectives, and content/training topics. Ideas generated from this activity session are attached to these minutes.

6. Sub-Committee Meetings

The subcommittees held meetings to work on their respective project areas.

- **Action Item:** Minutes of the subcommittees meetings should be submitted to Monique St. Hilaire at monique.sthilaire@cseainc.org or by mail as soon as possible and will be attached to the final version of the minutes.

7. Training Topic – PESH presented by Maureen Cox

Maureen Cox, Director of the NYS Department of Labor, Division of Occupational Safety and Health, presented an overview of the Public Employees Safety and Health Law (PESH), the bureau organization, what laws they enforce and what resources they provide to employee organizations and state agencies. Their five year strategic plan will focus on reducing injuries in OMH and OMRDD through safe patient handling programs. A complete detail of the strategic plan and other important information can be found by visiting the PESH website at:
<http://www.labor.state.ny.us/workplacesafety.shtm>

8. Approval of Minutes and Next Meeting Dates

Minutes of the January 8, 2009 meeting were unanimously approved. Mark Stackrow will ensure the minutes are posted on the Partnership safety and health web page.

Future meeting dates:

May 14th

July 9th (Note This date has been changed to July 16th)

September, 10th

November 19th

January 14th

9. Meeting Adjourned

Attachment to Agenda Item #5 Committee ideas on a Inspection Curriculum

Target Audience:

- Safety and health committees
- Workers in specific areas
- Management and union
- OSU maintenance titles
- Fire, life safety, security personnel
- Union locals, labor-management, safety and health committees
- Non-safety and health professionals
- OMH/OMRDD/SUNY
- Stakeholders

Goals and Objectives:

- Training on how to identify hazards, how to correct hazards, how to prevent injuries
- Tools to identify hazards
- Root cause of injuries
- Talk to workers
- Look at the work processes
- Knowing what to accomplish - specific
- Better communication in all departments
- Look at who is getting injured, i.e. OMRDD
- Foster safety and health perspectives
- How to know what will work and what will fail in preventing injuries

Training Topics and Content:

- Make the training general enough for all workers
- Certificate program
- How to put information together to arrive at control measures
- Observation techniques
- Identify codes/regulations before an inspection
- Mentoring walk-through inspections
- Focus on specific departments and bring in those workers
- How to bridge the gap between management and workers' perspectives
- Focus groups
- Hazard maps
- Empowering workers
- Recordkeeping
- Activities on how to address issues that might not be seen in walkthroughs
- Identify hazard and conduct an inspection with someone who has expertise
- Delivery – platform-type lecture, on-line, (i.e. certificate program), mentoring