

NYS & CSEA STATEWIDE SAFETY AND HEALTH COMMITTEE

March 11, 2010

MEETING MINUTES

Attendees:

Management:	Larry Enoch, Co-Chair	GOER
	Barbara Boyle	SUNY
	Patricia Briggs	OMRDD
	Margaret Clarke	OMH
	Jeremiah Coleman	OMRDD
	Tony DeMarco	WCB
	Richard Keefer	DOT
	John Suchy	DOCS
	Debye Lurie	OCFS
CSEA:	Paul Blujus	DOH
	Frank Cosentino	Liquor Authority
	Deborah Downey	OMRDD
	Karen Maikels	OASAS
	Andrew Mantella	OCFS
	Nicholas McKay	DEC
	Maryann Phelps	SUNY
	Virginia Stubbs	OMH
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew Kozak	
	Monique St. Hilaire	
	Mark Stipano	
Partnership Staff:	Yvette Malavè Diaz	
	Peter Trolio	
	Stephanie Rockmacher	
<u>Absences:</u>	Valerie Ayers	SUNY
	Andy Barna	SUNY
	Scot Chamberlain	OMH
	Deborah Downey	OMRDD
	Brian Gibney	DOT
	Derrick Holmes	OMRDD
	Carol McClellan	OGS
	Nicholas Schkrioba	WCB
	Mark Stackrow	Partnership

1. Introductions/Approval of Minutes

A motion was made to approve the January 21, 2010 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. Workers' Compensation Report

Janet Foley

Janet presented an overview of the "Summary of the 2008-2009 Annual Report of Workers' Compensation Claims for New York State Executive Branch Employees" created by Mark Stipano, CSEA, Inc. This report compares New York State injury rates to national rates.

The report indicates that overall incident rates, the amount of lost time, and total workers' compensation costs have all increased compared to the previous year. In addition, the summary ranks agencies, causes of incidents, types of injuries and job titles that contributed to the increases in the injury and incident rates. Also highlighted in CSEA's summary are the limitations of the State's report.

The committee discussed ways of shedding light on this information through the media and how to get this information into the right hands (legislative leaders, agencies).

Monique St. Hilaire will send the website link of the full report to committee members.

3. OCFS Workplace Violence Program DVD

Debye Lurie, OCFS

Debye introduced the workplace violence informational DVD prepared by OCFS. This DVD will be distributed to each facility as part of the agency's Workplace Violence Program. The training program will include how to conduct workplace assessments and how to access policy and forms.

4. Communications Exercise and Discussion –

Janet Foley & Matt Kozak, CSEA, Inc.

Janet and Matt conducted a training exercise to convey the need for communicating information from the Article 15 statewide committee level to other levels within state government including CSEA local presidents, agency and facility managers, statewide and local labor-management committees, safety and health committees, and legislative leaders and labor committee chairs.

Conclusions from the training exercise:

- Create an Article 15 committee newsletter.
- Create email distribution lists for each committee member to communicate with their own agency.
- Create a vehicle for agency/facility managers to communicate with us.
- Create a Communications subcommittee.
- Determine when to communicate, what to communicate, and who to communicate to.
- Identify a person from each agency to serve as a point of contact for the statewide committee.
- Ask if the agency has a statewide labor-management committee and/or safety and health committee.
- Survey agency managers, labor leadership, and labor-management committee members.

Members of the Imminent Danger subcommittee were asked if they wanted to form a new Communications subcommittee and take on the above tasks. Members who volunteered for the subcommittee are:

- Paul Blujus
- Maryann Phelps
- Virginia Stubbs
- Andy Mantella
- Jeremiah Coleman
- Yvette Malavè Diaz

5. **Safety & Health Grants Program**
Stephanie Rockmacher, Partnership

Stephanie announced that the Safety and Health Labor-Management Grants Program is awaiting final GOER EXEC-15 approval. This grant program offers an opportunity for New York State and CSEA labor-management representatives that face unique safety and health workforce and organizational development hazards to apply for grants up to \$50,000. These grants can be used by statewide or local labor-management committees to achieve goals of increasing organizational effectiveness, improving services or work processes, and enhancing employee job skills. The program will launch on April 1, 2010.

6. **Online Safety & Health Certificate Programs**
Stephanie Rockmacher, Partnership

Stephanie updated the committee on the number of employees participating in the Online Safety & Health Certificate Programs. She also shared preliminary results of the marketing survey conducted by the Partnership to learn why the participants enrolled in the certificate programs.

7. **Partnership Updates**

- *10-Hour OSHA Construction Course:* The curriculum has been approved and is being formatted. The course is scheduled to be delivered on March 23 & 24 in Hamburg, NY.
- *Imminent Danger Curriculum:* The PowerPoint slides have been adjusted and sent for review to Larry and Janet. The Instructor and Participant Guides will then be edited.
- *Extreme Temperatures;* The Supervisor's Guide has been finalized and is ready to be sent to GOER for the EXEC-15 review. The Pocket Guide is being finalized and will be sent to GOER for EXEC-15 review in the near future.
- *Boiler/Pressure Vessel;* Mark Stackrow is making arrangements for the next round of training courses.

8. **Subcommittee Updates/Status**

Ergonomics – The subcommittee continues to work on developing guidelines for implementing a Safe Patient Handling Program.

Training – Work is continuing on developing the train-the-trainer program to support the curriculum under development.

Elements – The “Labor-Management Training for Safety and Health Committees” curriculum was sent to subcommittee members to review and comments.

Imminent Danger – This subcommittee has been transformed into a new communications subcommittee. The marketing of the breakaway lanyards is still under construction.

**Safety and Health Management System Subcommittee Minutes
March 11, 2010**

Attendees: Debye Lurie
Andy Mantella
Richard Keefer
Barbara Boyle

Facilitator: Peter Trolio

Absent: Brian Gibney
Mark Stackrow

Invited Guests: None

Recorder: Peter Trolio

Location: Partnership Offices

Discussion items:

Peter shared the “Labor-Management Training for Safety and Health Committees” document for review. At the meeting, there were several recommendations for inclusion in the labor-management committee training for safety and health committees. They included the following:

1. If you conduct training for facilities (e.g., OCFS), there should be some explanation of the statewide agency safety and health committee and the types of issues they would handle.
2. There should be an explanation of what would cause an issue to be sent to the agency statewide safety and health committee as well as a description of the types of issues that should be handled by the statewide committee.

It was also suggested that letters should be sent to local committees and agencies regarding information about safety and health committee training.

Peter also distributed the Labor-Management Committee Assessment Guide and asked for feedback on the assessment questions for safety and health committees. Some suggested additional questions suggested by the meeting participants included the following:

- What do you think may prevent this committee from being effective?
- What is the purpose of your committee?
- What does this committee do well?

Peter shared with the subcommittee that the potential OMRDD pilot offering of elements, including safety and health labor-management committee training, is on hold. At the meeting, both Andy Mantella and Debye Lurie from OCFS indicated that their agency may be interested in serving as a pilot for this training.

Action items:

1. Andy Mantella will check with Mike Geraghty of OCFS to see if labor is interested in serving as a pilot agency (completed – labor is interested).

2. Debye Lurie will contact Ray LaMarco of OCFS to see if management is interested in serving as a pilot agency (completed – management is interested).
3. Peter will inform Janet Foley and Larry Enoch of OCFS's potential interest in serving as a pilot agency (completed).

Next meeting:

When:	May 13, 2010
Where:	Partnership Offices
Facilitator:	TBD
Recorder:	TBD

**Training Subcommittee Minutes
March 11, 2010**

Attendees: Karen Maikels
Larry Enoch
Matt Kozak
Nick McKay
John Suchy

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.	When the proposals come in, copies will be sent to sub-committee members.	
2. Online Safety & Health Certificate Program Survey Results	Stephanie R.	The preliminary results of the online survey were reviewed by the committee.	
3. Train-the-Trainer Logistics		Continued discussion needs to be done around the establishment of the T-T-T program.	

Brainstormed Ideas for...

Notes:

- The sub-committee spoke briefly about the Online Survey results.
- Discussions continued on developing the support portion of the T-T-T program soon to be developed. Further discussions need 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: May 13, 2010
Where: Partnership Offices
Facilitator: Stephanie Rockmacher
Recorder: Stephanie Rockmacher

**Communication Subcommittee Minutes
March 11, 2010**

Attendees: Paul Blujus
MaryAnn Phelps
Virginia Stubbs
Jeremiah Coleman

Facilitator: Yvette Malavè Diaz

Absent: None

Invited Guests: None

Recorder: Yvette Malavè Diaz

Location: Partnership Offices

Discussion items:

The Imminent Danger and ID Badge subcommittee has been changed to the Communications subcommittee. The following:

- Janet will put updates of the Safety & Health Statewide Committee on the agendas of multi-union meetings.
- Information should be sent electronically.
- Involve employees from targeted offices (i.e. OMRDD – lanyards).
- Create a vehicle for agency/facility managers to communicate with the Statewide Safety & Health Committee.
- Develop a strategy of what is to be communicated and then how it should be communicated.
- Address agencies uniqueness and incorporate them into the strategy.
- Communicate successful projects.
- Identify contact people at each affected group.
- Create a master list of agency contacts.

In addition to the above discussion regarding how communication would work; the discussion of sending out a survey was discussed.

Possible Survey Questions

1. Who are the key folks to receive information? If so, who?
2. Does your agency/facility have a Safety and Health Labor-Management Committee?
3. How often do they meet? Once per year? Twice per year? Etc.

4. What are the safety and health issues you are addressing? If grant money were available, how would you use it? What types of issues do you discuss?
5. How do they communicate information?
6. What are some of the related safety and health committees within your organization (i.e., EEOCC workplace violence)?
7. Have you implemented any successful safety and health programs? If so, how have you shared information?
8. Would you like to receive information on safety and health issues (statewide)?

Potential sources for survey:

CSEA Regional Presidents, Regional CSEA Safety Officers, Regional Communications Directors, CSEA and PEF Council Leaders, Directors of Human Resources at various facilities, and Directors of Employee Relations.

This potential survey would be placed on the Partnership website for participants to complete.

Send a notice that the survey is coming and names of committee members.

Next meeting:

When:	May 13, 2010
Where:	Partnership Offices
Facilitator:	Yvette Malavè Diaz
Recorder:	Yvette Malavè Diaz