

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

December 14, 2006

DRAFT MINUTES

Attendees:

Management:	Chuck Vejvoda, Co-Chair	GOER
	Nick Schkrioba	WCB
	Brian Gibney	DOT
	Geraldine Smith	DOT
	Bob Bailey	OMRDD
	Jeremiah Coleman	OMRDD
	Walter Greenberg	OCFS
	Debye Lurie	OCFS
	Charles Hatch	DOCS
	Charles Parmentier	OMH
	Andy Barna	SUNY
CSEA:	James McHugh	DOT, Region 5
	Karen Maikels	OASAS, Region 4
	Frank Cosentino	Liquor Authority
	Paul Blujus	DOH
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew C. Kozak	
	Mark Stipano	
	Monique St. Hilaire	
Partnership Staff:	Deb Berg	
	Linda Stortz-Torino	
	Stephanie Rockmacher	
	Mark Stackrow	
Absent:	Robert Kennedy	DOCS
	Valerie Ayers	SUNY
	Debbie Nappi-Gonzales	CSEA - SUNY
	Deb Downey	CSEA - OMRDD

1. Opening Remarks and Review/Accept Minutes of the October 19, 2006 Meeting

All attending committee members were in favor of accepting the minutes of the October 19, 2006 meeting contingent upon minor changes being submitted to Stephanie Rockmacher. Final minutes will be re-sent to the committee members and will be posted on the Partnership web site.

www.nyscseapartnership.org

2. Sub-Committee Meetings and Report Outs

Environment

Charles Hatch reported that the sub-committee reviewed the draft of the *Extreme Temperature Pocket Guide* and the *Supervisor's Extreme Temperature Guidelines Manual*. Several outstanding issues are being addressed before the products become final.

Pocket Guide – The sub-committee decided the *Pocket Guide* needed more pictures and more current examples of new technology. The guide is also written with a high level of technical information and needs to be simplified in order for it to be more understandable to employees. The consultant will be asked to rework the language.

Supervisor's Extreme Temperature Guidelines Manual – The sub-committee decided that the more technical information contained in this manual is appropriate for supervisors. No further work by the consultant is needed. Stephanie Rockmacher is waiting to receive copyright permission for an attachment featured in this guide.

Indoor Air Quality Manual – The Chemical Fact Sheets have been received from the consultant and the sub-committee feels they have met their expectations. The sub-committee is now waiting on the Biological Fact Sheets from the consultant. Drafts of remaining sections of the manual are in production with the consultant.

Ergonomics

Linda Torino reported that the sub-committee worked on finalizing the content of the *Ergonomic Equipment Resources for Non-Direct Health Care Workers*. Wording was improved and additional examples of how to reduce risk factors were identified. A draft has been sent to GOER and is being reviewed by their counsel's office for concept approval. The remaining copyright permissions for the products are being obtained. The booklet will then go through a design process in preparation for it being printing.

Elements

The Elements Sub-Committee is continuing the process of reviewing and paring-down the PowerPoint slides which have been divided into six modules. The six modules coincide with the six elements of a safety and health program as outlined by OSHA. Work continues on the last module which involves analyzing data from workers' compensation illness/injury reports and employee surveys. The module also includes information on how to use this data to reduce workplace injuries. At the January meeting, the sub-committee will continue reconciling the slides with the content of the Instructor's Manual and Participant's Manual.

Workplace Security

The Workplace Security Sub-Committee held a conference call on today's date with the consultant that was awarded the contract. Joining the conference call was a subcontractor hired by the consultant who specializes in workplace security. The sub-committee reviewed project requirements for developing a workplace safety and security control methods resource guide. The discussion focused on the outline of the content for the guide and the sub-committee's expectations of the consultant. A meeting in January has been scheduled to review the first draft.

SUNY Pressure Vessel/Boiler

The final product of the SUNY Pressure Vessel/Boiler Sub-Committee will be a training program on the hazards of distribution systems. The sub-committee continues to reach out to SUNY Delhi to find a consultant to develop this program. The project may also be listed in the NYS Contract Reporter. The sub-committee has had difficulty finding a consultant with expertise in boiler/pressure vessel distribution systems versus boilers themselves.

Imminent Danger

The Imminent Danger Sub-Committee will be reviewing the Power Point presentation and outline that has been developed. After the slide presentation is reviewed and completed, a participant guide will be developed for review by the subcommittee. OGS is interested in having this training delivered to its employees along with CSEA's 10-hour OSHA General Industry training in the spring of 2007.

Preparation for End of Contract Presentations

A discussion was held about the format for the end of contract presentations that the sub-committees will make on February 15 to stakeholders as well as CSEA and GOER executives. It was decided that the presentations will be brief, no longer than eight minutes, and include areas such as:

- Introductions of sub-committee members.
- Accomplishments.
- Project descriptions.
- Identification of projects for the next contract.
- Challenges and possible solutions to achieving those next steps.

Each sub-committee will select a representative from CSEA and Management to make the presentation. The presentation format may include PowerPoint and/or flipcharts.

End of Contract Report for Stakeholders

The Committee decided on a format to use in developing the end of contract report. This report is a requirement of Article 15 of the CSEA/NYS contract.

The report will begin with a letter from the Co-Chairs describing the history of the committee; the side letter issues, agreed to by both CSEA and GOER, to be addressed during the contract period; and the membership of the statewide committee. A picture of the committee with each member identified will be included.

Each sub-committee will be responsible for submitting information on its committee's work throughout the contract period. This will include information on its projects and the committee's hopes for the future with regard to each project. Each section will be highlighted with a workgroup photo of the committee with each member listed.

The end of the report will be a section describing the Statewide Committee's recommendations for the future. It is hopeful that these recommendations will be used in the upcoming collective bargaining negotiations. There will also be a section describing the challenges the Committee anticipates in the future and suggestions on how it can meet them in the next contract.

Partnership staff will be working with the Committee on the design and content of the report.

Next meeting

Thursday, January 18, 2007