

NYS & CSEA STATEWIDE SAFETY AND HEALTH COMMITTEE

May 14, 2009

MEETING MINUTES

Attendees:

Management	Chuck Vejvoda, Co-Chair	GOER
	Andy Barna	SUNY
	Tony DeMarco	WCB
	Larry Enoch	OGS
	Brian Gibney	DOT
	Sue Ann Hart	OMRDD
	Debye Lurie	OCFS
	John Suchy	DOCS
CSEA:	Paul Blujus	DOH
	Frank Cosentino	Liquor Authority
	Nickolas McKay	DEC
	Karen Maikels	OASAS
	Virginia Stubbs	OMH
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:	Michelle Speanburg	OMH
	Richard Keefer	DOT
	Valerie Ayers	SUNY
	Maryann Phelps	SUNY
	Scot Chamberlain	OMH
	Derrick Holmes	OMRDD
	Deborah Downey	OMRDD
	Andrew Mantella	OCFS
	Nick Schkrioba	WCB

1. Introductions/Opening Remarks/Review and Approval of Minutes

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

The committee reviewed and unanimously approved the minutes of the March 12, 2009 meeting.

2. Workers' Compensation Report – Mark Stipano

Mark Stipano presented an overview of the New York State Workers' Compensation Claims 2007-2008 annual report which included highlights of the report's statistics on incident rates, lost time, and costs.

Chuck Vejvoda explained the additional costs to the State for administering claims.

The committee had a discussion on issues with the Accident Reporting System (ARS) reporting system.

It is the recommendation of this committee that Danny Donohue send a copy of the workers compensation report prepared by CSEA to Gary Johnson, Director of GOER.

- **Action Item:** Mark Stackrow will email CSEA's workers compensation report to the committee members along with the link to the annual report.

- **Action Item:** Mark Stackrow will reach out to Civil Service to have a representative who manages the ARS system come in to speak to the committee. Areas of interest: specific types of reports available/not available (i.e., workplace violence); critical incidents reports; specifics on the types of training given to workers who complete the forms and input data.

3. Confined Space TTT Review – Nick McKay

Committee member Nick McKay, DEC, was a participant of the Confined Space Entry Train-the-Trainer 5-day course given by CSEA staff and explained the benefits of this training to his DEC unit: He expressed his high regard for the trainers and the quality of this training program. Because the participants were also coached in adult education techniques, they came away confident to deliver this training and having the necessary materials and tools to do so.

4. Report on Other Safety and Health Committee Activity – Chuck Vejvoda

- The State of New York/ Public Employees Federation (PEF) Statewide Health & Safety Committee is offering a two-day training program entitled "*How to Investigate and Solve IAQ Problems,*" that will be held on June 22 - 23, 2009 at the Corning Tower Building, Albany.
- The NYS/PEF Health and Safety Labor-Management Conference was recently held.
- There is a firearms training safety incentive program for relevant PEF members funded with negotiated funds.
- There is an agency level safety and health committee training for PEF members.
- The NYS/PEF Health and Safety Labor-Management Committee is to get State Insurance Fund representatives to explain their rating system for premiums to high risk customers.

5. Project Updates – Partnership Staff

- Partnership's 10-hour OSHA Construction curriculum is in development following the new mandates set by OSHA.
- Supervisor's Extreme Temperature Guidebook has begun the document review process and will continue to move forward toward Executive 15 finalization.
- Extreme Temperature Pocket Guide will be reviewed by a Partnership committee and then sent to GOER for the Executive 15 review process.

- Imminent Danger – A meeting is scheduled to present the pilot training to the statewide committee on June 25, 2009.
- Indoor Air Quality Manual is in the final process of copyright review with GOER legal department and will go into the document review process once copyright is cleared.
- Incident/Accident Investigation – PowerPoint's have been completed and the instructors guide is now being developed.
- Inspection Procedures curriculum- A meeting will be scheduled to review the data collected at the previous statewide meeting.
- Online Safety and Health Labor-Management Committee- will be developed after the in-person training is complete.
- Train-the-Trainer – Batavia experience; The documenting of the Safe Patient Handling Program created by the Veterans' Home at Batavia has been taken over by the ergonomics subcommittee

6. Subcommittee Meetings

The subcommittees held meetings to work on their respective project areas. Minutes from the meetings are attached to these minutes.

- **Action Item:** Minutes of the subcommittee meetings should be submitted to Monique St. Hilaire at monique.sthilaire@cseainc.org, in person or by mail as soon as possible and will be attached to the statewide meeting minutes.

7. Other Announcements

Chuck Vejvoda announced that under the provision of Executive Order 18, agencies will be required to end the purchase of bottled water and they must submit their plans by August to The Director of State Operations.

Future meeting dates:

July 16th
September, 10th
November 19th
January 14th

Meeting Adjourned

**ID Badges / Imminent Danger
Subcommittee Minutes
May 14, 2009**

Attendees: Virginia Stubbs
Sue Ann Hart
Paul Blujus
Monique St. Hilaire

Facilitator: Yvette Malave Diaz:

Recorder: Yvette Malave Diaz

Location: Small Conference Room

Action Items:

Topic	Responsibility	Decision	When
1. I.D. Badges	Monique	Find-out specifically OMRDD's concern's with their badges.	By next subcommittee meeting.
2.	Virginia	Find-out who purchases the I.D. badges at Bronx PC since they have the best design. Any other related information would be helpful.	By next subcommittee meeting.
3.			
4.			
5.			

Brainstorming

Notes:

The committee looked at several ID badge samples and the committee believes that flat woven lanyards with short break-away sections work best.

Next meeting:

When: July 16, 2009
Where: Partnership Offices

Name: Training Subcommittee Minutes

Date: May 14, 2009

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

Facilitator: Stephanie Rockmacher

Invited Guests: Eileen Easterly, Partnership
Mike Glynn, Coastal

Recorder: Stephanie Rockmacher

Location: Board Room

Action items:

What (Topic)	Who (Responsibility)	Decision (What)	When (Suspense)
1. Coastal E-Learning System	Mike Glynn	Further discussion at further date after online certificate pilot	TBD
2. Statistical info on online courses	Stephanie R.	Provide committee w/info.	
3. Proposed certificate courses	Subcommittee	Committee review proposed courses and decided to go forward	
4.			

5.

Brainstormed Ideas for...

Notes:

- Mike Glynn of Coastal E-Learning did a presentation on their product to the Training sub-committee.
 - The committee was interested in possible alternatives to Go-Train in the future if the certificate program was a success.
- The sub-committee discussed the certificate program. Stephanie presented the on-line learning statistics for agencies that currently have agreements with the Partnership. Statistics were also shared in regards to individual's who have on-line learning licenses and are not

represented by one of the agencies we currently have agreements with.

- At this point, the sub-committee agreed that the Partnership should go forward with the certificate program and see the kind of response it receives.
- The sub-committee will begin discussing the Train-the-Trainer curricula template at the next scheduled meeting.
 - Stephanie has been asked to gather the top 3-5 safety courses that the Partnership has trained in the past for this discussion.

Next meeting –

When:	June 23, 2009
Where:	Partnership Board room
Facilitator:	Stephanie Rockmacher
Recorder	Stephanie Rockmacher

**Committee Formerly Known as Elements/ Now Known as the Sub Committee on
Safety Management Systems or SCSMS**

**Subcommittee Minutes
May 14, 2009**

Members: Andrew Barna andrew.barna@suny.edu
Mark Stackrow stackrowm@NYSCSEAPARTNERSHIP.ORIG
Chuck Vejvoda cvejvoda@goer.state.ny.us
Brian Gibney bgibney@dot.state.ny.us
Matthew Kozak

Facilitator: None

Invited Guests: Recorder: B. Gibney

Location: 240 Washington Avenue, Extension Albany

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

Topic/ Item	Description/ Discussion
6. OMRDD & Other Agencies interested in starting Safety & Health Committees. (Chuck and Mark)	Discussed need for activities in Elements plan and handouts. Current document maybe to wordy. Mark to work with Labor Management Services to develop handouts.
7. Labor Management Committees (Matt)	Discussed approaches to getting Labor Management Committee buy- in to an Elements approach- maybe using Workers Compensation data. Discussed other unions that would be involved besides CSEA: ASU- ISU OSU
8. Discussion Labor Management Committee Training	Discussed using Labor Management Committee Training as a way to advance the elements approach.

Next Meeting July 16, 2009