

# NYS & CSEA STATEWIDE SAFETY AND HEALTH COMMITTEE

**November 19, 2009**

## MEETING MINUTES

### Attendees:

|                        |                       |                           |
|------------------------|-----------------------|---------------------------|
| Management:            | Larry Enoch, Co-Chair | GOER                      |
|                        | Patricia Briggs       | OMRDD                     |
|                        | Scot Chamberlain      | OMH                       |
|                        | Margaret Clarke       | OMH                       |
|                        | Tony DeMarco          | WCB                       |
|                        | Carol McClellan       | OGS                       |
|                        | Debye Lurie           | OCFS                      |
|                        | Nicholas Schkrioba    | WCB                       |
|                        | John Suchy            | DOCS                      |
| 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   |                           |
| Partnership Staff:     | Peter Trolio          |                           |
|                        | Jeannine Morell       |                           |
|                        | Yvette Malavé Diaz    |                           |
|                        | Stephanie Rockmacher  |                           |
|                        | Mark Stackrow         |                           |
| <u>Absences:</u>       | Valerie Ayers         | SUNY                      |
|                        | Andy Barna            | SUNY                      |
|                        | Derrick Holmes        | OMRDD                     |
|                        | Brian Gibney          | DOT                       |
|                        | Richard Keefer        | DOT                       |
| <u>Invited Guests:</u> | Robert Guest          | Kaleida Health            |
|                        | Joanne Hernick        | NYS Vets' Home at Batavia |
|                        | Timothy Stewart       | CSEA                      |
|                        | Eileen Easterly       | Partnership               |

## **1. Opening Remarks**

### **Introductions**

Mark Stackrow opened the meeting by introducing new committee members. Larry Enoch has been appointed as GOER Safety and Health Deputy Director and as the new co-chair of this committee following the retirement of Chuck Vejvoda. Carol McClellan is temporarily serving as the OGS representative. Patricia Briggs has replaced Sue Ann Hart (retired) from OMRDD and Margaret Clark has replaced Michelle Speanburg (retired) from OMH.

Mark Stackrow introduced invited guests Joanne Hernick, Administrator of the NYS Veterans' Home at Batavia and Robert Guest, Coordinator of the Safe Patient Handling Program at Kaleida Health.

### **Approval of Minutes**

MOTION made to approve the minutes of the September 10, 2009 meeting and CARRIED.

## **2. Understanding Safe Patient Handling Programs** **Robert Guest, Director, Kaleida Health**

Bob Guest gave a presentation on the elements of a successful safe patient handling program and outlined some of the necessary steps to create, implement, and maintain a successful program. Key to the program is management's commitment to reducing injuries and employees being involved in the process of developing and maintaining the program. Bob stressed the importance of a strong labor-management "safe patient handling" committee dedicated to working cooperatively to determine the causes that lead to injuries, creating a comprehensive injury prevention program and long term strategic plan, making environmental ergonomic changes, purchasing and making available new equipment, investigating near misses, creating assessment tools, educating new hires, and providing continuing education and training.

## **3. Safe Patient Handling Program Implementation** **Joanne Hernick, Administrator, NYS Veterans' Home at Batavia**

Joanne Hernick provided an overview of how the Veterans' Home at Batavia began its safe patient handling program in 2003 and 2004 with a grant from the Partnership. To date, management provides the staff support as needed, creates a culture of safety, purchases new patient handling equipment, provides initial and ongoing training, and markets their "zero lift" program to promote resident and family understanding.

## **4. Online Safety & Health Certificate Program Pilot** **Eileen Easterly**

Eileen Easterly reported that eight committee members registered to take the online certificate pilot 10-hour OSHA General Industry, one registered to take the 10-hour OSHA Construction course, and four registered for both courses. Following the initial pilot period, the certificate program will be offered statewide on January 4.

## **5. Partnership Updates**

**Skills for Success/Worksite Training Requests:** Mark Stackrow provided an update on the status of the Skills for Success courses as well as any pending/scheduled Worksite Training Requests.

**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.

**Online S&H Certificate Programs:** The pilot offering of the programs was held for seven CSEA participants and six management participants. Flyers for the launch of the statewide program were distributed to the statewide committee members to post and distribute at their worksites.

**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 will meet in December to discuss future implementation plans.

#### **Subcommittee Report-Outs:**

- **Training** - Discussions are moving forward regarding strategies and techniques to be incorporated in the train-the-trainer curriculum. A presentation will be given by John Orsini, OPRHP Deputy Director of Safety & Health on their agency's version of Train-the-Trainer.
- **Safety Management Systems (Elements)** – The committee will be meeting to review the participant guide and will provide feedback to the Partnership on suggested changes.
- **Imminent Danger/ID Badges** - Scot Chamberlain will obtain the vendor contact information for the badges. Discussion of what mechanism will be used to make the information available to other agencies (OMH, OMRDD, OCFS).
- **Ergonomics** – The committee will be moving forward on how to encourage other DOH facilities to implement a safe patient handling program.

#### **6. Subcommittee Meetings**

The subcommittees held meetings to work on their respective projects. Meeting minutes are attached.

#### **7. Future Meetings:**

Rescheduled to January 21, 2010.

**Imminent Danger/ID Badge Subcommittee Minutes  
November 19, 2009**

Attendees: Virginia Stubbs  
Pat Briggs  
Paul Blujus  
Maryann Phelps  
Margaret Clarke

Facilitator: Yvette Malavé Diaz

Invited Guests: None

Recorder: Yvette Malavé Diaz

Location: Partnership Offices

**Action items:**

| <b>What (Topic)</b>      | <b>Who (Responsibility)</b> | <b>Decision (What)</b>  | <b>When (Suspense)</b> |
|--------------------------|-----------------------------|---|------------------------|
| 1. Marketing of Lanyards |                             | Agencies should receive samples of the badge and lanyard used by OMH staff since more than direct care staff may get injured.   |                        |
|                          |                             | Contacts identified for samples include; Executive Directors and Safety Officers at each facility i.e., OMH, OMRDD, DOCS, DOH Medical Centers, OCFS, etc.   |                        |
|                          |                             | Samples can be distributed at Safety & Health workshops, regional meetings of Safety & Health committees, CSEA Safety & Health conference. Samples are on state contract, # of contract will be determined. |                        |

**Next meeting:**

When: January 21, 2010  
Where: Partnership Offices  
Facilitator: Yvette Malavé Diaz  
Recorder: TBD

**Training Subcommittee Minutes  
November 19, 2009**

Attendees: Karen Maikels  
Larry Enoch  
John Suchy  
Matt Kozak  
Janet Foley  
Carol McClellan

Facilitator: Stephanie Rockmacher

Invited Guests: John Orsini, Deputy Director OPRHP

Recorder: Stephanie Rockmacher

Location: Partnership Offices

**Action items:**

| <b>What (Topic)</b>                            | <b>Who (Responsibility)</b> | <b>Decision (What)</b>                                     | <b>When (Suspense)</b> |
|--|-----------------------------|--|------------------------|
| 1. Train-the-Trainer Curriculum                | Stephanie R.                | Continue discussions on curriculum content.                |                        |
| 2. Contracting development of T-T-T curriculum | Stephanie R.                | Develop a draft scope of work to be reviewed by committee. | January 6, 2010        |

**Brainstormed Ideas for...**

**Notes:**

- John Orsini, Deputy Director S&H OPRHP presented their version of Asbestos Awareness T-T-T to the training sub-committee to see the various techniques used. This was done to generate ideas around activities to be incorporated into the T-T-T curriculum being developed.
- Discussed the suggestion that an outside consultant be hired to develop the T-T-T curriculum. The committee would prefer to hire a suitable consultant through a Request for Proposal process.

**Next meeting:**

When: January 6, 2010  
Where: Partnership Offices  
Facilitator: Stephanie Rockmacher  
Recorder: Stephanie Rockmacher

**Ergonomic Subcommittee Minutes  
November 19, 2009**

Attendees: Janet Foley  
Tony DeMarco  
Frank Cosentino  
Deb Downey  
Nick Schrioba

Facilitator: Deb Downey

Absent: None

Invited Guests: None

Recorder: Tony DeMarco

Location: Partnership Offices

**Action items:**

| <b>What (Topic)</b>               | <b>Who (Responsibility)</b> | <b>Decision (What)</b> | <b>When (Suspense)</b> |
|-----------------------------------|-----------------------------|------------------------|------------------------|
| 1. NYS Veterans' Home at Montrose | Janet Foley                 |                        | December 1, 2009       |
| 2. NYS Veterans' Home at Oxford   | Tony DeMarco                |                        | December 1, 2009       |

**Notes: Janet Foley and Danny Donohue met with officials from DOH.**

- It is hoped that the committee can meet with NYS Veterans' Home at Oxford to visit their new facility.
- Safe Patient Handling (SPH) conference in NYC at 101 Avenue of the Americas on February 24, 2010.
- It was suggested to require one CSEA, one PEF, and one management representative from each facility attend the Florida SPH Conference. Additionally, require attending facilities to implement an ergonomic committee and deliver training to the committee.

**Next meeting: TBD**

**Safety and Health Management System Subcommittee Minutes  
November 19, 2009**

Attendees: Debye Lurie

Facilitator: Mark Stackrow

Absent: Andy Mantella  
Brian Gibney

Invited Guests: None

Recorder: Mark Stackrow

Location: Partnership Offices

**Action items:**

| <b>What (Topic)</b>         | <b>Who (Responsibility)</b> | <b>Decision (What)</b>             | <b>When (Suspense)</b> |
|-----------------------------|-----------------------------|------------------------------------|------------------------|
| 1. Review participant guide | All                         | Provide feedback to Mark Stackrow. | January 21, 2010       |

**Next meeting:** January 21, 2010